BISHOP STATE

COMMUNITY COLLEGE

Nursing Student Handbook

2026 – 2027

School of Health Sciences

Associate Degree Nursing • Practical Nursing • Career Mobility

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INTRODUCTION

Congratulations, and welcome to the Nursing Program at Bishop State Community College. You have been selected for the opportunity to prepare for a professional career in nursing, and we recognize the excitement that accompanies this achievement. We are honored that you have chosen Bishop State to guide you on your journey toward becoming a nurse.

Nursing education is both demanding and deeply rewarding. Success requires significant commitment, time, and personal dedication. The Nursing Program at Bishop State is a rigorous and immersive course of study designed to prepare you academically, clinically, and professionally for entry into a respected and impactful profession. Throughout your time here, you will be challenged, supported, and socialized into the standards and expectations of nursing practice so that you may confidently assume your role as a valued member of the healthcare community.

This handbook has been developed to provide essential guidelines for responsible participation in the program. It outlines the policies and procedures specific to the Nursing Program, while detailed course requirements are provided in individual course syllabi. Please read it thoroughly and become familiar with its contents, as it will answer many questions that may arise throughout your progression in the curriculum.

This handbook should be used in conjunction with the Bishop State Community College Catalog and Student Handbook. In the event of any conflict, however, the policies within the Nursing Student Handbook take precedence. The faculty, staff, and administration are committed to supporting your success and are available to assist you throughout your educational experience.

> *"Success is no accident. It is hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do."* **– Pelé**

DISCLAIMER

Students enrolled in the Nursing Program are entitled to the same rights, privileges, and responsibilities as all students of Bishop State Community College. The information contained within this handbook reflects the most current guidance available at the time of publication and should not be construed as an irrevocable contract between the student and the Nursing Department.

The nursing faculty retains the authority to revise, modify, or update the following at any time and without prior notice:

- Curriculum and academic or program requirements
- Course offerings and content
- Procedures, policies, rules, and regulations

If such changes occur, students will be duly informed, and appropriate support will be provided to facilitate their continued progression through the required nursing coursework. Any revisions will apply to all students, including those whose progression may be interrupted for any reason.

NONDISCRIMINATION POLICY

It is the official policy of the Alabama Community College System and Bishop State Community College that no individual within the State of Alabama shall, based on race, color, qualified disability, gender, religion, creed, national origin, or age, be excluded from participation in, denied the benefits of, or otherwise

subjected to discrimination under any program, activity, or employment practice administered by the College.

Bishop State Community College affirms its obligation to comply fully with all applicable federal and state nondiscrimination laws and regulations, including but not limited to:

- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act (ADA)
- Title VI and Title VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972

All institutional practices, procedures, and decisions shall be administered in accordance with these statutory requirements. For additional information, refer to the Bishop State Student Handbook.

> **Title IX Coordinator:** Cherry Watkins • (251) 405-7156 • cwatkins@bishop.edu

ACCREDITATION, PROGRAM APPROVALS, AND REGULATIONS

Institutional Accreditation

- **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**
  - 1866 Southern Lane, Decatur, GA 30033-4097 • (404) 679-4501
  - https://sacscoc.org

Programmatic Accreditation

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

State Approval

- **Alabama Board of Nursing (ABN)**
  - 770 Washington Avenue, RSA Plaza, Suite 250, Montgomery, AL 36104 • (334) 293-5200
  - https://www.abn.alabama.gov

Alabama Nurse Practice Act

The Nurse Practice Act is each state's legal framework governing nursing practice. It outlines authorized nursing functions and establishes penalties for violations. The Act authorizes each state's Board of Nursing to regulate licensure, education, and professional standards, with which all students must comply. Under the Standards for Conduct and Accountability (610-X-6-.03), a nurse must:

- Know the laws of the state where they expect to practice
- Remain within their legal scope of practice
- Seek supervision for unfamiliar tasks
- Remain accountable for the quality of care they provide

MISSION AND PHILOSOPHY

Alabama Community College System Mission

The Alabama Community College System (ACCS) provides a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development. The system is committed to advancing Alabama by developing people, culture, curriculum, and training, and is built on the idea that real-life education is the foundation for a forward path. All institutions within the system are accountable to students, faculty, staff, leaders, and the communities they serve.

Nursing Program Mission and Philosophy

The mission of the nursing programs of the ACCS is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system, providing full and equal access to opportunities for educational success to meet the community's needs. The nursing faculty believe that:

- Nursing is a dynamic profession that blends science, evidence-based practice, and clinical reasoning with the art of caring and compassion to provide quality, patient-centered care.
- Learning is an interactive process in which faculty and students share responsibility to meet program outcomes.
- Current, student-supportive educational methods should be used in the teaching and learning environment, presenting information from simple to complex.

CONCEPTUAL FRAMEWORK

The conceptual framework of the nursing department combines the Quality and Safety Education for Nurses (QSEN) and National League for Nursing (NLN) competencies to enhance the knowledge, skills, and attitudes that students acquire throughout the program. This framework organizes the curriculum and guides bedside instruction, facilitating the achievement of student learning outcomes.

The NLN competencies focus on human flourishing, nursing judgment, professional identity, and a spirit of inquiry. The QSEN competencies (patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics) outline the critical competencies students must demonstrate to ensure the delivery of high-quality, safe patient care.

- **Human Flourishing:** Advocate for patients and their families to promote autonomy, integrity, and personal development.
- **Patient-Centered Care:** Collaborate with patients to deliver compassionate, coordinated care that honors their values and preferences.
- **Nursing Judgment:** Employ evidence-based reasoning to provide safe, high-quality care within the context of family and community.
- **Safety:** Mitigate the risk of harm through effective systems and responsible individual practices.
- **Informatics:** Leverage technology and information systems to enhance communication, manage knowledge, prevent errors, and support informed decision-making.
- **Professional Identity:** Exhibit integrity, responsibility, ethical practice, and a commitment to evidence-based, compassionate care.
- **Teamwork and Collaboration:** Engage effectively within interprofessional teams by fostering open communication, mutual respect, and shared decision-making.
- **Spirit of Inquiry:** Challenge assumptions, critically evaluate evidence, and pursue new insights to enhance the quality of care.

- **Evidence-Based Practice:** Combine the best available evidence with clinical expertise and patient preferences to achieve optimal outcomes.
- **Quality Improvement:** Employ data and improvement methodologies to elevate the quality and safety of healthcare systems.

PLANS OF STUDY

Note: *A course grade of "C" or higher is required for all nursing and academic core courses. Academic courses are listed only if not already completed.*

Associate Degree Nursing (ADN)

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 112 – Fundamental Concepts of Nursing	4	2	1	7	13
MTH 100 – Intermediate Algebra	3	0	0	3	3
BIO 201 – Anatomy & Physiology I	3	1	0	4	5
Total Hours	**10**	**3**	**1**	**14**	**21**

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 113 – Nursing Concepts I	4	1	3	8	16
ENG 101 – English Composition I	3	0	0	3	3
PSY 210 – Human Growth & Development	3	0	0	3	3
BIO 202 – Anatomy & Physiology II	3	4	0	4	5
Total Hours	**13**	**5**	**3**	**18**	**27**

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 114 – Nursing Concepts II	5	0	3	8	14
NUR 115 – Evidence-Based Clinical Reasoning	1	0	1	2	4
SPH 106 or 107 – Speech	3	0	0	3	3
Total Hours	**9**	**0**	**4**	**13**	**21**

Fourth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 – Advanced Nursing Concepts	4	0	3	7	13
BIO 220 – Microbiology	2	2	0	4	6
Total Hours	**6**	**2**	**3**	**11**	**19**

Fifth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 – Advanced Evidence-Based Clinical Reasoning	3	0	4	7	15
Humanities Elective	3	0	0	3	3
Total Hours	**6**	**0**	**4**	**10**	**18**

ADN Program Totals

- Theory 44 • Lab 7 • Clinical 15 • Credit 66 • Contact 106
- Academic & Nursing Theory Contact Hours: 660
- Academic & Nursing Lab Contact Hours: 255
- Nursing Clinical Contact Hours: 675
- Total Program Contact Hours: 1,590

- Students are eligible to take the LPN licensure exam (NCLEX-PN) upon successful completion of the third semester.
- ADN students who complete required academic courses and continue through NUR 211 and NUR 221 are eligible to take the NCLEX-RN exam and are awarded an Associate of Applied Science degree.

Practical Nursing (PN)

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 112 – Fundamental Concepts of Nursing	4	2	1	7	13
MTH 100 – Intermediate Algebra	3	0	0	3	3
BIO 201 – Anatomy & Physiology I	3	1	0	4	5
Total Hours	**10**	**3**	**1**	**14**	**21**

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 113 – Nursing Concepts I	4	1	3	8	16
ENG 101 – English Composition I	3	0	0	3	3
PSY 210 – Human Growth & Development	3	0	0	3	3
BIO 202 – Anatomy & Physiology II	3	4	0	4	5
Total Hours	**13**	**5**	**3**	**18**	**27**

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 114 – Nursing Concepts II	5	0	3	8	14
NUR 115 – Evidence-Based Clinical Reasoning	1	0	1	2	4
SPH 106 or 107 – Speech	3	0	0	3	3
Total Hours	**9**	**0**	**4**	**13**	**21**

PN Program Totals

- Theory 32 • Lab 8 • Clinical 8 • Credit 45 • Contact 69
- Academic & Theory Contact Hours: 480
- Academic & Lab Contact Hours: 195
- Clinical Contact Hours: 360
- Total Contact Hours: 1,035

- Cohorts are admitted each Fall and Spring.

PN Program Completion

- Students complete the program after three semesters.
- Upon completing NUR 112, NUR 113, NUR 114, NUR 115, and required academic courses, students may apply to take the LPN licensure exam (NCLEX-PN).
- Successful candidates are awarded the Practical Nursing certificate and may then apply to the Career Mobility Nursing program.
- A grade of "C" or higher is required in all nursing and academic core courses.

PN Transfer Students

- Students completing NUR 112, NUR 113, NUR 114, and NUR 115 at an institution offering only the PN program, who wish to transfer to Bishop State to complete the ADN degree, must meet the 25% course completion requirement at the college of graduation.
- Students who cannot meet the 25% requirement must apply to the Mobility Program and take any course from the nursing curriculum to satisfy that requirement.

Career Mobility (ADN)

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 209 – Concepts for Healthcare Transition	6	1	3	10	18
Total Hours	**6**	**1**	**3**	**10**	**18**

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 – Advanced Nursing Concepts	4	0	3	7	13
BIO 220 – Microbiology	2	2	0	4	6
Total Hours	**6**	**2**	**3**	**11**	**19**

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 – Advanced Evidence-Based Clinical Reasoning	3	0	4	7	15
Humanities Elective	3	0	0	3	3
Total Hours	**6**	**0**	**4**	**10**	**18**

Career Mobility Program Totals: Theory 18 • Lab 3 • Clinical 10 • Credit 31 • Contact 55

Career Mobility Track I

- Designed for licensed practical nurses (LPNs) and licensed paramedics who have been out of school for more than one year after graduating from an accredited Practical Nursing or Paramedic program.

- Applicants must provide proof of a valid, unencumbered Alabama or multistate Practical Nursing license or Paramedic license.
- Official transcripts must demonstrate a grade of "C" or higher in: ENG 101; MTH 100 or higher math; BIO 201 and BIO 202; SPH 106 or 107; PSY 210; and all previous nursing or paramedic courses.
- No prior work experience is required, and paramedics are not required to hold an associate degree.
- Available only during the Fall semester.

Career Mobility Track II

- NUR 209 (Concepts for Healthcare Transition) may be waived for students who return to the nursing program within one year of graduating from an Alabama Community College Practical Nursing Program.
- Applicants must provide proof of an unencumbered Alabama or multistate Practical Nursing license.
- Official transcripts must show a grade of "C" or higher in: ENG 101; MTH 100 or higher math; BIO 201 and BIO 202; SPH 106 or 107; PSY 210; and NUR 112, NUR 113, NUR 114, and NUR 115.
- Available in both Fall and Spring semesters; accepted students begin in the fourth semester of the ADN program.

ALABAMA BOARD OF NURSING LICENSING AND PERMITS

Nurse Licensure Compact

- The Alabama Board of Nursing issues multistate licenses (MSL) to qualified applicants who declare Alabama as their primary state of residence.
- A nurse holding a multistate license may practice in any Nurse Licensure Compact (NLC) party state but must comply with the laws of the state where they are currently practicing.
- RNs and LPNs may apply for licensure under the Enhanced Nurse Licensure Compact (eNLC); the home-state license authorizes practice in all compact states under a multistate licensure privilege.

Student Nurse Apprenticeship Program

- After successfully completing NUR 112, students may have the opportunity to participate in an apprenticeship program sponsored by a local healthcare facility.
- Interested students must apply through the Director of Nursing while enrolled in NUR 112.
- Students are encouraged to apply early due to limited space. Refer to the Alabama Board of Nursing for permits and regulations governing the Student Nurse Apprenticeship Program.

STUDENT LEARNING OUTCOMES

End-of-Program Student Learning Outcomes (EPSLO)

ACCS Nursing Programs reflect current NLN and QSEN graduate competencies relevant to the scope of practice for the practical and registered nurse. Refer to the ACCS Plans of Instruction for the complete outcomes.

NCLEX Pass Rates: First-Time Test Takers

Program	Bishop State Pass Rate	State Average
Associate Degree Nursing	84.29%	88.8%
Practical Nursing	96.55%	96.9%

- Program completion rates and job placement rates are published and updated annually and are available from the Nursing Department.

ESTIMATED COST OF NURSING COURSES

Course	Tuition	Testing Fees	Books, etc.	Liability Ins.	Uniforms	Other	Semester Total
NUR 112	1,246	680	1,500	13	250	50	3,739
NUR 113	1,424	680	200				2,304
NUR 114	1,424	680	100				2,204
NUR 115	356						356
NUR 209	1,780	680					4,273
NUR 211	1,246	680	100	13			2,039
NUR 221	1,246	680	100				2,026

Estimated Total Program Cost

- ADN: $12,668
- PN: $8,735
- Career Mobility Track I: $8,325

- Totals do not include the cost of general education courses. Course costs per credit hour are subject to change.
- Tuition and applicable fees must be paid in full by the scheduled deadline each semester.

NURSING COURSE DESCRIPTIONS

NUR 112: Fundamental Concepts of Nursing

The first of six nursing courses, teaching foundational knowledge of nursing concepts and clinical decision-making to provide evidence-based nursing care. Content includes, but is not limited to, healthcare delivery systems, professionalism, health promotion, psychosocial well-being, functional ability, gas exchange, safety, pharmacology, and coordinator/manager of care. Includes 60 hours of theory, 90 hours of lab, and 45 hours of clinical. Offered Fall and Spring.

NUR 113: Nursing Concepts I

A continuation of NUR 112 that teaches selected concepts inherent to the individual domain within the family and community. Content includes coordinator/manager of care, perfusion, oxygenation, infection, inflammation, tissue integrity, nutrition, elimination, mobility/immobility, cellular regulation, acid/base balance, and fluid/electrolyte balance. Includes 60 hours of theory, 60 hours of lab, and 135 hours of clinical. Offered Spring and Summer.

NUR 114: Nursing Concepts II

A continuation of NUR 113 that teaches selected concepts inherent to the individual domain within family and community contexts. Content includes coordinator/manager of care, sexuality, reproduction and

childbearing, infection, inflammation, sensory perception, perfusion, cellular regulation, psychosocial well-being, elimination and fluid/electrolyte balance, and medical emergencies. Includes 75 hours of theory and 135 hours of clinical. Offered Summer and Fall.

NUR 115: Evidence-Based Clinical Reasoning

The last course for first-level students, providing opportunities to apply clinical reasoning of concepts within the individual, health, and nursing domains in a healthcare environment. Students perform clinical duties with assistance from an assigned preceptor. Includes 15 hours of theory and 45 hours of practicum. A corequisite of NUR 114; offered Summer and Fall.

NUR 209: Concepts for Healthcare Transition Students

Focuses on applying nursing concepts to assist healthcare professionals in transitioning into the role of the registered nurse. Emphasis is placed on evidence-based clinical decision-making and nursing care surrounding health and wellness in adult health, maternal/infant, pediatrics, and mental health within a community and family context.

Career Mobility Track I (Course)

For licensed practical nurses and licensed paramedics pursuing an Associate degree in nursing. Offered only in the Fall semester for those who have been out of school more than one year after graduating from an accredited Practical Nursing or Paramedic program.

Career Mobility Track II (Course)

Offered in the Fall and Spring semesters for students returning to the nursing program within one year of graduating from an Alabama Community College Practical Nursing Program. Includes 90 hours of theory, 45 hours of lab, and 135 hours of clinical.

NUR 211: Advanced Nursing Concepts

Integrates advanced nursing care concepts within a family and community context, including adult health, mental health, pediatrics, and maternal/infant. Content includes management of care for advanced concepts in safety, fluid/electrolyte balance, cellular regulation, gas exchange, psychosocial well-being, growth and development, perfusion, and medical emergencies. Includes 60 hours of theory and 135 hours of clinical. Offered Fall and Spring.

NUR 221: Advanced Evidence-Based Clinical Reasoning

The terminal course for ADN students, providing opportunities to apply clinical reasoning and demonstrate graduate competencies through didactic and preceptorship experiences necessary to transition to the profession of nursing. Content includes management of care, professionalism, and healthcare delivery systems. Includes 45 hours of theory and 180 hours of clinical, which may consist of 90 hours of preceptorship and 90 hours of clinical. Offered Spring and Summer.

CLASSROOM POLICIES

Course Expectations

- The nursing curriculum is sequential, with each course building upon the content and competencies acquired in previous courses.
- Course content and learning experiences increase in complexity at each level, requiring continued academic preparation and professional growth.
- Students are expected to actively participate in all learning activities and demonstrate accountability for their own learning and professional development.
- Nursing faculty are responsible for creating and maintaining a safe, respectful, and supportive learning environment that promotes student success.
- Students should refer to the Bishop State Catalog and Student Handbook for general academic policies and student responsibilities.
- Because Nursing is a special-admissions program, the policies in this handbook supersede general college policies whenever differences exist.

Channels of Communication

- **First point of contact: Course Instructor.** For clinical concerns, begin with the clinical instructor.
- **Second point of contact: Director of Nursing.** Dr. Victoria King • (251) 405-4493
- **Third point of contact: Dean of Health Sciences.** Dr. Andrea Agnew • (251) 405-5363

Communication with the Course Instructor

- Students should communicate with instructors using their official Bishop State student email or during scheduled office hours.
- Instructors make every effort to respond within 24 hours; response times may be longer on weekends, holidays, or during college closures.
- To comply with FERPA, instructors communicate with students only through official Bishop State student email and/or Canvas.
- Office hours are published outside the instructor's office, in the course syllabus, and in Canvas. Students may request an appointment at a mutually agreeable time.
- Instructors may post announcements, reminders, and other important information in Canvas.

Student Responsibilities for Communication

- Check Bishop State email daily.
- Log into Canvas daily for announcements, assignments, grades, and other course information.
- Use Canvas solely for educational and course-related purposes.
- Maintain the confidentiality of Canvas login credentials; sharing usernames, passwords, or account access is strictly prohibited.
- Understand that unauthorized sharing of credentials or exposing secure course content (including examinations) is a breach of academic integrity and test security.
- Recognize that violations may result in a grade of zero on the affected assignment or examination and disciplinary action up to and including dismissal from the Nursing Program.

Canvas Learning Management System: Technology Requirements

Supported Devices and Operating Systems

- Personal computers, MacBook laptops, Windows, macOS, Linux, iOS, and Android.
- **Chromebooks / Chrome Notebooks are not compatible with Canvas.**

Supported Web Browsers

- A current or previous major release of Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari.
- Cookies and JavaScript must be enabled.
- Safari and Firefox do not support media recording within Canvas.

Computer and Internet Requirements

- Minimum 1 GB of RAM.
- Minimum internet connection speed of 512 kbps.

Mobile App and Browser Notes

- Android app: version 9.0 or later. iOS app: version 18.0 or later.
- Built-in mobile browsers on tablets have limited Canvas support (Safari and Chrome on iOS; Chrome and Firefox on Android).
- Use a supported desktop or laptop browser for activities or assessments that require full Canvas functionality.

ATI (Assessment Technologies Institute): Technology Requirements

Device / Operating System

- Windows PC: Windows 10 or later; minimum resolution 1024 × 600.
- Mac: macOS X 15 or later; minimum resolution 1024 × 600.
- iPad: iOS 15 or later; Safari recommended.
- Android Tablet: Android 12 or later.

Supported Browsers and Internet

- Google Chrome 119+, Mozilla Firefox 119+, or Safari 14+.
- Internet speed of at least 5 Mbps required; 10 Mbps or higher recommended.

Testing and Proctoring

- Students using third-party proctoring systems (e.g., Proctorio, Respondus) must review the vendor's current technology and system requirements before testing.
- Students are responsible for ensuring their device, browser, internet connection, and other technology meet vendor requirements.

Products Not Supported on Android Tablets

- Proctored Assessments; Communicator 2.0 (Virtual Interactions); HealthAssess Virtual Practice and Virtual Challenge Simulations; TEAS at ATI Proctored Exams; and Civility Mentor.

HESI (Health Education Systems Inc.): Technology Requirements

Computer and Operating System

- Operating system: Windows 10 or later (Windows 11 recommended).

- Processor: 32-bit or 64-bit x86 meeting minimum OS requirements.
- Display: minimum resolution 1280 × 800 or higher.
- Connection: broadband or fiber preferred; a wired connection is recommended. Wireless connections are not supported for designated testing activities.

Internet Requirements

- Download speed: minimum 25 Mbps (100 Mbps recommended). Upload speed: minimum 3 Mbps.

Supported Browsers and Software

- Most current version of Google Chrome, Mozilla Firefox, or Microsoft Edge.
- Adobe Acrobat Reader version 11.0.17 or later.
- Browser configured to enable ActiveX/JavaScript, allow clipboard access, disable pop-up blockers, allow session cookies, and override automatic cookie handling when required.

Unsupported Devices and Systems

- Windows XP or earlier; ARM-based devices (e.g., Snapdragon SQ1, Surface Pro X); iPads (first- through fourth-generation and older); Chromebooks; virtual machines; and any device not meeting required OS, processor, browser, or security requirements.

Proctoring and Remote Examination

- A compatible Windows or Mac computer is required; Mac users must enable screen recording when required by the proctoring system.
- Required peripherals: internal or external webcam, microphone, and high-speed internet.
- ProctorU: install the ProctorU extension for Chrome or Firefox and keep the browser updated.
- Secure Browser: install the Guardian Secure Browser for Live+ or Review+ examinations, as required.
- Testing environment: a private, well-lit, quiet workspace cleared of unnecessary materials, with all unauthorized programs closed before beginning.

Use of Electronic Devices in the Classroom

Audio / Video Devices

- Students must obtain written and/or verbal permission from anyone being recorded or photographed before using any audio, video, or camera technology.
- Recording lectures, demonstrations, simulations, or other learning activities without prior approval is prohibited.
- Students in online activities must have a webcam, microphone, and reliable high-speed internet for Zoom, Teams, or other virtual platforms.

Cell Phones, Laptops, Tablets, iPads, and Smart Watches

- All electronic devices must be turned off or placed in an approved mode unless use is authorized by the instructor or a program official.
- Devices may be used only for instructional purposes with instructor approval.
- Cell phone conversations, texting, and personal electronic communication are prohibited in classrooms, testing areas, skills laboratories, and clinical settings.
- Personal communication is allowed only during designated breaks and in appropriate areas such as the lobby or outdoors.

- Students are expected to demonstrate professional behavior and appropriate technology etiquette at all times.
- Failure to comply may result in removal from the learning activity, disciplinary action, and/or dismissal from the Nursing Program.

Artificial Intelligence, Calculators, and Digital Software

- The use of AI tools, calculators, and other digital software is permitted only at the discretion of the course instructor.
- Students must follow instructor guidelines for the appropriate use of technology in assignments, examinations, and learning activities.
- Unauthorized use of digital tools may be considered a violation of academic integrity and may result in disciplinary action.

Classroom Conduct, Attendance, and Participation

Class Attendance and Participation

- Class attendance is mandatory; students are expected to attend all scheduled classes and actively participate.
- Only students officially enrolled in the Nursing Program may attend nursing classes, laboratories, and program-related activities unless prior approval is granted.
- Students arriving late or leaving early must obtain prior approval from the course instructor.
- Students are expected to demonstrate professional and respectful behavior during all classroom activities.

Behaviors Not Permitted During Class

- Private conversations; eating; sleeping; reading or completing unrelated materials; and disruptive behavior of any kind.
- Group discussions, interruptions, or behaviors that interfere with the learning environment during lectures or instruction.
- Lewd, profane, threatening, harassing, discriminatory, or inappropriate communications directed toward peers, faculty, or staff.

Consequences and Responsibilities

- Students who engage in disruptive behavior may be dismissed from class at the instructor's discretion.
- Students dismissed from class are responsible for completing all assigned coursework, obtaining missed materials, and meeting with the Director of Nursing before returning.
- Incivility, disruptive conduct, or repeated violations may result in disciplinary action up to and including dismissal from the Nursing Program.

Visitors on Campus

- Children and visitors may not be left unattended on campus or in campus parking lots.
- Unattended visitors may be referred to Campus Police or Human Resources.
- Only officially enrolled Bishop State nursing students may attend nursing classes.

Class Assignments

- Assignment instructions, availability dates, and due dates are posted in Canvas; students are responsible for reviewing Canvas regularly and meeting deadlines.

All Submitted Assignments Must

- Be the student's original work.
- Be legible and professionally presented.
- Demonstrate appropriate spelling, grammar, and writing skills.
- Follow instructor-specific guidelines.

Plagiarism Is Strictly Prohibited and Includes

- Submitting another person's work as one's own.
- Using purchased or borrowed assignments.
- Failing to properly acknowledge sources.
- Copying content without appropriate citation.
- Submitting work generated by artificial intelligence (AI) without instructor approval.

Additional Expectations

- Students must research course topics appropriately and communicate information in their own words while crediting original sources.
- Assignments containing plagiarized content may receive a failing grade or may not be accepted for credit.
- Opportunities for resubmission, late submission, or revision are determined at the instructor's discretion.

Student Assessment Exams

Examination Format and Expectations

- Examinations may include written exams, computer-generated exams, skills demonstrations, and/or simulation activities with guided scenarios.
- Examination times may differ from the scheduled class time; students are expected to arrive prepared and on time.

Testing Environment

- The testing environment must remain quiet and free from distractions.
- Students may not leave the testing area after an exam begins unless approved by the instructor; those who leave may not return until all students have finished.
- Students are encouraged to address personal needs before entering the testing environment.
- Students arriving more than 15 minutes late will not be permitted to begin and will receive a grade of zero until an approved make-up exam is completed. No additional time is provided for late arrival.
- Congregating or discussing examinations in hallways outside testing areas is prohibited; students should wait in approved areas until the testing period concludes.

Prohibited Items in the Testing Area

- Smart watches or wearable technology; cell phones; tablets or electronic devices; eyewear with audio/video recording; purses, handbags, backpacks, or book bags; books or unauthorized materials; food or beverages; and any other item identified by the instructor.
- Hats and sunglasses are not permitted.
- Students must keep hair styled above the ears when required for testing security and remove coats, jackets, and outerwear before testing.
- A search for prohibited items may be conducted when necessary to maintain examination security.

Examination Assistance and Timing

- Students needing assistance should raise their hand and wait for the instructor.
- Examinations are timed at the instructor's discretion; provided materials may include a four-function calculator or writing board.
- No additional time accommodations are provided for students who arrive late to exams or quizzes.

Exam Reviews

- Electronic exam scores post automatically in Canvas upon completion; grades are not final until the instructor has reviewed results.
- Instructors make results available as soon as possible; skills demonstrations and simulations include immediate feedback and debriefing when appropriate.
- Students who do not achieve expected performance are encouraged to schedule tutoring and/or attend open lab.

Exam Review Procedures

- Review of module examinations is provided at the instructor's discretion; exceptions may be considered individually.
- Students who decline an offered exam review forfeit the opportunity to review that examination.
- Exam reviews are for learning and remediation, not to identify additional points or challenge results.
- Comprehensive reviews of previous examinations will not be provided before the final exam, and final examinations will not be reviewed after completion.

Exam Review Restrictions

- During reviews, students may not take notes, record in any format, use cell phones or smart devices, or bring paper, pens, or pencils.
- Students are expected to maintain examination security and confidentiality at all times.

Make-Up and Missed Exams

- Students may make up one module examination per semester.
- A grade of zero (0) is assigned for a second missed examination in a semester.
- Make-up exams are administered within one week following the last date to withdraw, or at the instructor's discretion, and not during the regularly scheduled class period.
- Students who fail to attend the assigned make-up date receive a grade of zero (0).
- Make-up examinations may differ from the original in format or content.
- A 10% reduction in the overall examination grade may be applied to make-up examinations at the instructor's discretion.

Dosage Calculation Progression Exams

- All nursing students must successfully complete a dosage calculation progression exam before advancing to the next nursing course.
- **A minimum score of 90% is required to pass.**
- Two attempts are provided; students who do not pass the first attempt must complete required remediation before the second attempt.
- Failure on the second attempt means the student cannot progress to the next nursing course.

- Students who do not pass after two attempts must sit out of the program until the course is offered again, successfully complete the exam before reentry, and resume progression per program requirements.
- Students may not remain out of the Nursing Program for more than one year.
- Students entering Career Mobility I or II must achieve a passing score before admission into NUR 209 or NUR 211.

Achievement Exams

- Achievement exams, comprehensive tests, and predictors (including ATI and/or HESI) are administered each semester to measure preparedness in specific areas of nursing. Fees are included in tuition.
- The point value of achievement exams is specified in the syllabus where the exam is administered.
- Final comprehensive achievement exams for PN students are given in the third semester and included in the NUR 115 course grade.
- Final comprehensive achievement exams for ADN students are given in the fifth semester and included in the NUR 221 course grade.
- Students must achieve a score reflecting a moderate to high probability of passing the NCLEX.

ATI Score Thresholds

- **Below Level 1:** Lacks demonstrated proficiency in essential knowledge and skills; significant academic support is required.
- **Level 1:** Partial proficiency; additional academic support is needed for upcoming coursework.
- **Level 2:** Full proficiency; ready to succeed in subsequent curriculum stages.
- **Level 3:** Advanced proficiency; fully prepared to excel in future coursework.

HESI Score Thresholds

- HESI is not a pass/fail test. The HESI Exit Exam ranges from 0 to 1,500. A score of 850 is considered acceptable, though HESI recommends a minimum of 900.

HESI Exit Exam Score	Interpretation
950 or higher	Outstanding chance of passing the NCLEX
900 – 949	Excellent chance of passing the NCLEX
850 – 899	Average chance of performing well on the NCLEX
800 – 849	Below-average chance of performing well on the NCLEX
750 – 799	Extra preparation required
700 – 749	Extra preparation and study required
650 – 699	High chance of failing the NCLEX
649 or lower	Expected to perform poorly on the NCLEX

Mid-Term Progress and Final Exam Schedule

- Students are responsible for monitoring their academic progress and identifying the need for support or remediation.
- Students must meet with the course instructor for a mid-term progress consultation.
- A mid-term progress report and individualized plan of study communicate academic standing and recommended strategies for success.

- Students are expected to follow their plan of study and seek assistance when needed.
- Final exam schedules may differ from the general college schedule; students should review the syllabus for specific dates, times, and requirements.
- Additional time may be provided for final examinations as determined by the instructor.

Grading Policies

The Point System: Pass or Fail

- The Nursing Program uses a point-based grading system together with a Pass/Fail system to determine progression.
- **Students must achieve a minimum of 75% of the total available theory points to pass the theory component of a nursing course.**
- Performance is evaluated through examinations, quizzes, assignments, projects, class participation, skills checklists (lab), and clinical evaluation tools in ClinPrep.
- Laboratory and clinical components are evaluated on a Pass/Fail basis.
- Students must pass all three components (theory, laboratory, and clinical) to progress to the next level.
- The value and weighting of course requirements are outlined in each course syllabus.
- Rubrics, skills checklists, and evaluation tools assess achievement of course objectives.
- Extra-credit opportunities, when available, are determined at the instructor's discretion.

Example: 600 Total Course Points

Grade	Point Range
A	540 – 600
B	480 – 539
C	450 – 479
D	449 – 360
F	359 or below

Rounding of Final Course Points

- Final course points are rounded only once, at the end of the course; percentages are not rounded.
- Rounding is applied to the total accumulated course points, not to individual assignments, exams, or percentages.
- The final unrounded point total determines whether rounding is necessary.
- Example: a student earning 478.4 points receives a "D" (rounds down to 478); a student earning 478.5 points rounds to 479 and receives a "C."
- No rounding is performed during the semester or on individual grades, assignments, examinations, or percentages.

Course Incompletes

- A grade of Incomplete (I) may be assigned when a student cannot complete all course requirements before the final examination due to unforeseen circumstances.
- An incomplete grade will not be assigned to students who are failing the course.

- Students receiving an incomplete must complete all outstanding requirements within the timeframe established by the College and/or Nursing Program.
- Students must complete requirements with a final grade of “C” or higher before progressing to the next semester.
- Students may not enroll in the next nursing course during the middle of the semester or after the course has begun.
- Failure to remove an incomplete within the designated timeframe results in the incomplete converting to a grade of “F.”
- Students are responsible for communicating with the instructor and completing all requirements to resolve an incomplete grade.

LAB POLICY AND SKILLS PERFORMANCE

Lab Guidelines

- Students must demonstrate professional behaviors in the nursing laboratory at all times.
- Students are expected to practice and demonstrate competency in assigned skills and follow all laboratory policies and procedures.
- Campus nursing laboratories are authorized only for Bishop State nursing students for skill practice and demonstration of specific course assignments.
- Children, unauthorized visitors, and students who are lounging, idle, eating, or drinking are not permitted in the nursing laboratory.
- Nursing lab beds may not be used as seating; students may sit or lie on lab beds only when practicing skills or participating in an approved demonstration.
- Students must leave the laboratory clean, organized, and ready for the next user after each session.
- Students may not practice invasive procedures on other students in the laboratory or the clinical setting.

Lab Supplies and Equipment

- Students are responsible for bringing required supplies to each scheduled laboratory session.

Required Basic Lab Supplies

- Stethoscope; blood pressure cuff and sphygmomanometer; penlight; black writing pen; bandage scissors; ruler; hemostat; black permanent marker; appropriate watch; and goggles.
- Additional supplies in the black laboratory bag may be required based on the assigned skill or activity.

Equipment Use

- Access to the supply room and equipment cabinets is limited to authorized College faculty and staff.
- Laboratory equipment, audiovisual equipment, and simulation mannequins are for instructional purposes only; they must remain in the lab, may not be removed from the building, and may only be used as directed by faculty.
- Students should store personal items near their designated seating area to prevent safety hazards and avoid bringing unnecessary books or materials to the laboratory.

Lab Attendance

- Attendance is mandatory for all laboratory sessions.
- Students must arrive on time, participate in all scheduled activities, and complete required laboratory hours.
- Leaving early without permission, repeated tardiness, or missing more than two lab sessions may result in a laboratory hour deficit and failure of the course.
- Students who miss scheduled skill demonstrations are responsible for practicing the skill, completing assigned remediation, and making up missed requirements.
- Students must complete required laboratory hours and follow sign-in/sign-out procedures.
- All students are dismissed at the designated ending time unless otherwise approved by the instructor.

Skills Blitz / Skills Validation

- Students are expected to achieve and maintain proficiency in selected nursing skills throughout the program.
- At the beginning of each semester, beginning with NUR 114, students may be required to demonstrate proficiency in skills learned in previous courses.
- Skill validation requirements are determined by the course instructor, who may require validation of additional skills not specifically listed.
- Failure to demonstrate required proficiency may result in mandatory remediation of the skill.

Skills Selected for Validation May Include

- Documentation and informatics; donning PPE and sterile technique; dosage calculations and medication administration; clean and sterile dressing changes; head-to-toe and focused assessments; IV therapy; nasogastric tube insertion; tracheostomy care and suctioning; urinary catheterization; and vital signs.

Open Lab

- Open lab hours provide additional opportunities to practice skills and improve competency.
- Students needing assistance or completing missed requirements are expected to use open lab.
- An instructor must be present during all open lab sessions.
- Making up more than one missed lab session through open lab is at the instructor's discretion.
- Documentation signed by the open lab instructor is required to receive credit for attendance.
- Students must provide appropriate documentation for open lab to be considered a make-up option due to extenuating circumstances.
- Students referred for remediation must complete required activities and submit a remediation form signed by the lab instructor.

Lab Dress Code

- Students must follow the Nursing Program dress code while participating in laboratory activities (see Nursing Uniform and Attire).
- Failure to comply with the uniform policy may result in dismissal from the laboratory.
- Cell phones are not permitted in the nursing laboratory; use during lab activities results in dismissal from the lab.
- Students expecting an important phone call must notify the lab instructor before the session begins.

Lab Evaluation

- Students must successfully complete all assigned nursing skills before participating in clinical experiences.
- Students are expected to arrive prepared and demonstrate readiness to perform assigned skills.
- Failure to prepare or complete required skills may result in insufficient points for clinical eligibility and/or inability to progress in the course.
- Students are allowed a maximum of three attempts to demonstrate competency in each assigned skill.
- A satisfactory performance requires the student to correctly complete all critical elements for that skill.
- Students may not complete a final skill validation on the same day as an unsuccessful attempt.
- Upon successful completion, the lab instructor must sign the skill performance evaluation form.
- Students may not advance to the next skill until all previous skills are successfully completed.

- Students are responsible for submitting all completed skill proficiency forms to the course instructor by the established deadline.
- **Failure to demonstrate required skill proficiency within the designated timeframe results in failure of the course, regardless of the student's theory grade.**

CLINICAL GUIDELINES

Clinical Orientation

- The purpose of the clinical experience is to apply knowledge and skills learned in the classroom and laboratory.
- Clinical experiences provide direct and indirect patient exposure to develop essential patient care and data collection skills.
- Students must complete all required clinical site orientation requirements before participating in clinical experiences.
- Students may be assigned to more than one clinical facility and may be required to complete orientation at each site.
- Failure to complete all required clinical orientations means the student will not be permitted to attend clinical.

Student Behavior at the Clinical Facility

- Students must comply with all policies, rules, and regulations of the clinical agency and all guidelines established by the Alabama Board of Nursing.
- Failure to comply with agency policies may result in removal from the facility, an unsatisfactory clinical evaluation, and possible dismissal from the Nursing Program.

Facility Requirements

- Park only in designated student areas and display required parking decals.
- Wear the approved College identification badge at all times.
- Enter and exit through designated entrances and exits.
- Use facility computers and equipment only for patient data collection and approved clinical activities.

Electronic Device Policy

- Use of cameras, personal electronic devices, and cell phones while on the clinical unit is prohibited.
- Violation may result in immediate removal from the facility and possible dismissal from the College or Nursing Program.

Prohibited Behaviors in the Clinical Setting

- Reporting to clinical while intoxicated or under the influence of drugs or alcohol.
- Smoking or vaping; chewing gum.
- Demonstrating emotional impairment that interferes with safe patient care.

Professional Conduct and Safety

- Inappropriate behavior may result in an unsatisfactory clinical evaluation for the day, removal from the site, and possible dismissal from the Nursing Program.
- Students who are impaired, ill, excessively fatigued, or otherwise unable to provide safe care will not be permitted to remain in the clinical setting.
- Students who work between 12:00 a.m. and 7:00 a.m. immediately before a daytime clinical will be required to leave the unit due to patient safety concerns.
- Students may eat only in the facility cafeteria; eating in areas designated for staff, patients, or visitors is prohibited.

- Students may not leave their assigned unit without permission from the clinical instructor.
- Students are prohibited from transporting patients in personal vehicles.

Visitors and Financial Responsibility

- Family members, friends, and significant others should not visit students during clinical hours; students should provide family with their clinical schedule and emergency contact information.
- The College, nursing faculty, and clinical agencies are not responsible for expenses associated with clinical attendance, including transportation, parking, meals, or other personal expenses.

Confidentiality

- Students must comply with HIPAA to protect patient privacy and confidentiality.
- Confidential or identifying patient information may only be discussed with individuals directly involved in the patient's care.
- Patient identifiers must never appear on clinical paperwork, post-conference presentations, student notes, or correspondence with faculty.
- Patient identifiers include, but are not limited to, patient name, room number, and medical record or identification number.
- Students may not remove identifying patient information, handoff reports, or diagnostic reports from the clinical area in any format.
- Personal electronic devices (laptops, iPads/tablets, cell phones, smart devices, or any other device) must not be used to collect or store patient information.

Pre-Clinical Data Collection / ClinPrep

- The nurse manager or charge nurse assigns patients to students; in the charge nurse's absence, students seek guidance from nursing staff.
- Students must collect assigned patient information at the time designated by the clinical unit; collected information must not contain patient identifiers.
- Students may not be accompanied by children, friends, spouses, or significant others.
- Prohibited during data collection: use of laptop computers or tablets; photographing patients; and photographing medical records or clinical information.
- ClinPrep is the electronic clinical data management system used for clinical assignments and student evaluations.

Required Pre-Clinical ClinPrep Components (submit before the clinical day)

- Learning objectives; patient history; medical diagnosis; laboratory and diagnostic test results; medications; tentative care plan; and physician's orders.

Required End-of-Day ClinPrep Components (submit by the instructor's deadline)

- Initial nursing assessment; vital signs; intake and output; corrected care plan; and new or updated patient information.

Consequences of Incomplete Preparation

- Incomplete pre-clinical preparation may result in removal from the clinical site and an unsatisfactory clinical day.
- Students who cannot adequately discuss the care of their assigned patient may be dismissed from the unit and will receive a clinical absence.

Clinical Attendance and Punctuality

- Punctuality is an essential component of professional nursing practice and clinical workflow.
- Students must arrive on time and be prepared to begin clinical duties upon arrival.
- Clinical start times may vary by facility or unit; the course or clinical instructor provides the required arrival time.

Late Arrival

- Students arriving 15 minutes or more after the scheduled start time will not be permitted to remain and must complete a make-up clinical day.
- Students arriving less than 15 minutes late may remain, will receive an unsatisfactory professionalism grade for that day, and are not required to complete a make-up day.
- If the clinical instructor is more than 30 minutes late, students must notify the course instructor for further instructions.

Communication Between Nursing Students and Caregivers

- Professional communication among nursing staff, clinical instructors, and students is required for an effective clinical workflow.
- Discussion of personal affairs, disputes, or problems is prohibited on the unit or within hearing distance of patients.
- Facility nursing staff are informed of each student's assignments and responsibilities at the beginning of the clinical day.
- Students are expected to perform assigned duties promptly and report any abnormal patient findings to the assigned nurse immediately.
- Students must provide a patient handoff report to the assigned nurse at the end of the clinical day.
- Students may not perform invasive skills or administer medications without the permission and direct supervision of the clinical instructor, and must validate competency before performing a skill in the clinical setting.
- Students are expected to use clinical time productively by caring for their assigned patient and assisting with others as appropriate.
- Gathering in hallways, at the nurses' station, in patient rooms, or in the breakroom for extended periods is strictly prohibited.
- Students who fail to actively participate will fail the clinical component and be reported to the course instructor for further action.
- Students are not financially compensated for patient care during clinical and may not accept gifts, money, or other compensation from patients, families, or the facility.
- Students participating in a facility apprenticeship are employed under a contract with the facility, not the college.
- Theft or stealing of any kind will not be tolerated and may result in disciplinary action.
- Students must notify the clinical instructor before leaving the unit for any reason.

Clinical Performance

- Safe and effective patient care is the primary goal of professional nursing practice.
- Students must arrive prepared to care for their assigned patient and complete all required pre-clinical paperwork beforehand.

- Students must demonstrate adequate knowledge of the assigned patient's diagnosis, medications, and plan of care.
- Failure to adequately prepare may result in an unsatisfactory clinical grade or dismissal from the site.
- Students may not perform nursing skills in the clinical setting until they have earned a satisfactory grade in the nursing laboratory, and never without the consent of the clinical instructor.

Students Must Be Able To

- Perform comprehensive and focused physical assessments and recognize normal versus abnormal findings.
- Demonstrate safe medication administration, including accurate dosage calculations and knowledge of the medications administered.
- Recognize abnormal laboratory values and apply informatics in the coordination of patient care.

Serious Violations That May Result in Dismissal

- Falsifying documentation or the performance of patient care.
- Failing to report patient care errors to the clinical instructor.
- Concealing or failing to report another student's unsafe behavior.

Illness, Accidents, or Injury at the Clinical Site

- Any illness, injury, or accident during clinical must be reported immediately to the clinical instructor and clinical supervisor.
- An incident report must be completed for both the College and the clinical agency.
- Emergency care may be provided by the clinical agency in accordance with its policies.
- Students are financially responsible for any medical expenses incurred as a result of emergency care received at the clinical site.

Simulation-Based Learning

- Simulation-based learning uses high-fidelity manikins and instructor-student interaction to bridge laboratory practice and real-world clinical experiences.
- Simulation experiences may be used to fulfill required clinical hours but may account for no more than 50% of the total required clinical hours.
- Students are held to the same professional and performance standards during simulation as in a clinical facility.
- Students are expected to perform as they would in an actual clinical setting and complete all required pre- and post-simulation assignments.
- If a student misses a scheduled simulation exercise for any reason, the student will be required to make up the missed simulation experience through an assigned clinical make-up day
- Students receiving an unsatisfactory evaluation must complete assigned remediation or repeat the simulation experience.
- Failure to attend or repeat a required simulation may result in an unsatisfactory clinical grade or a missed clinical day.
- Students who miss two simulation assignments may be subject to dismissal from the Nursing Program
- Students are not permitted in the simulation laboratory without instructor permission and an instructor present.

- Attendance and dress code requirements for simulation are the same as for clinical experiences.
- Students may not alter or reprogram the settings of any high-fidelity manikin and should be aware that audio and/or video recording may occur during simulation.

Clinical Evaluation Tool

Competency Areas Evaluated

- Human Flourishing (Patient-Centered Care).
- Nursing Judgment (Safety and Informatics).
- Professional Identity (Teamwork and Collaboration).
- Spirit of Inquiry (Evidence-Based Practice and Quality Improvement).

Evaluation Process

- The Clinical Evaluation Tool is completed in ClinPrep by the clinical instructor after each clinical rotation.
- Students are expected to demonstrate progressive improvement from one semester to the next.
- Students receiving an unsatisfactory rating may be allowed to correct identified deficiencies in ClinPrep by the instructor's deadline.
- Clinical performance is evaluated as Satisfactory or Unsatisfactory.
- **Students are expected to earn at least 54 of 72 possible points during each clinical day.**
- Students who do not perform at the expected level may be placed under additional supervision by a clinical preceptor or instructor.
- Failure to demonstrate improvement within the designated timeframe results in clinical failure.
- **Three or more unsatisfactory clinical evaluations in the same clinical performance area constitute failure of the clinical component of the course.**

PROGRESSION POLICIES

Academic Progression

- **Maintain a minimum 2.0 GPA to remain in the nursing program.**
- **Earn a grade of "C" or higher in each nursing course to progress.**

Course, Lab, and Clinical Progression

- Maintain a minimum 2.0 GPA and earn a "C" or better in every nursing course.
- Plagiarism, cheating, or unauthorized collaboration will result in dismissal from the nursing program.
- Neglecting class attendance, disruptive behavior, or misrepresenting the role of a Bishop State nursing student may result in dismissal.
- Students who miss more class time than the equivalent of the course credit hours in a semester may be dismissed unless prior approval was granted for an institution-sponsored activity.
- Maintain all required program health requirements and be able to perform the essential functions of the program; reasonable accommodations may be provided, but students must still be able to perform required nursing duties.

Students Must Demonstrate

- Nursing knowledge; clinical skills; professional attitudes; and professional socialization.
- Students who fail to demonstrate these competencies will not progress in the course.

Clinical Placement and Hours

- Students must be accepted by assigned clinical agencies; inability to secure a placement due to previous behavior results in dismissal.
- Completion of all required laboratory and clinical hours is mandatory.
- Students are allowed one (1) clinical absence per course, which must be completed as a make-up clinical experience as assigned by the faculty; a second clinical absence will result in failure of the clinical component of the course.

Remediation Policy

- Remediation is mandatory for students at risk of non-progression in dosage calculation, laboratory skills, or unit examinations.
- Students must collaborate with the course instructor to develop an individualized remediation plan.
- The completed plan must be submitted at least 48 hours before the next scheduled exam or lab demonstration.
- The remediation policy does not apply to the last unit exam before the final exam or to the final examination.

WITHDRAWALS, REINSTATEMENTS, AND READMISSIONS

Withdrawals

- Students may withdraw from a course or the College at any time during the semester.

Withdrawal Before the Drop/Add Deadline

- Receive a grade of "W," do not receive a course attempt, and GPA is not affected.

Withdrawal After the Drop/Add Deadline

- Receive the grade earned, and the withdrawal counts as a program attempt.

Additional Provisions

- Students who fail to complete requirements, stop attending, or do not follow the official withdrawal process will receive a failing grade, and the course counts as an attempt.
- To officially withdraw, students must log into their OneACCS account and complete the online withdrawal form on the Registrar's webpage.
- Students who do not pass the Dosage Calculation Exam after two attempts cannot progress; all dosage calculation attempts must be completed by the end of the Drop/Add period.

Reinstatements

- Reinstatement is available for students whose progression was interrupted due to withdrawal, failure of the dosage/calculation exam, or failure in one nursing course.
- **Students are eligible for only one reinstatement.**
- Reinstatement is not guaranteed and depends on clinical space availability.
- Students must request reinstatement within one year of the withdrawal or failure and are encouraged to meet with a nursing faculty advisor to discuss eligibility.
- An application for reinstatement must be completed as part of the process.

Students With Two Unsuccessful Attempts (D, F, or W) in Two Separate Courses

- Are not eligible for reinstatement and will be dismissed from the program.
- Must apply as a new student, unless they hold a Practical Nursing (PN) license.

Students With a PN License and Two Unsuccessful Attempts in NUR 211 or NUR 221

- May apply to the Career Mobility Track II program and must meet all admission requirements before acceptance.
- May alternatively apply as a new ADN student entering in NUR 209 if more than one year has passed since the unsuccessful attempts.

Readmissions

- Students not eligible for reinstatement may apply for readmission as a new nursing student.
- A completed application and all required documentation must be submitted by the published deadline.
- Students no longer enrolled at the College must also apply for readmission to the College before applying to the nursing program.

TERMINATION, GRADE APPEALS, GRIEVANCES, AND RETURN TO GOOD STANDING

Termination From the Nursing Program

A student may be terminated from the nursing program for reasons including, but not limited to:

- Engaging in unsafe practices that are harmful or potentially harmful to patients, peers, faculty, or others.

- Academic dishonesty, including cheating, plagiarism, or unauthorized collaboration.
- Breach of patient confidentiality.
- Unsatisfactory performance in coursework, laboratory, or clinical experiences.
- Inability to perform the essential functions of the nursing program.
- Reporting to the academic, clinical, or community setting under the influence of drugs or alcohol.
- Failure to demonstrate professional nursing behaviors, including professional knowledge, clinical skills, ethical conduct, professional values, and appropriate professional socialization.

Return to Good Standing

Students seeking to return to good standing may request an appointment with the Director of Nursing. Requirements include:

- Submit a completed Corrective Action Tool describing the situation and background, a corrective action plan, and recommendations using the SBAR format.
- Submit three professional letters of reference to the nursing program.
- Participate in an interview with an ad hoc committee.
- Students granted amnesty must comply with all recommendations made by the Director of Nursing and the ad hoc committee.

Grievances

Students have the right to use the grievance process without fear of retaliation or penalty. The process proceeds in the following order:

1. Discuss the concern with the course instructor, laboratory instructor, or clinical instructor (as applicable).
2. If unresolved, meet with the course instructor, then the Director of Nursing, and then the Dean of Health Sciences.
3. Submit a completed SBAR Communication Tool (available from the course instructor) to the Director of Nursing or Dean of Health Sciences for a final decision.
4. Students who have exhausted the College grievance process and believe the program is not in compliance with accreditation standards may file a complaint with the Accreditation Commission for Education in Nursing (ACEN).

Grade Appeals

- Students who question exam answers should first discuss their concerns with the course instructor.
- Students must provide supporting evidence from the required course textbook or assigned course readings.
- Instructors make every effort to explain the rationale for exam answers during review sessions.
- If unresolved, the appeal is reviewed by an ad hoc committee whose decision is final.
- Any approved grade changes are made by the course instructor.

PROGRAM COMPLETION

Practical Nursing

- Students who successfully complete NUR 112, NUR 113, NUR 114, and NUR 115 and all required academic courses are awarded the Practical Nursing certificate.

Associate Degree Nursing

- Students who complete all required academic courses, NUR 211, and NUR 221 are awarded the Associate of Applied Science (AAS) degree in Nursing.
- Students are responsible for meeting all program progression and graduation requirements.
- Graduates of the Practical Nursing program may apply to the Mobility (LPN-to-ADN/RN) program after obtaining LPN licensure to complete the associate degree.
- Students admitted to the Practical Nursing program may not transfer into the traditional ADN (RN) track after completing the third semester of the PN curriculum.

Transfer Students

- Students transferring from an institution that offers only the PN program and who have completed NUR 112, NUR 113, NUR 114, and NUR 115 may apply to complete the ADN degree at Bishop State.
- Transfer students must satisfy the College's 25% residency requirement (at least 25% of the nursing curriculum completed at Bishop State, the graduating institution).
- Students who do not meet the 25% residency requirement must apply to the Mobility (LPN-to-ADN) program and complete the required coursework before graduation.

STUDENT RESOURCES

Student Support Services

Academic Advising

- Mandatory at the end of each semester before registering for the next course.
- Contact Dr. Barnett at (251) 405-4422 for advising information.

Copier Usage

- Copiers are available in designated study areas for student use.
- Excessive or inappropriate use may result in loss of copier privileges.
- Copyrighted materials may not be reproduced without written permission from the copyright holder.

Designated Study Area

- Available for individual study and group assignments, with whiteboards and monitors.
- Located in the Health Sciences Building Atrium.

Disability Accommodations

- Reasonable accommodations are available for students with documented disabilities.
- Students must register with the ADA Coordinator to determine eligibility.
- Contact Cherry Watkins, ADA Coordinator, at (251) 405-7156.

Dosage Calculation Tutoring

- Free tutoring is available throughout the semester, Monday through Friday at various times.
- Schedules are distributed through Outlook. Contact Elysian Solace at (251) 405-7049.

Funeral / Bereavement / Personal Loss

- Support is available for the death of a loved one, domestic violence, homelessness, food insecurity, a personal medical emergency or acute illness, and court-mandated obligations.
- Students should notify the College as soon as possible when extenuating circumstances occur.
- Documentation may include a death notice, eviction notice, police report, or court documentation.
- Special consideration is given for the loss of a spouse or significant other, child, parent, sibling, grandparent, grandchild, or aunt or uncle.
- Faculty will work with students to develop a plan for completing missed coursework, assignments, and examinations.
- Contact Dr. Dominic Barnett at (251) 405-4422 or Elysian Solace at (251) 405-7049.
- Students experiencing homelessness, domestic violence, or food insecurity may also be referred to Wildcat Care at (251) 405-7060.

Open Lab

- Available at least twice a week to provide additional practice for nursing skills.
- Contact Elysian Solace at (251) 405-7049 for schedules.

Remediation Coach

- Nursing concept remediation is available at least three times weekly; individual appointments are available.

- Contact Elysian Solace at (251) 405-7049 or Valencia Franklin at (251) 405-4464.

Retention Coach

- Students experiencing academic or personal challenges may receive academic support, mentoring, success strategies, and referrals to campus resources.
- Contact Dr. Dominic Barnett at (251) 405-4422 or Elysian Solace at (251) 405-7049.

Safety Concerns, Violence, and Escort Services

- Campus Police provide assistance for safety concerns, emergency situations, and escort services.
- Office: (251) 405-7060 Cell: (251) 214-3330.

School Closing

- Closures may occur due to severe weather, natural disasters, hazardous road conditions, or other emergencies.
- Notifications are communicated through the College website, Canvas, Outlook, phone alerts, and local television and radio stations.

Student Privacy

- Student education records are protected under FERPA and the Higher Education Act of 1965.
- Contact Cherry Watkins, Title IX Coordinator, at (251) 405-7156 regarding privacy concerns, unauthorized disclosure of records, or law violations.

Uniform Recycling

- Gently used nursing uniforms are available for students with financial need.
- Contact Dr. Dominic Barnett at (251) 405-4422 or Elysian Solace at (251) 405-7049.

Substance Abuse / Mental Health Counseling and Community Support

Students have access to counseling and community support resources, including:

- **Family Counseling Center:** Individual and family counseling • (251) 602-9094
- **988 Suicide & Crisis Lifeline:** 24-hour crisis support • Dial 988 (or 1-800-273-8255 where applicable)
- **Rape Crisis Center:** Counseling and advocacy, ER advocacy, family support, and court advocacy • (251) 473-7273
- **SAMHSA:** Treatment referral services • (800) 662-4357
- **United Way 2-1-1:** Assistance with food, housing, childcare, and community resources • Dial 2-1-1

Additional Student Services

Students should also refer to the Bishop State Community College Catalog for information regarding financial aid, career services, job placement, library services, learning resources, the Writing Center, and academic advising.

ACADEMIC INTEGRITY AND SOCIALIZATION TO THE PROFESSION

Professional Ethics

- Bishop State Community College promotes academic integrity and professional ethics among all members of the academic community.
- Students are expected to demonstrate integrity in all academic and clinical settings, including the classroom, testing environment, laboratory, and clinical experiences.
- Violations of academic integrity constitute academic dishonesty and may result in reprimand or suspension from the College.
- Students who observe dishonest behavior are expected to report it to the course instructor.

Plagiarism, Artificial Intelligence, Cheating, Copying, and Unauthorized Collaboration

Forms of Academic Dishonesty

- Plagiarism and submitting another person's work without proper attribution.
- Cheating during examinations or other academic activities.
- Copying another student's work.
- Unauthorized collaboration on assignments, examinations, laboratory activities, or clinical work.
- Using another person's work for personal academic gain.
- Improper use of artificial intelligence (AI) or other digital tools without instructor authorization.

Additional Expectations

- All written assignments must include appropriate research support and be properly cited using the required citation format.
- Students who collaborate during testing or allow others to receive credit for their work are subject to disciplinary action.
- The use of AI software, calculators, and other digital resources is permitted only with the approval of the course instructor.

Test Banks and Suspicious Electronic Activity

Violations of Academic Honesty

- Unauthorized access to a test bank.
- Copying answers from another student.
- Excessive or suspicious electronic activity identified through examination activity logs.
- Obtaining examination materials illegally.
- Sharing or receiving examination information between different course sections.

Consequences

- A grade of zero (0) on the examination.
- Referral to the Director of Nursing for disciplinary action.
- Additional disciplinary action in accordance with College and Nursing Program policies.

Electronic Equipment, Recording, and Personal Items

Prohibited During Examinations

- Personal calculators (unless approved); cell phones; smartwatches; earbuds or headphones; smart eyeglasses; drink bottles; and hats or head coverings (unless approved for religious or medical reasons).

Prohibited During Examination Reviews

- Recording audio or video; taking photographs or screenshots; and taking notes unless specifically authorized by the instructor.
- Failure to comply with these requirements may result in disciplinary action.

Professional Socialization and Development of Professional Identity

Professional socialization is the process through which nursing students and new graduates develop and internalize nursing knowledge, clinical skills, professional values, ethical standards, and the behaviors and norms of the nursing profession.

Professional Socialization

- Begins at the start of nursing education.
- Progresses throughout the nursing program.
- Continues throughout the nurse's professional career.
- Transitions the student nurse from a novice learner into a competent professional who understands and accepts the responsibilities of nursing practice.

Students Are Expected to Demonstrate

- Commitment to safe and compassionate patient care.
- Effective communication.
- Collaboration with healthcare team members.
- Respect for patients, families, colleagues, and the community.
- Commitment to promoting health and wellbeing.
- Behaviors that disrespect, degrade, harm, or negatively impact the health or character of others, including oneself, are considered unprofessional.
- Failure to demonstrate professional behavior may result in disciplinary action, probation, or dismissal from the nursing program.

Social Media Policy

- Students must use social media responsibly and professionally.
- Platforms include, but are not limited to, blogs, text messaging, YouTube, Facebook, Twitter/X, Instagram, TikTok, and other online networking platforms.
- Careless or inappropriate use may violate patient privacy, confidentiality requirements, and professional standards of nursing practice.
- **Students must not disclose confidential client information through any social media platform; disclosure, whether intentional or unintentional, will result in dismissal from the nursing program.**
- Students must not make negative, disrespectful, disparaging, or unprofessional comments about fellow students, College employees, clients or patients, visitors, clinical agencies, or healthcare professionals.
- Unprofessional comments or postings may result in disciplinary action.
- Removing identifying information (name, face, or image) does not adequately protect confidentiality.

- Privacy settings do not guarantee that information will remain private and are not considered sufficient protection.
- Students must follow Alabama Community College System policies regarding the use of social media; social media may not be used to disclose confidential information or disparage others.

Violation of Professional Socialization

Possible Consequences

- Counseling by the clinical instructor, course instructor, or Director of Nursing.
- Placement on probation.
- Administrative withdrawal from nursing courses.
- Administrative withdrawal from the College.
- Dismissal from the nursing program.
- A record of professional conduct violations and disciplinary actions is maintained in the student's file throughout enrollment.

STUDENT HEALTH AND SAFETY RECORD / ESSENTIAL FUNCTIONS

Physical Exam and Required Documentation

- Students accepted into the Nursing Program must submit a completed Bishop State Physical Examination Form upon admission.

Required Documentation

- Completed Physical Assessment Form and Essential Functions Form.
- Current tuberculosis (TB) blood test or chest X-ray (if required).
- Documentation of immunity to Measles, Mumps, and Rubella (MMR) or positive titer.
- Documentation of immunity to Varicella (chickenpox) or positive titer.
- Documentation of the Hepatitis B vaccination series or positive titer.
- Current seasonal influenza vaccination.
- Current COVID-19 vaccination, if required by the Nursing Program or clinical agencies.
- Negative drug screening and satisfactory criminal background check.
- Current CPR certification for adult, child/pediatric, infant, and AED.
- Proof of professional liability insurance and current health/medical insurance.

Form Requirements

- The Physical Examination Form must be completed and signed by a licensed physician (MD/DO), physician assistant (PA), or certified registered nurse practitioner (CRNP), and include the provider's official stamp.
- All required health documentation must be submitted by the designated deadline before students may participate in laboratory or clinical experiences.

Essential Functions Form

Students must be able to perform the following essential functions, with or without reasonable accommodation.

Sensory Perception: Visual

- Observe and recognize subtle changes in a patient's condition and the surrounding environment; distinguish colors and recognize color changes; read fine print under varying lighting; read for extended periods and read cursive writing; read information at varying distances; and interpret information on monitors and medical equipment.

Sensory Perception: Auditory

- Interpret sounds from monitoring devices; distinguish normal and abnormal sounds through a stethoscope; hear and discriminate high- and low-frequency body and environmental sounds; and hear and communicate effectively with patients, families, faculty, and healthcare personnel.

Sensory Perception: Tactile

- Detect pulses, vibrations, tremors, temperature, texture, shape, size, location, and other physical characteristics.

Sensory Perception: Olfactory

- Detect body odors and odors in the clinical environment.

Communication and Interpersonal Skills

- Communicate effectively in verbal and written English.
- Interact professionally with individuals from diverse social, emotional, cultural, and intellectual backgrounds.
- Work effectively as a member of a healthcare team and independently when appropriate.
- Recognize and interpret nonverbal communication and clearly express ideas and emotions.
- Communicate accurately and promptly, and obtain and interpret information using computer technology.
- Maintain professional communication in all settings.

Cognitive and Critical Thinking

- Read, write, and comprehend the English language.
- Apply critical thinking and clinical judgment to provide safe, ethical nursing care.
- Successfully complete written examinations.
- Perform required mathematical calculations without a calculator, when applicable.
- Meet all Nursing Program learning outcomes and course objectives.

Motor Function

- Manipulate small and delicate equipment safely.
- Move, position, turn, transfer, assist with lifting, or lift 25–50 pounds safely; push or pull equipment weighing up to 50–100 pounds safely.
- Maintain balance during patient care; stand and/or walk for up to 12 hours; and sit, stand, bend, and walk for extended periods (6–12 hours) during clinical experiences.
- Coordinate fine and gross motor movements and perform hand-eye coordinated tasks.
- Walk independently without assistive devices when performing required clinical functions and perform nursing care with both hands free.
- Transport oneself and patients without electrical mobility devices when required and demonstrate full range of motion for patient care.
- Respond rapidly during emergencies and maneuver safely in confined patient care areas.
- Perform activities of daily living (ADL) assistance; safely calibrate and operate healthcare equipment; perform physical assessments; perform CPR; and operate computer systems used in healthcare and nursing education.

Professional Behavior

- Display caring, compassion, respect, empathy, sensitivity, tact, and professionalism, and maintain emotionally appropriate behavior in patient care settings.
- Safely manage multiple responsibilities simultaneously and deliver safe, effective, compassionate nursing care.
- Follow all College and clinical agency policies and comply with the Student Code of Conduct.
- Recognize that behavior posing a direct threat to others is unacceptable and subject to disciplinary action.
- Meet eligibility requirements for licensure established by the Alabama Board of Nursing and avoid behaviors that threaten the safety of self or others.

- Function effectively in stressful, rapidly changing environments and adapt appropriately to changing patient care situations.
- Remain free from chemical dependency or impairment.
- Report to clinical on time and remain for the assigned shift (6–12 hours) and provide nursing care within established timeframes.
- Accept responsibility and accountability for personal actions, seek supervision and consultation when appropriate, and modify behaviors that interfere with safe patient care or learning.

Immunizations

- Nursing students must submit documentation of required immunizations and health screenings upon admission.

Tuberculosis (TB) Screening

- A current TB blood test is required and must be completed annually; a chest X-ray may be required for a positive TB test.

Influenza (Flu) Vaccination

- A current annual influenza vaccination is required; students who decline must submit a completed Declination Letter.

Required Immunizations

- MMR vaccination or positive titer; Varicella (chickenpox) vaccination or positive titer; Hepatitis B vaccination series or positive titer; and COVID-19 vaccination and required booster documentation.

Additional Requirements

- Titers submitted in place of vaccinations must demonstrate immunity; additional vaccinations may be required based on clinical agency policies.
- Students with documented hypersensitivity or contraindications to the Hepatitis B vaccine must provide documentation and sign a waiver.
- Students who decline COVID-19 vaccination must submit a completed Declination Letter and understand that clinical agencies may have additional requirements.

Communicable Disease / Illness

- Students diagnosed with a communicable disease or illness must notify the clinical or course instructor immediately and provide documentation indicating when they may safely return to clinical activities.
- A medical release is required for any health condition that interferes with the ability to perform essential functions, signed by a licensed physician (MD/DO), CRNP, or PA.
- Students may not participate in clinical experiences without the required signed medical release.
- **Failure to disclose a health condition that may affect safe participation may result in course failure.**

Drug and Background Screening

- Drug and background screenings are required for all students entering the Nursing Program and must be completed through an approved agency.
- Documentation must be verified by an official stamp from the approved agency and submitted upon admission.

- Students may be required to complete additional drug screenings and/or background checks at any time during enrollment.
- Positive drug screening results must be addressed with documentation of a valid prescription or a repeat drug screening as required.
- Failure to comply may prevent participation in clinical experiences and may result in dismissal from the Nursing Program.

CPR Certification

- Students must maintain current CPR certification throughout enrollment.
- Certification must include Adult Basic Life Support (BLS), Pediatric CPR, Infant CPR, and AED training.
- **Certification must be obtained through an approved in-person provider; online-only courses are not accepted.**
- Documentation must be submitted by the designated deadline and maintained throughout the program; failure to maintain certification may prevent participation in clinical.

Liability Insurance / Medical Insurance

- Professional liability insurance is provided through the College upon payment of required program fees; proof may be verified by the paid tuition receipt or the student's OneACCS account.
- The liability insurance fee is assessed once every 12 months and is included with NUR 112, NUR 209, or NUR 211, as applicable.
- Students must sign an acknowledgment and release form stating that Bishop State and its employees are not responsible for injuries sustained during laboratory or clinical experiences, or for exposure to communicable, infectious, or viral diseases or other adverse effects.
- Students must provide proof of active health/medical insurance coverage and maintain it throughout enrollment.

Clinical Document Management System (EXXAT)

- Health Sciences uses EXXAT to collect and manage required nursing program documents.
- All incoming students must submit copies of required documentation and credentials by the designated New Student Orientation date.
- **Failure to submit required documentation by the deadline will prevent progression in the nursing program.**
- Students are responsible for ensuring all submitted documents are complete, current, and accurate, and must verify all information before uploading.
- Once documents are submitted, students cannot retrieve them and are encouraged to keep personal copies before submission.

Required Documents Uploaded Into EXXAT

- Signed Physical Assessment Form and Essential Functions Form.
- Current TB blood test or chest X-ray documentation, if required.
- Documentation of MMR, Varicella, Hepatitis B (or declination), Influenza (or declination), and COVID-19 (or declination) as applicable.
- Drug screening results and background check results.
- Current CPR certification for adults, pediatrics, infants, and defibrillator.

- Proof of professional liability insurance and active medical insurance coverage.
- Valid government-issued photo identification.

BACKGROUND CHECK AND DRUG SCREEN

Background Check Regulations

- Healthcare educational programs within the ACCS, healthcare agencies, and clinical affiliates require background checks for all students and employees.
- All students in healthcare programs or clinical affiliations must comply with background check requirements.
- Failure to comply may result in non-admission to or dismissal from the nursing program.
- Background checks must be completed and results received before admission and before reinstatement.
- **The nursing department uses Background IQ as the approved vendor; checks completed through other vendors will not be accepted.**
- Students are responsible for providing accurate information and completing the process promptly to avoid admission delays.

Background IQ: 877-711-2081 • staff@backgroundIQ.com | Base fee: $20 (additional fees may apply for additional jurisdictions searched).

Findings of the Background Check

- Results are provided to the student and the nursing department, and shared with clinical affiliates only on a need-to-know basis.
- Clinical affiliates determine whether students with positive findings may participate in clinical experiences; some may require additional background checks or fingerprinting.
- Students with positive findings may continue only if the clinical affiliate permits participation in clinical experiences.
- Positive findings may impact eligibility for nursing licensure; the nursing department reviews positive checks individually.

Findings That May Prevent Clinical Participation

- Criminal convictions or charges that may jeopardize client safety; criminal sanctions or debarment; felony convictions; repeated misdemeanor activity; and Office of Inspector General (OIG) violations.
- Students may explain or dispute positive findings; if concerns cannot be resolved and the clinical affiliate denies participation, the student may be unable to continue in the program.

Components of the Background Check

- Social Security Number (SSN) validation; address history search; and alias name search.
- Alabama statewide criminal history search and Alabama Certified Nurse Aide Registry search.
- Driving history and motor vehicle records, including traffic citations.
- Medical sanctions exclusions (Level 3) search and OIG exclusions search.
- Global sanctions and securities watch list search; Executive Order 13224 Terrorism Sanctions Regulations search; and OFAC Specially Designated Nationals (SDN) list search, including narcotics trafficking information.
- Other available public records.

Drug Screen Regulations

- Clinical agencies and the nursing department are responsible for maintaining client safety in healthcare settings.
- Students must follow all clinical agency and nursing department policies regarding drug screening and revisions to those requirements.
- All students enrolled in an ACCS Nursing Program must complete an initial pre-clinical urine drug screen as part of enrollment.
- **Students who refuse drug screening will not be admitted and may not continue enrollment.**
- Annual urine drug screening may be required before the first day of classes unless otherwise directed.
- Random drug screening may occur based on reasonable suspicion or clinical agency requirements, on-site or at a designated laboratory.

Pre-Clinical Screening

- Students receive drug screening guidelines before orientation; screening must be completed through the College-approved company or designated laboratory.
- Screening dates must fall between the date of admission and the date of orientation.
- Students unable to complete screening at the assigned time must provide proof of testing within 24 hours of orientation and documentation of extenuating circumstances.
- Students must provide photo identification, Social Security number, the drug screening fee ($35 or designated fee), and a list of current medications.

Collection Process

- Specimens are collected by a licensed healthcare professional or trained technician following Chain of Custody and Control procedures.
- The collector explains the process, provides a sealed container, and collects the specimen per required procedures.
- Students must remove coats, sweaters, bags, and items from pockets before collection.
- The specimen is sealed with a tamper-proof security seal and labeled with an identification code; students verify information, initial the seal, and sign the Chain of Custody Form.
- The specimen and documentation are sent to the approved laboratory; results are sent directly to the nursing department, and students may not submit copies of results.

Substances Screened

- Alcohol; amphetamines; barbiturates; benzodiazepines; cocaine; cannabinoids (marijuana); methaqualone; opiates (including OxyContin); phencyclidine; and propoxyphene.

Designated Drug Screening Locations

- **Infirmary Occupational Health:** 27961 US-98, Suite 25, Daphne, AL 36526 • (251) 625-8222
- **USA Industrial Medicine:** 1976 Michigan Avenue, Mobile, AL 36615 • (251) 660-5910

Positive Drug Screen

- Positive drug screens are reviewed and confirmed by the Medical Review Officer (MRO), who may contact the student for additional information or documentation of prescribed medications.
- A valid prescription does not exempt a student from drug screening requirements or clinical safety expectations.

- The MRO reports confirmed results to the nursing department; the Program Director notifies the student of consequences within seven working days of receiving results.
- Inconclusive results (e.g., diluted urine or attempts to mask substances) may require additional testing at the student's expense.

Confidentiality of Results

- Results are maintained confidentially, with access limited to the Dean of Health Sciences, the Nursing Program Director or designee, and the student, and shared only on a need-to-know basis.
- Failure to complete required drug screening with a negative result may prevent admission, continued enrollment, or clinical participation.

Drug Screening Based on Reasonable Suspicion

- Students may be required to complete drug screening when reasonable suspicion exists; prescription medication use does not exclude students from reasonable-suspicion testing.
- Students demonstrating suspicious behavior may be removed from clinical, classroom, or laboratory settings and may not return until directed by the Program Director.
- **Refusal to complete required drug screening results in immediate termination from the program.**

Examples of Reasonable Suspicion

- Direct observation of drug use.
- Physical signs of impairment, including slurred or rapid speech, changes in appearance or hygiene, impaired coordination, trembling hands, red eyes, unsteady gait, mood changes, decreased alertness, or pupillary changes.
- Alcohol odor; abnormal or erratic behavior; excessive absenteeism or tardiness; and decline in performance.
- Suspected theft of medications or objects; tampering with a drug test; causing or contributing to a clinical incident or accident; and possession, use, sale, transfer, or solicitation of illegal drugs.

Random Drug Screening

- Any nursing student may be selected for random drug screening through a statistically random process.
- Selected students must report to the designated testing location and are responsible for the cost.
- Failure to complete random drug screening may result in dismissal from the nursing program.

Appeals Process for a Positive Drug Screen

- Students may appeal decisions related to a positive drug screen by submitting the appeal to the Nursing Program Director.
- Students may request split specimen testing as allowed by the laboratory and are responsible for the associated costs.
- If split specimen testing confirms a positive result, the student may submit a written complaint to the Program Director, who responds within seven working days.
- If unresolved, the student may appeal to the Dean of Health Sciences (response within seven working days), and if still unresolved, may request review by the College President.

Readmission After a Positive Drug Screen

- Students dismissed or withdrawn due to a positive drug screen may apply for readmission after one year.

- After one year, students without an LPN license begin with NUR 112; students with an LPN license begin with NUR 209.
- Readmission requires documentation from an approved substance abuse treatment center verifying completion of treatment and completion of an unannounced drug screen at the student's expense.
- **A positive drug screen will make the student ineligible for readmission.**
- Drug screening requirements may change based on ACCS policies, College requirements, or clinical agency requirements.

LICENSURE ELIGIBILITY

Substance Abuse Impact on NCLEX Eligibility

- The State Board of Nursing determines a student's eligibility to apply for licensure and take the NCLEX examination.
- Substance abuse-related concerns may affect a graduate's ability to obtain nursing licensure.
- Students with an unresolved substance abuse disorder or formal disciplinary action related to substance abuse may be denied eligibility for licensure or experience delays in approval to take the NCLEX.

Voluntary Disciplinary Alternative Program (VDAP)

- VDAP is authorized by the Alabama Legislature and provides early identification, intervention, treatment, rehabilitation, and monitoring for nurses and applicants whose ability to practice safely is impaired or compromised.
- VDAP applies to Registered Nurses (RN), Licensed Practical Nurses (LPN), and applicants issued a valid temporary permit for licensure.
- Impairment may result from the use or abuse of drugs, alcohol, controlled substances, chemicals, or other substances.
- Students who successfully complete VDAP requirements, including treatment goals, monitoring requirements, and program compliance, may regain eligibility for NCLEX approval and nursing licensure consideration.

NURSING UNIFORM AND ATTIRE

Professional Hygiene and Grooming

- Students are expected to maintain a professional appearance and behavior at all times; uniforms must be approved by the Nursing Program.
- Uniforms must be neat, clean, well-pressed, and loose-fitting, and worn for classroom, laboratory, patient pick-up, and clinical experiences.
- Failure to comply with the uniform policy may result in dismissal from the classroom, lab, or clinical site; uniform compliance is checked before the first clinical day each semester.
- Uniforms are worn only while functioning as a Bishop State nursing student; students must change into street clothes for non-program activities.
- The uniform and student ID badge may not be worn off campus when not participating in an approved nursing activity, or at any location other than the assigned clinical site.
- Students remaining at a clinical facility after their shift must change into street clothes; nursing program patches are purchased through the College Bookstore.

Student Identification

- Students must obtain a Bishop State photo ID through the College's Security Department, and, if required, a facility-issued photo ID through the facility's Human Resources Department.
- Both badges must be worn whenever the student is participating in clinical activities, functioning as a nursing student, or providing patient care.
- The Bishop State ID must be clipped to the upper left side of the uniform top and secured with a plain, undecorated ID clip.
- Students without approved identification may not enter the nursing unit, participate in clinical activities, or provide patient care.

Uniform Supplies

- Functional stethoscope with bell and diaphragm; six-inch ruler with centimeter and inch measurements; curved blunt-tip hemostat (optional); and protective goggles that cover the sides of the face.
- White pocket organizer with compartments; permanent marker; black indelible ink pen; pencil with eraser; and a small notepad.
- Functional penlight; blunt-tip bandage scissors with angled blades; plain wristwatch with a second hand (non-digital); and hand sanitizer.

Female Dress and Attire

- Green scrub top extending below the buttocks with the Bishop State patch on the left sleeve, two inches below the shoulder seam.
- Green scrub pants with the hem resting on top of the shoes; optional green scrub skirt or dress extending below the knee or to mid-calf.
- Short white lab jacket with the Bishop State patch on the left sleeve; white long-sleeve shirt may be worn under the scrub top.
- White crew or knee-length socks with green scrub pants; white, non-patterned stockings with skirts or dresses.

- Shoes must be white leather (no cloth or mesh), water-resistant, closed toe and closed heel, with a heel no higher than three inches.
- Hair must be clean and a natural color, pulled away from the face, and secured with a black or hair-colored band or clip; no ponytails or hair extending below the uniform collar.
- Optional surgical cap must match the solid green uniform color.
- No cologne, perfume, scented lotion, or scented deodorant; conservative makeup; false eyelashes are prohibited.
- Fingernails must not extend beyond the fingertips, with no artificial nails and no nail polish.
- Jewelry: one plain silver, gold, or pearl stud earring per earlobe (maximum 3/16 inch or 5 mm); no visible body jewelry except earrings; clear retainers required for gauge piercings; one plain, non-raised ring on the ring finger only; and no necklaces or bracelets unless medically required and approved.
- Only prescription or reading eyewear may be worn; audio or video recording eyewear is prohibited; tattoo coverage is not required.

Male Uniform and Attire

- Green scrub top extending below the buttocks with the Bishop State patch on the left sleeve, two inches below the shoulder seam; white T-shirt or long-sleeve shirt worn underneath.
- Green scrub pants with the hem above the shoes; short white lab jacket with the Bishop State patch on the left sleeve.
- White crew or knee-length socks; shoes must be white leather (no cloth or mesh), water-resistant, closed toe and closed heel, with a heel no higher than three inches.
- Hair must be clean and neatly groomed; beards and mustaches must be neatly trimmed, match the natural hair color, and be shaved if necessary to ensure proper respirator fit or meet clinical agency requirements.
- Optional surgical cap must match the solid green uniform color; no cologne, perfume, scented lotion, or scented deodorant.
- Fingernails must not extend beyond the fingertips.
- Jewelry: one plain silver, gold, or pearl stud earring per earlobe (maximum 3/16 inch or 5 mm); no visible body jewelry except earrings; clear retainers required for gauge piercings; one plain, non-raised ring on the ring finger only; and no necklaces or bracelets unless medically required and approved.
- Only prescription or reading eyewear may be worn; audio or video recording eyewear is prohibited.

ACCOMMODATIONS FOR AMERICANS WITH DISABILITIES

Students With Disabilities

- Bishop State Community College provides reasonable accommodations for qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA).

Procedures for Obtaining Accommodations

- Requests must be made by appointment with the College's ADA Coordinator and may be submitted upon admission or at any time a disability occurs.
- Students must provide documentation of the disability to the ADA Coordinator to determine appropriate accommodations.

ADA Office

- **Phone:** (251) 405-7156
- **Email:** adaoffice@bishop.edu
- **Office Hours:** Monday–Thursday 8:00 a.m.–5:00 p.m.; Friday 8:00 a.m.–2:00 p.m.

Medical Clearance

- Students with disabilities must function effectively in sensory perception (visual, auditory, tactile, olfactory), communication and interpersonal relationships, cognitive and critical thinking, motor function, and professional behavior.
- Students must provide documented physical clearance from a licensed primary care provider using the Nursing Program History and Physical Form.
- Nursing faculty reserve the right to require an additional medical examination, at the student's expense, to evaluate the ability to meet essential eligibility criteria.
- The Nursing Program provides reasonable accommodations but is not required to substantially alter the nature or requirements of the program, or provide accommodations that create an undue burden.
- Students receiving undocumented medical treatment or emergency care must provide documentation stating they may participate in classes and clinical rotations without restrictions.
- Students are responsible for notifying nursing faculty and staff of any health-related changes that may affect safe participation.
- **If a student's health status changes and essential eligibility criteria cannot be met, with or without reasonable accommodation, the student will be withdrawn from the Nursing Program.**

CLASS REPRESENTATIVES AND NCLEX INFORMATION

Class Representatives

- Each nursing class elects class representatives; elections are conducted at the beginning of each semester and as needed throughout the year.
- Course faculty facilitate the election process.
- Class representatives serve as liaisons between students and faculty by representing the interests and concerns of their classmates and participating in nursing faculty meetings when appropriate.

Nightingales (Student Nurses Association)

- All current nursing students are encouraged to join the Student Nurses Association (SNA) and the Nightingales.
- Participation provides opportunities to develop leadership skills, promote professional growth, increase awareness of the profession, support the Nursing Program, participate in community service and outreach, and network with fellow students and healthcare professionals.

NCLEX Information

Please familiarize yourself with the following resources in preparation for your licensure exam, paying particular attention to the registration procedure and associated pricing.

- **Alabama Board of Nursing:** www.abn.alabama.gov (licensure and the Nurse Practice Act application).

- **Pearson VUE:** www.pearsonvue.com (information on the NCLEX and applying for the exam).
- **NCSBN Test Plans:** 2026 RN Test Plan and 2026 PN Test Plan (available from NCSBN and NCLEX.com).

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I, _____ , have received and reviewed the Student Handbook for the Bishop State Community College Nursing Program.

I understand that the handbook contains important information regarding the program's policies, procedures, rules, and expectations. I acknowledge that:

1. I am responsible for reading and understanding the contents of the handbook.
2. I will comply with all policies, rules, and regulations outlined in the handbook.
3. I understand that failure to follow these policies may result in disciplinary action.

Student Information

Student Name: _____

Student ID: _____

Program: Nursing

Signature: _____ **Date:** _____