Associate Degree Nursing
Student Handbook
2026-2027

Adopted: 2018
Revised: 2020; 2021, 2022, 2024, 2025
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Accreditation

Salina Area Technical College is accredited by the Higher Learning Commission of North Central Association and approved by the Kansas Board of Regents.

The Kansas State Board of Nursing has approved the Nursing Program.

ACEN Accreditation effective April 30, 2026, this nursing program is approved for accreditation by the Accreditation Commission for Education in Nursing through Fall 2030.

Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 http://www.acenursing.com/candidates/candidacy.asp
Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation

Inquiries may be directed to:

Higher Learning Commission
North Central Association
30 N. LaSalle Street Suite 2400
Chicago, Illinois 60602-2504
(800) 621-2504
Web address: https://www.hlcommission.org/

The State Board of Regents
1000 SW Jackson St. #520
Topeka, KS 66612-1368
Web address www.kansasregents.org

The Kansas State Board of Nursing
900Sw Jackson Suite 1051
Landon State Office Building
Topeka, Kansas 66612-1230
(785)296-3929
Web address: www.ksbn.org
Full continuing approval by KSBN until 2025

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
Web address https://www.acenurisng.com/candidates/candidacy.asp

Faculty and Staff Directory

Nursing Department

Main Campus: (785) 309 - 3100
Main Campus Fax: (785) 309 - 3101

Name	Email	Phone
Naomi Tatro, MSN, RN Director of Nursing and Allied Health	naomi.tatro@salinatech.edu	(785) 309 – 3105
Bekki Ringle Health Occupations Coordinator	bekki.ringle@salinatech.edu	(785) 309 – 3102
Cierra Haith Health Occupations Specialist	cierra.haith@salinatech.edu	(785) 309 – 3190
Markie Townsend, MSN, RN Nursing Faculty	markie.townsend@salinatech.edu	(785) 309 – 3192
Tyffani Wesoloski, BSN, RN Nursing Faculty	tyffani.wesoloski@salinatech.edu	(785) 309 – 3186
Sandra Grubb, MSN, RN PN & ADN Simulation Lab Coordinator	sandra.grubb@salinatech.edu	(785) 309 – 3130
Christy Martinez, BSN, RN Clinical Instructor	christy.martinez@salinatech.edu	(785) 309 – 3134
Ashlea Bowers, BSN, RN Clinical Instructor	ashlea.bowers@salinatech.edu	(785) 309 – 3142

Welcome Letter

Dear Nursing Student:

The faculty of the Department of Nursing welcomes you to Salina Area Technical College. We look forward to working with you.

This handbook contains policies and guidelines that apply to all students enrolled in the Nursing Program. The website for Salina Area Technical College is www.salinatech.edu. You should keep this college website handy for use as a reference during your student career here at SATC. It contains the answers to many of your questions about the college.

We look forward to working with you as you progress toward your career goals

Respectfully,

The Nursing Program Faculty and Staff

Mission, Vision, Values

Mission

Salina Area Technical College will meet the employment needs of the region by providing a diverse community of learners with the technical and general education skills necessary for employment, personal growth, and lifelong learning.

Vision

Be the college of choice for the region where students are equipped to succeed in the dynamic world of business and industry.

Values

Collaboration: To build a stronger community, SATC values partnerships with K-12, business, and community organizations. Together, we can achieve more.

Lifelong Learning: SATC values supporting individual goals that encourage students to learn, grow, collaborate, and innovate throughout their life.

Diversity: SATC embraces the diversity of our students, employees, and community by promoting inclusion and access for all.

Excellence: SATC values its students and is committed to providing an education that encourages responsible, successful, and ethical employees.

Innovation: SATC values innovative technology and delivery methods to keep student learning relevant within a rapidly changing world.

Nursing Program Mission Statement

The mission of the nursing department at Salina Area Technical College is to meet employment needs for Licensed Practical Nurses and Registered Nurses by providing high-quality education that includes meaningful classroom experiences, realistic simulation, and a variety of clinical experiences that will prepare learners for employment, personal growth, and lifelong learning.

Associate Degree Nursing Program
Course Curriculum

Associate of Applied Science

Prerequisite Courses..... Credits
Also, SATC PN prerequisites:
BIO 150 Anatomy and Physiology w/lab 5
PSY 105 Human Development..... 3
MAT 150 College Algebra 3

Additional ADN prerequisites:
BIO 200 Microbiology w/lab 5
PSY 101 General Psychology 3
ENG 101 English Composition 1 3
COM 102 Interpersonal Communication 3
Total: 25

Second Year Fall Semester			**Second Year Spring Semester**		
Course Title		Credits	Course Title		Credits
NUR 200	LPN to RN Transition	1	NUR 220	Complex Care Needs of the Adult	10
NUR 205	Health Assessment and Advanced Nursing Skills	3	NUR 230	Nursing Leadership and Management	2
NUR 210	Complex Care Needs of the Mental Health and Maternal Child populations	8			
	Semester Total	**12**		**Semester Total**	**12**

Total prerequisite credit hours 25
Total Nursing credit hours 24
Credits transferred from PN 17

TOTAL DEGREE PROGRAM CREDITS 66

Upon successful completion of the Second-Year courses, a maximum of 17 credit hours will be transferred from the student's Practical Nursing certificate. The graduate's A.A.S. degree will be 66 credit hours.

Program Approval

The Kansas State Board of Nursing voted to accept a request from Salina Area Technical College to offer an Associate Degree Nursing completion program. A site visit by the Kansas State Board of Nursing approved the program in July of 2018. A site visit follow-up in September 2025 by the Kansas State Board of Nursing resulted in a 5-year re-approval for the program.

Program Philosophy

ADN Program
Salina Area Technical College

We believe:

The Associate Degree Nursing program at Salina Area Technical College is designed to prepare Licensed Practical Nurses for entry level employment in professional nursing. The program's mission is consistent with the mission and values of Salina Area Technical College.

The patient is the recipient of nursing care. The patient may be an individual, family, or group of individuals in need of nursing care which may include health promotion, assistance with recovery from an illness or surgery, or support during end of life. The patient has the right of self-determination reflecting his or her own values. The patient also has the right of privacy regarding his or her health, and health care records.

The goal of nursing care is to assist the patient to regain health (or achieve a peaceful death) by applying holistic principles with a caring attitude. The application of nursing care is based on QSEN (Quality and Safety in Nursing Education) Competencies of Safety, Teamwork/Collaboration, Informatics, Evidence-Based Practice, Quality Improvement and Patient Centered Care are integrated into the didactic and clinical portions of the program.

During delivery of nursing care, the nurse collaborates and communicates with other members of the health care team and the patient; and uses clinical judgment to make clinical decisions based upon data from the patient, the health care team and evidence-based practice. Nursing care decisions are also made considering the diversity of the patient.

Associate degree nursing education in a 1+1 program promotes the development of the nursing student from an LPN role and knowledge base. The educational program builds upon the knowledge, skills, and abilities of the LPN, and adds additional knowledge, skills, and abilities all designed to move the nurse to the professional nursing role.

A variety of social and biological science courses are required to prepare the student for the professional nursing program. It is the responsibility of the nursing faculty to establish academic and clinical performance standards and to assess and evaluate student development to meet these standards. The faculty develops and maintains a curriculum that closely correlates theory with practice and is guided by the Kansas Associate Degree Nursing (ADN) program alignment process. Excellence is expected. Learning best occurs through the provision of sequential learning experiences and the use of innovative technology. It is the responsibility of the student to actively participate in the learning process in both classroom and clinical settings, setting a pathway for lifelong learning.

Upon successfully completing the Associate Degree Nursing program at Salina Area Technical College, the graduate is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and will demonstrate beginning competency as a professional nurse.

Salina Area Technical College
Associate Degree Nursing Program
Conceptual Framework

Caring: The essential component of holistic nursing. Includes nurturing, but results in protection, enhancement, and preservation of human dignity (Watson, 1988)

Clinical judgment: The process by which the nurse arrives at a nursing diagnosis and identifies appropriate nursing actions. This involves problem solving, decision making, clinical reason, and critical thinking.

Collaboration and teamwork: Working with all disciplines and other nurses to develop an optimal plan of care for the patient.

Communication: Imparting and exchanging information.

Diversity: Recognizing and respecting differences; planning care that matches the needs of each person's beliefs and customs.

Evidence based practice: Using the experience of the nurse, and the best available research evidence to make clinical decisions for the patient. (Stedman's 7th Ed.)

Excellence: Quality education that requires the student nurse to show accountability for self and for patients combined with a high academic passing standard.

Informatics: Using technology to deliver simulation and theoretical education; adapt use of current technology to enhance patient care.

Lifelong Learning: Encourage and model ongoing education.

Leadership: The action of leading a group of people.

Patient-centered care: Care that is individualized for each specific patient/support unit.

Professionalism: Actions taken by the nurse that shows by appearance, treatment of patient with respect and dignity, promotion of health and well-being, integrity, and high standards of practice that the nurse is a member of a profession.

Quality Improvement: Improving patient outcomes by evaluating and making changes based upon the results of data collection. (QSEN)

Safety: Minimize the risk of harm to patients and providers through both system effectiveness and individual performance.

Salina Area Technical College
ADN Program Outcomes:

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.

2. Implement professional standards and scope of practice within legal, ethical, and regulatory frame works.

3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.

4. Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning, and evidence-based practice.

5. Provide leadership in the management of care to meet client needs using available resources and current technology

6. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.

7. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members.

Note: These are the revised graduate outcomes created through the ADN program alignment process in 2015. Source: KBOR program alignment.

NUR 200 LPN to RN Transition 1 credit hour. 15 contact hours.
This course focuses on the role transition from LPN to RN. Emphasis is placed on the nursing process, communication, and critical thinking skills. Program concepts are taught. Personal effects of change. Principles of evidence-based nursing research to guide teaching/learning. Understand regulatory framework under which nursing practices. *Prerequisite: Admission to the program.*

NUR 205 Health Assessment and Advanced Nursing Skills. 3 credit hours 2.5 didactic (37.5 contact hours)/.5 lab (15 contact hours). Total 52.5 contact hours.
This course focuses on the skills necessary to complete a comprehensive and focused health assessment of patients, and on IV therapy. Health assessment includes history taking, identification of risk factors, and physical assessment techniques for patients of all ages. Specific body systems are emphasized. Principles and practice of IV therapy are emphasized. Lab time will be used to practice skills. Competency testing will be done for physical assessment and IV therapy skills. *Prerequisite: Admission to the program.*

NUR 210 Complex Care needs of the Mental Health and Maternal Child Populations. 8 credit hours. 6 didactic (90 contact hours)/2 clinical (90 contact hours). Total 180 contact hours.
This course focuses on mental health and maternal-child and pediatric patients. Health promotion, illness prevention, and maintenance of health are emphasized in either acute or chronic conditions. Within the maternal child population, the focus will be on high-risk mothers and babies. The nursing role is emphasized. Emphasis in preventive, supportive, and therapeutic care is offered through clinical experiences in the care of the obstetrical patient and newborn, child, and adolescent and in mental health care settings. *Prerequisite: Successful completion of NUR 200 with a "C" or better. Concurrent enrollment in NUR 205*

NUR 220 Complex Care Needs of the Adult 10 credit hours. 8 credit hours didactic (120 contact hours)/2 credit hours clinical (90 contact hours). Total 240 contact hours.
This course focuses on the nursing care of adults with complex medical-surgical acute or chronic conditions. The expansion of the nursing role to families and groups is emphasized. Health promotion, illness prevention, and maintenance of health are emphasized. *Prerequisite: Successful completion of NUR 200, NUR 205, & NUR 210 with a "C" or better.*

NUR 230 Nursing Leadership and Management Hybrid 2 credit hours. 30 contact hours.
This course focuses on nursing leadership and management as it applies to an ADN-prepared nurse working within a healthcare system. Current issues affecting the nursing profession and healthcare are also discussed. *Prerequisite: Successful completion of NUR 200, NUR 205, & NUR 210 with a "C" or better.*

Credit Hour Definition

The “credit hour” is the basic unit of measure used for determining college credit. Salina Area Technical College, in accordance with federal government guidelines and Higher Learning Commission expectations, defines the credit hour as:

> One hour of lecture class time and two hours per week of work outside of class. For the typical three-credit-hour class, a student spends three hours per week in class and should expect to complete at least six hours per week of work outside of class.

The ratio of contact hours to credit hours in nursing lecture courses will be 15:1. The ratio of contact hours to credit hours in nursing laboratory courses will be 30:1, and clinical courses will be 45:1.

Admission to the ADN Program

External applicants are eligible for consideration of admission to the Associate Degree Nursing program when all admission requirements are completed, including:

- Application to Salina Technical College
- Application to Associate Degree Nursing Program
- Proof of completion of prerequisite courses with at least a "C" in each course.
- Proof of active Kansas Practical Nursing license
    a. Must remain active throughout the entire program
- Submission of results of the current version of the ATI PN Comprehensive Predictor.
    - Must achieve an Adjusted Individual Total Score of 60.7% or higher.
- Complete submission of immunization requirements
- Submit a typed essay following the instructions outlined in the Nursing Essay Rubric.

Applications will be selected from the list of qualified applicants. A scoring rubric will be used to determine the highest-scoring applicants. In case of a tie, the ATI PN Predictor test results will serve as the tiebreaker.

Internal Direct Entry applicants (current SATC Practical Nursing students) will have consideration for direct admission from the Practical Nursing to the Associate Degree Nursing program if the student meets the following criteria:

- New application to Salina Area Technical College
- Application to the SATC Associate Degree Nursing Program
- 3.0 cumulative GPA in Fall Semester PN nursing courses.
- Completion of ADN-level prerequisite courses with a "C" or higher in each course.
- Submission of results of the current version of the ATI PN Comprehensive Predictor.
    - Must achieve an Adjusted Individual Score of 72% or higher.

A successful candidate will be admitted provisionally to the ADN program, with full admission after successfully passing the NCLEX-PN licensure exam. The PN license must remain active in Kansas throughout the entire program.

Internal Direct Entry applicants (current SATC Practical Nursing students) who do not meet the 3.0 GPA requirement (must have a minimum of 2.5 GPA) will be considered after any external qualified applicants if the student meets the following criteria:

- Completion of ADN-level prerequisite courses with a "C" or higher in each course.
- New application to Salina Area Technical College
- Application to the SATC Associate Degree Nursing Program
- Submission of results of the current version of the ATI PN Comprehensive Predictor.
    - Must achieve an Adjusted Individual Score of 72% or higher.
- Submit a Letter of recommendation from a current PN faculty member
- Submit a two-page, typed essay addressing your desire to pursue an associate degree in nursing and plans for success in the Associate Degree Nursing program.

A successful candidate will be considered for admission provisionally to the ADN program, with full admission after successfully passing the NCLEX-PN licensure exam. The PN license must remain active in Kansas throughout the entire program.

A scoring rubric will be used to determine the highest-scoring applicants. In case of a tie, the ATI PN Predictor test results will serve as the tiebreaker.

External Direct Entry applicants (current External Practical Nursing students) will be considered if the student meets the following criteria:

- Application to Salina Area Technical College
- Application to the SATC Associate Degree Nursing Program
- Completion of ADN-level prerequisite courses with a "C" or higher in each course.
- 3.0 cumulative GPA in Fall Semester PN nursing courses.
    - Must include transcripts verifying PN course grades.
- Submission of results of the current version of the ATI PN Comprehensive Predictor.
    - Must achieve an Adjusted Individual Score of 72% or higher.
- Submit a typed essay following the instructions outlined in the Nursing Essay Rubric.

A successful candidate will be considered for admission provisionally to the ADN program, with full admission after successfully passing the NCLEX-PN licensure exam. The PN license must remain active in Kansas throughout the entire program.

A scoring rubric will be used to determine the highest-scoring applicants. In case of a tie, the ATI PN Predictor test results will serve as the tiebreaker.

Nursing Essay Rubric

You will be required to submit an essay. The essay should be one to two pages, double-spaced, 12-point font, and 1-inch margins with the applicant's name at the top. Your essay will be graded on the following rubric and should address the following questions:

1. What experience do you have in the healthcare field?
2. Why do you want to be a nurse?
3. How do you plan to be successful in the nursing program?
4. What are your future educational or career goals?

Each essay will be evaluated based on the following rubric:

Nursing Essay Rubric					
Criteria	**1**	**2**	**3**	**4**	**Score**
Layout: font, spacing, margins, etc.	More than 3 layout items missing (font, spacing, etc.)	2-3 layout items missing (font, spacing, etc.)	One layout item missing (font, spacing, etc.)	All layout items for criteria are present	
Content	One question addressed	Two questions addressed	Three questions addressed	All four questions addressed	
Writing/ Grammar	10 or more grammar errors, the essay is unclear	7-9 grammar errors, essay is unorganized.	3-6 grammar errors, essay is organized.	Well written, clear objectives, 2 or less grammar errors	
				Total Score:	_____/12
The essay's total score will be broken down into ranges for points to be added to the nursing application final rubric score.					
Scoring Ranges:	**1-3 = 1pt**	**4-6 = 2pts**	**7-9 = 3pts**	**10-12 = 4 pts**	

Re-Admission to the Program

There may be circumstances when a student is not capable of finishing the program. Students may have the option of reapplying to the program. Readmission to the nursing program is not guaranteed and is based upon the availability of space within the course of re-entry.

Students who request readmission will be required to show proof of good retention of knowledge, skills, and abilities. Requiring proof of content mastery is one way to determine whether the student is ready for advanced placement or whether they may need to repeat the program.

When an individual who has not completed a nursing program desires to be readmitted, the individual must follow any procedures required for readmission for Salina Area Technical College. These may be found in the SATC Student Policies and Procedures Handbook.

In addition, the following steps must be completed within the Department of Nursing.

An individual who has been out of a program for six months to two years will be required to successfully complete the following:

- Application requesting readmission to the nursing program (available from the Nursing office) including an essay outlining their reason for leaving the program and a detailed description of their plan for success in a subsequent admission.
- Clinical skills testing with an 80% score or greater
- All course finals up to the semester of enrollment with a score of at least 78%.
- Updated BLS, TB skin test, flu shot, background check, and physical exam as needed
- Letter of recommendation from employer related to work as a Licensed Practical Nurse
- Meeting with the director of nursing to review the student's plan for success with re-admission
- Proof of active Kansas Practical Nursing license
    - Must remain active throughout the entire program

***An individual who has been out of a nursing program for over two years will be required to enter the program at the beginning.**

Additional Readmission Policies:

- A student is allowed one readmission to the program.
- Students dismissed because of clinical safety issues will be considered at the discretion of the Director of Nursing.
- Students who believe they had extenuating circumstances justifying a second readmission may address a letter to the Director of Nursing stating the nature of the circumstances for which consideration should be given.

Grading and Progression

Each course will have a separate grade as a part of the total program. For the courses with a clinical component, both the clinical and didactic course **must be passed** for the student to progress in the program. ***No credit is given for the courses that have both a clinical and didactic component if one is failed.***

Exams, assignments, and final grades within lecture courses are graded by the following breakdown:

A: 94-100%
B: 86-93%
C: 78-85%
D: 70-77%
F: below 70%

A grade of "C" or higher in each course is required to pass the course. All courses are sequential, and a grade below C will prevent the student from moving to the next course in the curriculum.

All assignments, presentations, quizzes and exams will be assigned a specific point value. At the end of the course, the student's total points will be tabulated and converted to a percentage of the total points possible. The grade is based on that percentage. STUDENTS MUST COMPLETE ALL ASSIGNMENTS WITHIN A COURSE, failure to complete assignments may result in failure of the course and program.

Clinical courses will be graded on a pass/fail basis, based in part on evaluation forms completed by the clinical instructors. Completed clinical hours, clinical evaluations, attendance, student engagement at clinical rotations, and clinical paperwork will all contribute to the final grade.

While the clinical component is a P/F, course work within the clinical course that contributes to the P/F will be graded and reflective of the nursing grading scale. Both the clinical evaluation form and clinical work must be passed for the student to progress in the program.

Satisfactory Progress for Clinical Courses:

1. A passing grade with no active clinical probation is required for successful completion of a clinical course, or clinical component of the course in the ADN program.
2. Successful completion will also include passing practicum skills testing. These skills are evaluated through student performance in the presence of an instructor with a pass/fail given.
3. Student attendance during each clinical rotation is required to allow for effective evaluation of the student's ability to meet clinical performance standards. Inadequate attendance or preparation during a clinical rotation can result in probation or clinical failure.
4. For additional clinical attendance progress, please see the "Attendance and Missing Class/Clinical Assignments" page.

Progression and Completion

A. Courses are to be completed in sequence, as identified in the college catalog.
B. A passing grade is needed in the didactic AND clinical course for the student to progress in the program.
C. A course grade of "D" or lower requires that a course must be repeated.
D. Associate Degree Nursing graduates are awarded an Associate of Applied Science Degree. Graduates of the program are eligible to take the National Council Licensure Exam (NCLEX) for Registered Nurses.

If the student fails to comply with established academic or clinical performance standards or at the discretion of the instructor, the student may be placed on probation or considered for dismissal from the program.

Probation

1. Probation is a period of time during which student activity is directed toward improvement and/or correction of identified deficiencies in academic or clinical performance or behavior.
2. Length of Probation
    a. Academic – until the student's cumulative average in a course is raised to a passing level. Generally, this is 4 weeks, or the end of the course.
    b. Clinical
        1. ADN students must pass all practicum skills to remain in clinical courses.
        2. Patient care areas – the subsequent rotation, or the remaining part of the last rotation of a course.
        3. Resolution of clinical probation – the outcome of the probation will be pass, extended probation, or failure, with final clinical course grades identified as pass or fail.
    c. Incivility
        1. The SATC nursing program has zero tolerance for incivility.
        2. Incivility is defined as unprofessional and disruptive behaviors that can result in psychological or physical distress.
        3. It is the student's responsibility to conduct themselves in a manner that creates and supports a healthy and safe environment that promotes the success of all within the program.
        4. Professional and civil behavior is expected in all environments including the classroom, lab, and clinical settings, and with all individuals with whom the student may interact while a representative of Salina Area Technical College.

Examples of Incivility:

1. Negative expression including, but not limited to eye-rolling, muttering, sighing, and groaning.
2. Sarcastic remarks or gestures
3. Sleeping in class
4. Side conversations
5. Lack of active engagement in the learning
6. Interruption of other students
7. Disrespect of fellow students, faculty, or support staff in written or verbal form
8. Use of cell phone outside of approved time(s)
9. Confrontative or dominating behavior
10. Disrespecting challenging the instructor's knowledge or credibility
11. Coming to class or clinical unprepared
12. Raising your voice or yelling

Examples of Respectful and Professional Behavior to Reinforce Civility:

1. Use clear communication verbally, nonverbally, and in writing (includes social media)
2. Treat others with respect, dignity, collegiality, and kindness
3. Consider how personal words and actions affect others
4. Avoid gossip and spreading rumors
5. Collaborate and share information where appropriate
6. Offer assistance to fellow students and if refused, accept refusal gracefully
7. Take personal responsibility and accountability for one's own actions
8. Recognize that abuse of power or authority is never acceptable
9. Speak directly to the person with whom one has an issue
10. Demonstrate openness to other points of view, perspectives, experiences, and ideas
11. Be polite and respectful
12. Apologize when indicated
13. Encourage, support, and mentor when indicated
14. Listen to others with interest and respect
15. Civil behavior between students and faculty at all times
16. Nurses must aspire to always uphold the professional Code of Ethics for Nurses. (ANA, 2015)

**American Nurses Association Board of Directors (2015). Professional Issues Panel on Incivility, Bullying, and Workplace Violence. Adopted July 22, 2015.*

ADN Professionalism Rubric

Attendance											
Attends regularly, arrives/leaves on time, notifies instructor in advance of planned absences	10	9	8	7	6	5	4	3	2	1	0
NOTES:											
Character											
Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, & self-responsibility (Quality and Safety Education for Nurses, (QSEN), n.d.).	10	9	8	7	6	5	4	3	2	1	0
NOTES:											
Teamwork											
Respects the rights of others, respects confidentiality, team worker, cooperative, assertive, fosters open communication, mutual respect, displays a nursing attitude, seeks opportunity for continuous learning, demonstrates appropriate behavior (QSEN, n.d.).	10	9	8	7	6	5	4	3	2	1	0
NOTES:											
Appearance											
Displays appropriate dress, grooming, hygiene, and etiquette. This includes appropriate backgrounds during remote sessions via ZOOM or other media.	10	9	8	7	6	5	4	3	2	1	0
NOTES:											
Attitude											
Demonstrates a positive attitude, appears self-confident, has realistic expectations of self & others, lifts others up instead of tearing them down (QSEN, n.d.).	10	9	8	7	6	5	4	3	2	1	0
NOTES:											
Productivity											
Completes work on time, participates in activities & discussions, produces evidenced-based quality work in a timely manner (QSEN, n.d.).	10	9	8	7	6	5	4	3	2	1	0
NOTES:											
Communication											
Displays appropriate nonverbal (eye contact/body language) and verbal (listening, grammar, telephone, email, etc.) & nursing skills, while being involved with shared decision-making for quality patient care (QSEN, n.d.).	10	9	8	7	6	5	4	3	2	1	0
NOTES:											
Cooperation											
Displays leadership skills, appropriately handles criticism, conflicts & complaint; demonstrates problem-solving capabilities, maintains appropriate	10	9	8	7	6	5	4	3	2	1	0

relationships with supervisors, peers, & faculty, follows the chain of command (QSEN, n.d.)											
NOTES:											
Respect											
Deals appropriately with culture/racial or other diversity, does not engage in harassment of any kind on any type of platform (verbal or written). Respects the feelings, opinions, & views of others. Interacts with fellow students, faculty, & staff (college or clinical site) in a respectful & polite manner (QSEN, n.d.).	10	9	8	7	6	5	4	3	2	1	0
NOTES:											
Environment & Safety											
Keeps personal area neat and cleaned. No eating in classroom during lecture. No uncovered drinks. Complies with current campus pandemic precautions.	10	9	8	7	6	5	4	3	2	1	0
NOTES:											

(American Nurses Association, 2025).

Chain of Command for Student Issues

1. Fill out the SBAR form
2. Turn in the SBAR form to the faculty whom the concern is with. Schedule a time to meet with the instructor to address.
3. If the concern is not resolved, make an appointment with your advisor or another faculty member.
4. If the concern is still not resolved, make an appointment with the director of nursing
    a. Any faculty member can refer you to the DON at any time.

***A professionalism point may be deducted for not following the chain of command with student issues.**

SALINA TECH

SBAR Questionnaire

Name: _____

Date:_____

S	Situation What is going on? What is the situation you are communicating about?	
B	Background What is the background or context of the communication?	
A	Assessment What is the problem? What are your assumptions about why the problem is occurring?	
R	Recommendation What is the next step or steps that can be taken?	

Dismissal

1. Reasons for dismissal include, but are not limited to:
    a. Incivility that does not respond to direction. More than three violations will result in dismissal of the student.
    b. Inability to change identified negative behavior(s) during the probationary period.
    c. Inability to comply with existing college, program, or agency policies.
    d. Cheating on an exam, quiz, or any assignment.
    e. Any behavior which significantly compromises safety. This could include, but is not limited to:
        i. Any HIPAA violation either in class or at clinical sites.
        ii. leaving assigned patients unprotected.
        iii. lack of preparation for patient care.
        iv. leaving the clinical assignment without proper notification.
        v. physical or verbal abuse of individuals.
        vi. substance abuse
        vii. Working the eight hours before a scheduled clinical rotation if clinical is scheduled in the morning.
        viii. academic dishonesty or falsification of records, including plagiarism.
        ix. failure to successfully demonstrate competency with core skills.

Faculty members may recommend dismissal. The final decision is at the Director of Nursing's discretion.

Procedures to be Followed for Probation and Dismissal

1. Notification
    a. A statement of probation will be dated and signed by the student, faculty, and director of nursing when the student is notified of academic or clinical probation. The student will receive a copy of this statement and a Contract for Success will be initiated. The student and faculty will meet weekly following the initiation of probation to review the Contract for Success and to discuss the student's progress.
2. Academic Probation
    a. The student will be informed when the cumulative course grade is below 78%
    b. The student will create an action plan for improvement, which is recorded on the probation sheet.
    c. The student will sign the probation sheet and Contract for Success during a conference with the faculty and director of nursing.
    d. Classroom work will be closely monitored during the probation period.
    e. The student will remain on probation for the entire probationary period; probation length is at least four weeks.
3. Clinical Probation
    a. The student will be informed verbally and in written format by the clinical faculty whenever unsatisfactory or unsafe nursing care is noted.
    b. At the completion of each clinical rotation, a scheduled conference will be held by the student and instructor to review the student's progress in meeting clinical performance standards. The conference includes the giving of a grade (pass, probation, or fail) and the signing of the evaluation form by both the student and the faculty. A student may be placed on probation and a Contract for Success initiated during a rotation if the

faculty judges the student's performance to be consistently below established level objectives.

c. The student placed on probation will have a conference with the faculty and director of nursing, and will create an action plan for improvement, and sign the probation form and Contract for Success.
d. Clinical work will be closely monitored during the next rotation or the remaining weeks of the current rotation, consistent with the time probation is initiated.
e. If the performance standards have been met satisfactorily at the end of the next clinical rotation, the student is informed and removed from probation.
f. Dismissal may occur if the student does not show the improvement that is listed on the probation evaluation form. If the faculty and DON have a decision to support the instructor's recommendation of failure, the student will be notified of the decision in a conference.
g. If a student is grossly negligent concerning safety, the student may asked to leave the premises immediately, and the clinical faculty may recommend failure without the student being on probation. The DON and faculty will conference and notify the student of the decision in a conference.

Faculty members may recommend dismissal. The final decision is at the Director of Nursing's discretion.

4. Incivility Probation
   a. The student will be informed verbally and in written format by the faculty.
   b. The student and faculty will determine an improvement plan which will be recorded on the probation form and Contract for Success signed by the student.
   c. The probationary period will last a minimum of four weeks and may extend to the end of the semester based upon the student's contract.

Grievance Procedure

If the student does not agree with the decision of the nursing faculty, an appeal to the program administration may be made using the grievance procedures listed in the Salina Area Technical College Student Catalog.

Exam and Testing Guidelines

1. No personal items including coats, jackets, hoodies, etc. are allowed in the testing area. No books and/or notes are allowed in the testing room unless authorized by the faculty for your use during the test. No electronics including but not limited to cell phones, smart watches, smart glasses, etc. You must store all personal items in a secure area or return them to your vehicle. If you refuse to store your personal items, you will be unable to test. All electronic devices must be turned off before storing them in the designated secure area.

2. You may be asked to empty your pockets to verify that nothing is in them. You may be asked to roll up your sleeves to verify that you have no writing on your skin.

3. You are required to be **ON TIME** for the exam. If you are late, you will **NOT** be admitted to the exam and must arrange for a time with the faculty to make up the exam. You WILL BE required to have your Salina Technical College ID badge on the top left or right corner of your top for the faculty to view upon entering the testing room. This is to verify student identification each time an exam is being given.

4. You will be provided with an erasable note board and marker. You may not use the note board to cover any part of the screen during your examination. The erasable note board and marker may not be removed from the testing room during the examination. You cannot write on the erasable board until testing has started. You cannot erase the board the proctor will erase it when the exam is done. Writing on any materials other than the note board is strictly prohibited. A calculator will also be provided if needed. Earplugs are available upon request; personal earplugs may be used if approved by the instructor/proctor. If you need additional items during the exam, you must raise your hand.

5. Once you enter the testing area, and log into the test, there is to be no further verbal communication with the faculty or other students. You must remain in your seat unless approved to move by the faculty. If you talk during this time without permission, you may be disqualified from testing, and receive a zero for the exam.

6. If you experience hardware or software problems during the examination, notify the instructor or GLRC staff immediately by raising your hand.

7. There will be no eating, drinking, chewing gum loudly, tapping of feet or hands, or any other noises that create a disturbance or distraction for other students.

8. If you must leave for a break at any time during the testing, you must raise your hand and receive permission from the faculty. Your exam time limit will continue during this time. You will be responsible for stating the need for a break and returning promptly to your testing room.
    a. If you leave at any time during an ATI proctored test for a break you must hit the pause button after raising your hand to notify the proctor. Time will continue to count down.

9. To ensure exam integrity, you will be monitored by faculty and video while in the testing area.

10. After finishing the exam, log out of your computer, and leave the room immediately.

11. You may not copy exam questions or answers in any format. You may not provide any exam details to another student.

12. If a student fails to abide by any of the guidelines, appropriate action will be taken which may result in the student receiving a zero for the exam or being dismissed from the program.

***Salina Area Technical College is not responsible for lost, stolen, or misplaced personal items.**

ATI Testing per Individual Course for the ADN program

Policy: All students enrolled in the ADN program will purchase (included in the program fees) an Assessment Technologies Institute (ATI) assessment program. The program consists of online practice assessment exams and proctored assessment exams. The proctored exams will be opened in a computer lab and monitored by program faculty or LRC staff holding ATI proctor certification. These set of exams will be used throughout the program to monitor learning and provide additional learning activities to enhance content mastery.
See individual course calendar and/or exam schedule for testing and retake dates and times.

ATI Guidelines: Completion of all offered ATI exams, including the required practice exams, is required for successful completion of the course(s) and program(s) at Salina Area Technical College.

1. *Practice exams, assignments, and all remediation must be successfully completed by 0900 the day before the proctored exam.*
    a. What you put into them, is what you will get out of them.
2. To be considered successfully completed, the following policy will be used according to the initial score on ATI practice assessment exam "A".
3. The initial practice A will be completed during lecture. The initial practice B will be completed on the student's own time and no points will be awarded.

    *if you miss, you have 48 hours to reschedule in the GLRC.
4. Nursing concepts must be **handwritten**, **clear**, and **legible**. They are chosen based upon the areas in need of improvement that were identified by ATI on your practice and/or proctored test.
5. Simulations will be from Swift River. Please see Canvas ATI assignment bin for A for the Swift River simulation scenarios.
    a. Results should be at least 78% to be accepted as complete. Upload all attempts to the bin provided in the Canvas course shell.
    b. Simulations may take 30 minutes, this is for your planning time.
6. After completing the initial **PROCTORED** EXAM: If you receive less than a level 1 the first time you take the proctored ATI, you will remediate and retake.
    a. The nursing concepts cannot be the same as previous submissions.
    b. Complete Practice B (on your own)

There will be zero tolerance for late work, and there will be no extensions provided.

Ticket-to-test for the Initial proctored exam is as follows:

Initial Practice A result	Points worth for Practice A	Remediation plan for Practice A. Upload into Canvas 0900 the day before the proctored test.	Points returned for Practice A	Overall total points (if fully completed) for Practice A
90-100%	10	none	None, at max points	10
80-89%	8	1 sim + 2 nursing (nsg) concepts	1	9
70-79	6	2 sim + 4 nsg concepts	2	8
60-69	4	3 sim + 6 nsg concepts	3	7
50-59	2	4 sim + 8 nsg concepts	4	6
<49	0	5 sim + 10 nsg concepts	5	5

Ticket-to-test for the retake, the remediation is as follows:

Initial Proctored test	Remediation plan	Potential for points back (if fully completed)
Level 1, 2, 3 (optional)	1 Sim + 5 nsg concepts + Practice B	2
Less than level 1	2 sim + 5 nsg concepts + Practice B	3

7. Please see your course calendar for the retake date and time.

There will be zero tolerance for late work and there will be no extensions granted.

Point Distribution

Proctored Assessments (out of 20 total points) **Initial Proctored**: *Less than Level 1 = Remediate and retake the exam or 0 points. (see above) *Level 1 = 16 points^ *Level 2 = 20 points^ *Level 3 = 24 points^ **Retake without Initial Exam:** **Items that may cause a student to be ineligible to take the proctored exam as schedule includes:** • Practice A remediation assignment being submitted late, post-Canvas due date. • Not notifying the instructor they would be absent the day of the schedule exam. • Has not completed the ticket-to-test in its entirety, ensuring that the correct nursing concepts and sims correlate with the course and ATI "Topics to Review". **Going forward on scheduled "retake** proctored**"**	*See the exam calendar, found in NUR Canvas shells for exam dates and time.* *^it is optional to remediate and then retest.* If you retest without remediation being submitted, no points will be awarded. *If you have not completed the retake proctored exam at the scheduled time, you will receive 0 points.* *It is recommended that students utilize the learning resources available on the ATI website to enhance their learning throughout the program.* Practice A, Practice B, and Swift Rivers will automatically shut down at 0900 the day before the proctored exam(s). There will be no access to these particular activities until after the proctored exam.

• You must complete the "Practice A remediation" activities in its entirety before the scheduled retake proctored day. • It is then encouraged to also complete the remediation as if you received the lowest score (less than level 1) on the initial proctored exam. • You will take the ATI retake. **Here is the breakdown of points:** ➢ *Less than Level 1 = 0 points ➢ *Level 1 = 8 points ➢ *Level 2 = 12 points ➢ *Level 3 = 16 points ➢ NO second attempt for this exam. ➢ You must follow the retake protocol as if you received less than level 1. **Retake** Proctored: * Less than Level 1 without improvement= 0 points * Less than Level 1 with improvement or same percentage score = 8 points *Level 1 = 12 points *Level 2 = 16 points *Level 3 = 20 points FYI: Practice A is for the initial test. Practice B is for the retake test; however, you may also take it while it is available.	There will be zero tolerance for late work and there will be no extensions gifted.

ATI Testing – Comprehensive Predictor

The comprehensive predictor provides guidance on the chances of you passing NCLEX successfully on the first attempt.

* The ATI NCLEX comprehensive / live course is mandatory, no matter your score for the ATI predictor. The course is worth 2% of your critical care grade.

Predictor Score of Probability of passing (POP)	Bonus points for NUR 220 exam section	Transcript	Remediation Plan
94-99%	4	Sent when grades finalized	Keep studying independently.
88-93.9%	3	Sent when semester is over	Keep studying independently, may retake after ATI live review as you desire
82-87.9%	2	Submit when grades are due	Highly encouraged to complete the retake after ATI Live Review course
78-81.9%	1	Submit when grades are due	Highly encouraged to complete the retake after ATI Live Review course
0-77.9%	0	Submit when the retake has been completed. Retake will be after pinning.	Schedule a time with GLRC to retake after ATI Live Review Course. Then based upon that score would be encouraged to complete an additional NCLEX prep-course

Note: Treat all exams, especially ATI like it is NCLEX! Do something good for yourself the night before.

Exam Review

1. Exam scores will be posted in the online grade book after grades are finalized.
2. Students may be allowed to review exams during a dedicated time. There will be a max of 15 minutes for review. The review is per the instructor discretion.
    a. No discussion of questions will be allowed outside the testing center or in the hallway.
    b. Notes will not be taken during test debriefing.
    c. Students questioning an item should utilize the SBAR document and include three (3) scholarly-based references within five years. All the information will be emailed to the instructor for that content.
    d. Materials will be reviewed by faculty and compared to tools and texts used in the classroom.
    e. Faculty members responsible for exam content will respond to the student within three business days.

Late Testing and Assignments

1. Taking an exam, quiz, or submitting an assignment later than the scheduled time or due date will result in a reduction in the student's score. For the first day, 15% will be deducted from the student's score.
2. An additional 15% will be deducted for each of the next two days that the exam/assignment is not taken/completed, for a total of 45%. After day 4, the assessment may be a zero, but **MUST** still be completed.
3. It is the student's responsibility to notify the instructor of the course and the GLRC staff to arrange a make-up date for the exam. If a student fails to complete the exam within four business days after the initial exam scheduled date, the student may receive a zero for the exam.

Example:

Original Score	*1 minute to 1 day late*	*2 days late*	*3 days late*	*4 days late*
100%	*85%*	*70%*	*55%*	*0*

A. A student may be admitted late to an exam at the instructor's discretion.
B. The student must contact the faculty member responsible for the exam prior to an absence.
C. In the case of a prolonged absence when the student has missed several exams, the student will work with the faculty to develop a written plan for becoming current with coursework and testing.
D. Rescheduled exams may be taken before or after a classroom or clinical day depending on the GLRC schedule.
E. At the instructor's discretion, rescheduled exams may follow a different format than the original. The plan shall be approved by the program faculty members.
F. All exam retakes will be arranged in coordination with the faculty member and the GLRC coordinator.

SATC Grading Policy for

Nursing Practicums and Competencies

All Competencies must be completed at the specified proficiency to successfully complete the Associate Degree Nursing program.

Steps to complete a clinical practicum are as follows:

1. Clinical practicums are scheduled by the program instructors. Each student will be assigned a time to be tested. Each student will be evaluated by one of the clinical instructors, and if the student is deemed competent, no further action is needed.
2. If the student is deemed to need enrichment of skills, an enrichment session will take place prior to a second attempt.
3. The second attempt at a practicum skill will only be scheduled after an enrichment session followed by practice.
4. A different clinical instructor will evaluate the clinical competency the second time. If the student is deemed competent, no further action is needed.
5. If the student does not pass the competency, a final enrichment session and practice is scheduled.
6. The instructor may require the student to video record each check off to assist the student in identifying their own performance. A student is in jeopardy of failing the program if they cannot successfully demonstrate a skill after two tries.

Attendance and Missing Class/Clinical Assignments

Rationale:

Salina Area Technical College's nursing programs have established a policy and procedure related to appropriate attendance during class or clinical learning experiences. Student participation in learning activities is vital to attainment of knowledge and skills. Behaviors demonstrating the responsibility inherent in the nursing role include promptness and reliability. Curriculum content and time allocation are approved by the Kansas State Board of Nursing.

Policy:

Students are expected to attend classes, in-person, and clinical. A student is also expected to have no clinical absence to ensure they meet the objectives of the program. While nothing can duplicate the concurrent clinical experience, students will be expected to make up any clinical absence. A student that is absent from clinical for more than (16) hours may be dismissed. The amount of clinical make-up may be determined by the clinical instructor. Virtual simulation may take at least 12 hours to complete per each missed clinical day. If someone happens to not be scheduled on that clinical day, it would be suggested that you trade with each other to ensure objectives may still be met. Students are expected to be at the clinical site, prepared to deliver care at the scheduled time. A student is expected to notify the clinical instructor when absent or late to clinical or class.

Bereavement:

If you have the loss of a loved one during your time as a student, you may be granted three additional consecutive days to complete assignments and exams.

Procedure:

- Students receive electronic copies of the SATC Student Handbook and paper and electronic copies of Nursing Student handbook.
- Overall attendance status will be monitored on an ongoing basis. Clinical absences will be monitored for each rotation, course and for the total program.
- For class days, the student is responsible for notifying the program faculty prior to the beginning of the scheduled day. Call SATC at 785-309-3100 or the faculty office phone or email the instructor via Canvas or the SATC email if you will be late or absent, just like you would do at your place of employment.
- Probationary counseling for low academic performance will trigger a review of the attendance record.

Additional Information:

- A student who needs to make up clinical time to fulfill requirements will complete the requirements during the semester and prior to starting the next semester or completion of the program.
- The instructor may ask a student to leave either class or clinical if, in the judgment of the instructor, the student is unable to perform expected responsibilities, or the student is a health hazard to others. The student will be considered absent.
- Students scheduled at Salina Regional Health Center should arrive at the designated conference room by 6:30am.
- External locations may begin as early as 5:00am

- Any clinical location: please note there may be 12-hour shifts, evenings, and/or weekends.

It is the student's responsibility to communicate with the instructor about make-up work due to an absence. If you want to discuss what you have missed or make arrangements before an absence, please come to the instructor before or after class during office hours or schedule an appointment. Get notes from other classmates before or after school, not during class. Make-up work will not be discussed during class time. Make-up work must be completed *no more than one week* after returning to class.

Clinical Expectations

Your classroom is on campus and at the bedside. This means that you must promote the safety, privacy, and dignity of the people who are allowing you to care for them.
This set of guidelines is to provide information related to your clinical rotation. Please understand that you will be expected to follow the Salina Area Technical College Associate Degree Nursing Student Handbook, College Catalog, professionalism rubric, and the policy and procedures of the sites where you will be doing clinical.

1. Eat breakfast before you come to the clinical site and location!
2. Be on TIME, be PRESENT, and ENGAGED to LEARN.
    a. *Please note if you are late, notify us for guidance. Because once shift change and report starts, you cannot participate in clinical if you were not there for the initial report!!
3. Follow the chain of command starting with your clinical instructor for that day if you have any questions or concerns.
4. **No cell phones on the clinical floor.**

Items to bring and Vehicle:

5. Bring the required paperwork, a stethoscope, pen, watch with second hand, name badge, and any other equipment as requested. It is recommended that you bring a drug handbook, course textbook, and assessment book.
    a. Be sure to always lock your doors.
    b. Roll all windows up.
    c. Keep all items hidden and out of sight! Do not hide items once you are at the clinical site, do this before you leave your house.
    d. Best to bring only what is necessary. Some items will be kept in the conference room(s).
    e. Do not bring your stethoscope to the Behavioral Health Unit, Saline County Sheriff's office, Larned State Hospital, or Sunflower Adult Day Services.
    f. No smoking or vaping at any time in your SATC uniform or while at a clinical site or simulation site.

Salina Regional Health specifics:

6. Salina Regional Health Center: Arrive promptly to the assigned conference room at Salina Regional before your scheduled time and be prepared for the clinical day.
    a. When clinicals are at Salina Regional Health Center you need to be ready to leave the conference room at 0630. If you are late, you may be sent home, this may result in a clinical failure and/or dismissal from the program.
        i. When you are at Mother Baby, NICU, Birth Center you will scrub for 5 minutes, cleaning from elbow to fingertips.
    b. Student parking is on the 4th and 5th floor of the parking garage.

External location and specifics:

7. As for outside clinical sites beyond Salina Regional.
    a. Saline County Jail: 251 N Tenth, Salina, KS, Bring pen and notebook. You cannot have ANY phones in the jail. For those with children, please provide them with the phone number which is 785-826-6500. Please Park in the visitor parking lot.

General:

8. You will be expected to abide by the policy of the facility such as no cell phone on the clinical floor, be prepared to potentially wear a mask. If you must take a call during clinical, communicate with your clinical instructor.
9. Plan for a 30-minute lunch to be taken on site and in the reserved conference room. No student will leave the clinical location without informing your clinical instructor and precepted nurse. Some of the clinical sites will have an option to purchase lunch in their cafeteria or dining facility.
    a. Sunflower Adult Day Services: Bring lunch or $5.00 to have the same lunch as the patrons.
10. Always utilize therapeutic communication.
11. Confidentiality of all client/patient information is expected. Any persistent breaches in professional behavior will reflect poorly upon clinical performance and course grade.
12. Inform the primary nurse and your instructor of any changes in patient status or care in a timely manner. Follow the steps of the nursing process with all cares that are provided during clinical time.
13. All clinical journals and paperwork will be due on Canvas for the following Tuesday at 11:59 p.m.
14. Post-clinical will begin one hour before dismissal for the clinical day. Return to the assigned conference room.
15. Clinical is dependent on the clinical site for that day, please see the Clinical Schedule.
16. Virtual clinical experiences may be substituted for in person clinical experiences at the instructors' discretion.

Student Health

Clinical Immunization Requirements vary by agency. Our process is to let students know the clinical requirements required by various agencies. Students must meet those requirements to go into the clinical sites. If the student chooses not to meet those requirements (without an exemption from the agency) then they cannot meet the clinical course requirements and therefore would not be able to complete the course(s) successfully.

To work effectively in the healthcare field, students are expected to maintain personal health. In addition to the basic habits of good health practice, the following recommendations, requirements, and procedures will be followed:

The U. S. Department of Health and Human Services, and the Centers for Disease Control, recommend that healthcare workers receive all immunizations identified for their age group. This includes immunizations for diphtheria-tetanus, poliomyelitis, measles (rubeola), rubella, mumps, and varicella. Hepatitis B immunization is also recommended for healthcare workers.

1. During the application process for SATC nursing programs, applicants are required to submit proof of:
    A. Hepatitis B series (3 doses) or proof of immunity by titer.
    B. Varicella (2 doses) or proof of immunity by titer.
    C. MMR (2 doses) or proof of immunity by titer to:
        i. Rubeola
        ii. Rubella
        iii. Mumps
    D. Documentation of diphtheria-tetanus (Tdap) within the last 10 years.
    E. Proof of COVID-19 vaccine (fully vaccinated and booster if the agency requires) or approved exemption(s) on file.
2. Prior to student contact with patients, the Division of Nursing also requires evidence of
    A. Health history and physical form.
    B. Proof that the student does not have active tuberculosis. (Two-step TB due after acceptance but before enrollment)
3. Students will also be required to receive an annual influenza vaccine by November 1. Please note the date is subject to change based upon policy and regulations. The cost will be paid by the student.
    A. If a student does not receive the influenza vaccine, they will be required to wear a hospital-grade mask to all clinicals that require it, after the designated due date.
    B. Failure to wear a hospital-grade mask at all clinical locations that require it, will result in you not participating in clinical, which will lead to failure of the program. Clinical locations that require the mask will be updated annually.
4. Contracting communicable conditions that may present a hazard in the clinical setting must be reported to the nursing faculty immediately. (See Communicable Disease Plan)
5. Students are required to carry health insurance. Information about student health insurance is available in the health occupations specialist office (office # 121). All students enrolled and in good standing are covered by accident insurance through SATC.
6. A student who has physical limitations of any kind that require any type of accommodations (this may include pregnancy, illness, ongoing medical treatment, surgery, etc.) is expected to

notify their assigned nursing faculty advisor as soon as possible. The student must have the approval of their primary healthcare provider to remain in clinical courses. A written statement to that effect must be submitted to the Director of Nursing. Students are responsible for obtaining and delivering this statement. A copy of the statement must be provided to the student's current clinical instructor to help avoid assignments to potentially hazardous situations.

7. Physical requirements include:
    A. Occasional physical exertion to manually lift, carry, push, pull or move objects or materials up to 50 pounds.
    B. May involve sitting, walking and standing at various intervals.
    C. Occasional stooping, bending, kneeling, and reaching.
    D. Requires acute hearing and speaking skills.
    E. Requires fine dexterity to type, enter data and provide written communications.
    F. Use of standard office equipment including computers and others.
    G. Work is performed in a busy and noisy environment.
    H. Requires traveling to various sites.
    I. May require evening and weekend work.
    J. Consistency of temperament.
8. Students should develop and maintain good mental and physical health habits. If learning is impaired due to health-related issues, the student is expected to take action to modify or resolve these issues.

List of Salina Area Healthcare Agencies

Saline County Health Department 785-826-6600 www.sschd.org
125 W Elm St Salina Hours 8:00am to 5:00pm Monday through Friday
Immunizations, TB testing, Pregnancy testing, STI testing.

Comcare Clinic 785 825-8221 www.comcarepa.com
2090 S Ohio Salina 8:30am to 5:00pm Monday through Friday
Primary Care Clinic

Mowery Clinic 785-827-7261 www.moweryclinic.com
737 E Crawford St Salina 8:30am to 5:00pm Monday through Thursday, 8:30am to 12:00pm Friday
Primary Care Clinic

Urgent Care 785-452-6000 https://www.salinaurgentcare.com
2265 S 9th Street Salina, KS Monday through Sunday 8:00am to 8:00pm
Urgent care, school and athletic physicals

Salina Regional Health Center 785 452 7000 www.srhc.com
400 S Santa Fe Salina 24-hour ER care and ambulatory surgery and med surgical floors

Salina Family Healthcare Center 785-825-7251 www.salinahealth.org
651 E Prescott Rd Salina
Medical and Dental Services—community based.

Drug Screening and Background Checks

Salina Tech contracts with clinical agencies which require that all students entering the agencies for clinical experience pass a drug screen and background check.

As a condition of being accepted into the program and starting classes, all students will be required to pass a routine drug screen and background check.

The drug screen will be scheduled during orientation and must be completed by the designated due date.

Drug screening is performed for commonly abused controlled substances, including amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances.

Students must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

A background consent form will be included in your orientation packet and a background check will be ran at the beginning of the Fall semester.

Background Checks will include:

- SSN, Name, and Address Trace
- National Criminal History & 50 State Sex Offender Records
- Address to Criminal History

Students have the right to refuse to consent and cooperate in the required drug screening and background check. Refusal consent to submit to a drug screen or background check will forfeit their acceptance into the nursing program and will not be eligible to enroll in nursing courses.

Policy on Bloodborne Disease

Students may be exposed to bloodborne pathogens as part of the program of study. The following steps are taken to ensure that the student understands the risk and recommended safety measures:

1. Instruction in disease transmission, infection control measures and safety precautions in the workplace.
2. Use of safety measures and knowledge of disease transmission in both lab and clinical settings.
3. Instruction in steps to take if an exposure occurs.
4. Follow-up measures post-exposure.

Each student is asked to sign a Statement of Understanding titled **"Understanding Blood-Borne Pathogens: A Guide for Nursing Students"** regarding bloodborne pathogen exposure prior to the first clinical rotation.

Exposures at the clinical site will follow that clinical site's bloodborne pathogen exposure plan for initial management of the exposure.

Long-term exposure management will be initiated by the Director of Nursing; the student will be referred to a local agency that will manage the follow-up testing.

Expenses incurred because of a bloodborne pathogen exposure, whether in lab or clinical, are the responsibility of the student.

As nursing students, it is crucial to understand the risks associated with blood-borne pathogens (BBPs) and how to protect ourselves and our patients from potential infections. BBPs are microorganisms such as viruses and bacteria that are present in human blood and can cause disease in humans. Examples of BBPs include Hepatitis B virus (HBV), Hepatitis C virus (HCV), and Human Immunodeficiency Virus (HIV).

Modes of Transmission: BBPs can be transmitted through contact with infected blood or other bodily fluids. Common routes of transmission include:

1. **Needlestick or sharps injuries:** Accidental punctures from needles, scalpels, or other sharps contaminated with infected blood.
2. **Mucous membrane contact:** Contact with mucous membranes (e.g., eyes, nose, mouth) with contaminated blood or bodily fluids.
3. **Broken skin contact:** Contact with non-intact skin (e.g., cuts, abrasions) with contaminated blood or bodily fluids.

Prevention Strategies: To minimize the risk of exposure to BBPs, adhere to the following preventive measures:

1. **Standard Precautions:** Treat all blood and bodily fluids as potentially infectious. Use appropriate personal protective equipment (PPE) such as gloves, masks, and gowns when handling these fluids or when performing procedures that may involve exposure to blood.
2. **Safe Needle Practices:** Handle needles and other sharps carefully to prevent accidental injuries. Use safety-engineered devices whenever possible and dispose of sharps in designated puncture-resistant containers.

3. **Hand Hygiene:** Wash hands thoroughly with soap and water or use alcohol-based hand sanitizers before and after patient contact, and after removing gloves.
4. **Immunizations:** Ensure up-to-date vaccinations against Hepatitis B virus (HBV). Vaccination is highly effective in preventing HBV infection.
5. **Post-Exposure Protocol:** If exposed to potentially infectious materials, promptly report the incident to your instructor. Follow the prescribed protocol for post-exposure prophylaxis.

Educational Responsibilities: As nursing students, it is our responsibility to educate ourselves continuously on BBPs, their transmission routes, and prevention strategies.

Substance Abuse

Rationale:

It is recognized that illness and disabilities can compromise nursing practice and jeopardize public safety. One illness or disability which has this potential is chemical dependency. Chemical (drug or alcohol) dependency is a chronic, relapsing illness that is characterized by denial. The Kansas Nurse Practice Act addresses the issue of chemical dependency in KSA 65-1120 (a), Grounds for Disciplinary Action. Clinical agencies with which the college has cooperating agreements for student learning experience also have policies relating to employees working free from the effects of alcohol and other performance impairing substances. College policy deals with students in the classroom and on college property but does not specifically relate to the nursing practice setting. For these reasons, the following program policy has been developed.

1. Individuals who are currently on parole or probation for a controlled substance or alcohol related offense will provide information to the nursing director that provisions of the parole and probation are being satisfactorily met.

2. If the nursing faculty has reasonable suspicion of substance abuse based on objective criteria, the college or program policy will be followed. If the behaviors are observed when the student is at a clinical site, the student will be required to have drug and/or alcohol testing.

3. The Vice President of Student and Academic Affairs will be notified, and the student will be transported for drug/alcohol testing. Positive results for any illegal drugs, prescription drugs not medically authorized or blood alcohol will be grounds for dismissal from the program. The student will not be allowed to participate in clinical site experience until the results of the laboratory work are available. Refusal to provide a specimen for this testing will be grounds for dismissal from the program.

4. The student will be asked to call family or friends for a ride from the clinical site. Failure to do this will initiate police notification by the SATC faculty/staff.

Netiquette

Netiquette is a combination of Internet and Network etiquette. Netiquette guidelines are recommended guidelines for personal conduct that apply to all online communications. Good online manners are vital to a productive and supportive online learning environment.

- It can be tempting to let yourself go in an environment that feels anonymous but remember that there are real people reading your messages.
- Your online classroom may well be bringing you together with a diverse group of people. Keep in mind that you probably have something to gain from exposure to views and backgrounds different than your own.
- Be careful when using sarcasm and humor, and don't include any obscenities in your messages. Without face-to-face communication, people may take your humor personally, and you never know who may be offended by expressions that are commonplace to you. Keep in mind that online forms of communication are absent of any emotion. Many times, the instructor cannot determine how a comment should be taken. Be sure to word your communications carefully.
- Think carefully about what you write about others. Always assume that your electronic messages will be forwarded. Do not write anything that you do not want broadcast to the entire class.

Policy on the Use of Social Media

SATC recognizes that social networking has changed the way people communicate and that students want to be a part of this ever-changing platform. However, because social networking is so accessible and has blurred the lines between personal and private, there are several concerns with social networking sites of which you should be aware. Realize that the information you post may be available to anyone, including SATC faculty, classmates, current and prospective employers, and many more. While SATC encourages online collaboration, we would like to provide you with a policy and set of guidelines for appropriate online conduct to avoid the misuse of this communication medium.

- Online can mean forever. Remember what you post is accessible long after you remove it. Comments can be forwarded or copied. Years from now prospective employers could find posts you create now. If it is not something you would say to a person face to face, you should think twice about posting it online.
- Do NOT use social media to post content that is obscene, defamatory, racist, harassing, threatening, bullying, or otherwise injurious to another person or entity.
- Do NOT use social media to spread gossip, rumors, or other unverified information. Furthermore, do not assume that everything posted on social media is true.
- Do NOT be rude or argumentative or use inappropriate language.
- Do NOT insult, disparage, disrespect, or defame the College, faculty, or members of the Salina community.
- Do NOT post information that you observe or assist in while out in the community setting. You are required to abide by HIPAA Law!

***There are consequences for misuse or incivility with the use of social media, including probation and dismissal from the program based on the discretion of the Program Administrator.**

In addition, the nursing department adds the following guidelines:

- Confidential information related to individuals or agencies must not be disclosed.
- Information concerning clients or clinical rotations (for example photos, stories, discussions) must not be posted in any online forum or webpage.
- The student must not disclose confidential information about the College, its employees, or its students.
- No materials provided by the instructor for classroom use, including lectures, lecture notes, and handouts may be posted in any social networking site, online forum, or webpage.
- The student must not state personal opinions as being endorsed by the College.
- SATC does not tolerate content from students that is defamatory, harassing, libelous or inhospitable to a reasonable academic environment including to faculty, fellow students, staff, or clients at any of the clinical sites utilized for the program.

The student is notified that:

- Social media may be used to investigate student behavior.
- Students are legally responsible for anything that is posted in social media forums.
- Postings on social media sites that do not meet the standards outlined above will result in disciplinary action including suspension or dismissal from the program. A student who does not meet the standards for posting on social media will be required to submit a paper related to the topic at the discretion of the director.

General Policies

Academic Integrity

Students who compromise the academic integrity of the classroom, laboratory, internship, or clinical areas are subject to disciplinary action, which may result in probation, suspension, and/or expulsion from SATC. Violations of academic honesty include, but are not limited to cheating, plagiarism, falsification, forgery, or alteration of records. The student will be notified of any incident and given an opportunity to meet with the Program Administrator.

Graduation

All students who successfully complete the Associate Degree Nursing program will be awarded an Associate of Applied Science Degree (A.A.S), attesting all the requirements have been fulfilled. Graduates will be eligible to take the NCLEX-RN—the licensure exam for Registered Nurses in all states within the USA.

Background Check

Clinical contracts require that all students pass a background check. All clinical students will be asked to submit an approved background check at their expense. Background checks will be considered current for two years for students who transition directly from PN to the ADN program.

Health Insurance

Individual health insurance for each student is required to cover any illness or injury that may occur during clinical instruction. The student will provide a record of the above information to maintain a department record. This record will be requested before the first clinical rotation.

BLS

Basic Life Support from American Heart Association at the Healthcare Provider level is required prior to clinical experience. This certification is to remain current throughout the program year.

Faculty Advising

At the beginning of the program year, students will be assigned a faculty advisor. Advising sessions can be made during office hours or by appointment. Mandatory advising sessions will be assigned at the beginning of each semester.

College Advising

It is the goal of the college to assist students with problems that may arise. Any problems pertaining to college, full- or part-time employment, housing, transportation, grades, illness, loans, records, absences, finances or other concerns should be referred to College advisors. The College can assist students with referrals to other agencies in the community.

Library and Learning Resource Center

The Goode Learning Resource Center (GLRC) is staffed to assist students in locating and using resources to enhance learning. Electronic resources, computer software, and unit modules may not be removed from the site where they are to be used in the Nursing Department or GLRC. Please check with the GLRC staff, nursing faculty, or the director of nursing if you have questions.

Clinical Attire/Uniform

The attire for clinical is the standard program uniform, black scrub pants, and a red scrub top with the Salina Tech embroidery on the scrub top. A lab jacket that is solid black in color with the Salina Tech embroidery may be worn in the clinical setting. The shoes must be clean and non-skid. Black, gray, or white undershirts may be worn under uniform tops. Fleece material is not allowed in the clinical setting.

The student orders these at orientation through Salina Tech. Identifying nametags must also be worn. A student who does not present themself at the clinical site dressed in the required standard program uniform may be asked to leave clinical and receive disciplinary action up to dismissal from the program.

Dress Code for Clinical and Campus Experience

The student must be neat, clean, and appropriately dressed at all times. Contractual agreements with clinical sites require that students be dressed in a standard program uniform with identifying name badge. All aspects of clinical attire (uniform, stockings/ socks, shoes) should be clean, free of obvious stains, and in good repair.

No artificial nails or fingernail polish will be allowed at any time. Specific dress code policies from each clinical agency will also be considered as mandatory requirements for students (hair color, piercings, tattoos, etc.) A student who does not present themself at a clinical site as required by the contractual agreement/policy/handbook may be denied access to clinical for that day.

Lab/Practicum Uniform

The attire for Lab/Practicum is the standard program scrubs on a standard clinical day. Any color scrubs may be worn for other lab days, not standard clinical days. Identifying name badges must also be worn. A student who does not present themself to the assigned lab/practicum as required is subject to disciplinary action.

Employment

ADN: Individuals who plan to be employed as care providers in hospitals, home health agencies, or nursing homes during the program year may practice only according to their license or any certification earned *prior* to beginning the program. Associate Degree nursing student uniforms or nametags are not to be worn. The employing agency is responsible for supervision of work performance.
Because of the heavy study load, students will find it necessary to limit the hours of employment. A student may not work the eight hours prior to morning clinical and will be sent home, unexcused, if this occurs.

Convictions or Disciplinary Action

Kansas laws governing nursing state that an individual may be denied licensure if that person has had certain criminal convictions:

> KSA 65-1120 Denial, revocation, limitation or suspension of license (a) (2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, ... no license, certificate of qualification or authorization to practice nursing as. . . . . a licensed practical nurse shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto . . .

Licensure may also be denied because of past disciplinary action on a license or certificate. The Kansas State Board of Nursing staff can answer questions relating to licensure (785-296-4325).

ADN: Early in the first semester, students will be asked to complete a form describing any past convictions or disciplinary action. Students are also required to notify the division chair if convicted of an offense as described above during the program year. If clinical sites require, students may be asked to complete a criminal background check.

Student Class Representatives and Student Government Association Representatives

Goals:

- Provide leadership for student body activities
- Serve as a communication link with faculty
- Participate in SATC student government activities

Selection of Representatives:

The student body will select at least two individuals to serve as the Student Representative Committee each semester. It may be the same students for both semesters, but it is encouraged to be two different students each semester.
The duties of the Student Representative Committee will include:

1. Organize class activities such as celebrations, luncheons, service projects, response to illness or other activities.
2. Serve as an advocate for student concerns:
    a. Have access to Director of Nursing and faculty.
    b. Maintain perspective of seeking clarification and referring student questions, rather than assuming a counseling function.
    c. Maintain confidentiality.
3. Provide representation in SATC Student Government Association.
4. The student class representatives are encouraged to attend the beginning portion of regular faculty meetings to facilitate communication of student concerns.

National Technical Honor Society

As one way to recognize performance which exceeds program requirements, individuals may be nominated by the nursing faculty for membership in the National Technical Honor Society. Some of the attributes which are criteria for nomination include a GPA of 3.5, classroom grades, the ability to integrate knowledge and skills effectively in the clinical setting, positive attitude, dependability, and personal responsibility. Attendance is also a consideration for nomination. Individuals are inducted into the Honor Society at the end of the program year.

Canvas

Canvas is the learning management system that Salina Tech uses for your program. Canvas is where you will access all your courses, coursework, course syllabi, schedules, and updated information and communication from your instructors.

Canvas setup and login information will be provided at orientation.

All course assignments will be uploaded into Canvas. **Assignments emailed to instructors will not be accepted.**

Emergency Response & Management Plan

The SATC Emergency Response and Management Plan provide direction for faculty, staff and students in a crisis situation. A copy of the plan is located in each office and classroom. In addition, maps displaying exit routes, as well as safe areas for fire and weather emergencies are posted in each classroom, including nursing simulation lab areas.

Guidelines for Accommodations for Students Enrolled in Nursing Programs

The Nursing Programs at Salina Area Technical College follow the guidelines outlined by the Kansas State Board of Nursing for NCLEX testing. Students requesting an accommodation for a disability should refer to those guidelines on the Kansas State Board of Nursing website.

Accessibility Services

Salina Area Technical College operates under the mandate of Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008, which prohibit discrimination on the basis of disability against any "otherwise qualified individual." Individuals seeking accommodations must give reasonable notice (2 weeks or more) and provide documentation to support their request. Reasonable accommodations will be made on a case-by-case basis in order to ensure educational accessibility. Be aware that high school and college have different expectations and requirements and different laws regarding accommodations. Qualified students with documented disabilities may be able to qualify for accommodations. In order to receive services, students should contact:

Jennifer Callis
Vice President of Student and Academic Affairs
2562 Centennial Rd., Salina, KS 67401
E-mail: jennifer.callis@salinatech.edu
785.309.3120 (P) or 785.309.3101 (F)

CONSENT FOR RELEASE OF PHOTOGRAPHS

I hereby give permission to Salina Area Technical College to release my photograph and video images for use in media, college publications, websites, social media, marketing, fundraising, and teaching purposes.

I understand I will receive no compensation and that permission is binding.

_____ _____

Student Signature Date

_____

Printed

Nursing Program
Handbook Acknowledgement

I have read and received a copy of SATC Student Handbook and the Associate Degree Nursing Program Handbook. I have been given an opportunity to ask questions about the policies of the school and the program. I agree to follow the policies stated in the handbooks and understand that failure to follow these policies can/will result in disciplinary action and possible dismissal from the SATC Associate Degree Nursing Program.

_____ Date _____
Signed

_____
Printed

Nursing Program
Exam and Testing Guidelines Acknowledgment

By signing below:

- I understand the information provided in the ***Salina Tech Nursing Program Exam and Testing Guidelines*** and agree to follow those rules in addition to the Nursing Student Handbook.
- I understand that if I do not follow the guidelines, I will be disqualified from the exam, receive a zero, and may be dismissed from the program.

Name (Please print):_____

Signature:_____

Date_____

Understanding Blood-Borne Pathogens: A Guide for Nursing Students

As nursing students, it is crucial to understand the risks associated with blood-borne pathogens (BBPs) and how to protect ourselves and our patients from potential infections. BBPs are microorganisms such as viruses and bacteria that are present in human blood and can cause disease in humans. Examples of BBPs include Hepatitis B virus (HBV), Hepatitis C virus (HCV), and Human Immunodeficiency Virus (HIV).

Modes of Transmission: BBPs can be transmitted through contact with infected blood or other bodily fluids. Common routes of transmission include:

4. **Needlestick or sharps injuries:** Accidental punctures from needles, scalpels, or other sharps contaminated with infected blood.
5. **Mucous membrane contact:** Contact with mucous membranes (e.g., eyes, nose, mouth) with contaminated blood or bodily fluids.
6. **Broken skin contact:** Contact with non-intact skin (e.g., cuts, abrasions) with contaminated blood or bodily fluids.

Prevention Strategies: To minimize the risk of exposure to BBPs, adhere to the following preventive measures:

6. **Standard Precautions:** Treat all blood and bodily fluids as potentially infectious. Use appropriate personal protective equipment (PPE) such as gloves, masks, and gowns when handling these fluids or when performing procedures that may involve exposure to blood.
7. **Safe Needle Practices:** Handle needles and other sharps carefully to prevent accidental injuries. Use safety-engineered devices whenever possible and dispose of sharps in designated puncture-resistant containers.
8. **Hand Hygiene:** Wash hands thoroughly with soap and water or use alcohol-based hand sanitizers before and after patient contact, and after removing gloves.
9. **Immunizations:** Ensure up-to-date vaccinations against Hepatitis B virus (HBV). Vaccination is highly effective in preventing HBV infection.
10. **Post-Exposure Protocol:** If exposed to potentially infectious materials, promptly report the incident to your instructor. Follow the prescribed protocol for post-exposure prophylaxis.

Educational Responsibilities: As nursing students, it is our responsibility to educate ourselves continuously on BBPs, their transmission routes, and prevention strategies.

Conclusion: Understanding and adhering to precautions for handling blood and bodily fluids is essential for your safety, the safety of your patients, and the prevention of BBP transmission. By following these guidelines diligently, we can create a safer environment for everyone under our care. By signing below, I acknowledge that I have read and understand the contents of this document regarding blood-borne pathogens.

Print Student Name: _____

Student Signature: _____ Date: _____

Associate Degree Nursing Program
Grace Card

A grace card may be used once during the year to receive the removal of a late fee on one of the following:

- Late exam
- Missed quiz
- Unit Assignment
- Clinical Assignment Paperwork
- ATI Remediation

- Students must decide at the time of the missed class if they want to use the grace card, and submit both the grace card and exam, quiz, unit assignment, or clinical paperwork to the instructor within one week of missed class.
- Students must contact both primary instructors via email to inform of their intent to use the grace card.
  - Then the grace card must be handed in to the instructor that it pertains to for points to be awarded.

- Students must still complete all activities to use the grace card and the instructor will remove the late fee. Points are not guaranteed by using grace card.

- BONUS: If the grace card is not used, a **1-point bonus** will be added to the student's grade at the end of NUR230.

Print Student Name: _____

Student Signature: _____ Date: _____

For Instructor use only:

- Unit _____Quiz
- Unit _____Exam
- Unit _____Assignment
- Clinical Assignment _____
- ATI Remediation_____