HORRY GEORGETOWN TECHNICAL COLLEGE

Associate Degree Nursing

&

Practical Nursing

Student Handbook

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I. Mission Statement

The Horry-Georgetown Technical College Department of Nursing is committed to supporting and implementing the mission statement of the College by:

a) Providing quality educational programs that prepare competent practical nursing and associate degree nursing graduates for entry-level employment in various contemporary healthcare environments, thereby contributing to meeting healthcare needs and supporting the economic progress of the diverse communities served.

b) Promoting a student-centered learning environment that fosters the development of nursing professionals who demonstrate a commitmentto safe, patient-centered care through effective clinical decisions, collaborative skills, and technological proficiency.

c) Providing an educational foundation that inspires a commitment to lifelong career education and professional growth.

d) Supporting the creation of alternative avenues for entry into nursing education programs that address community needs.

II. Philosophy and Organizing Framework

PERSON: The individual is worthy of respect and treatment with dignity and, as a member of society, is a unique, holistic being with basic human needs and diverse cultural identities. All individuals have common attributes related to physiological, psychological, sociological, and spiritual needs throughout the lifespan—the uniqueness of the individual results from genetic, social, and cultural environments. A person receiving nursing care is identified as a patient, client, or resident, depending on the healthcare environment. Aggregates of persons are identified as families, groups, communities, or populations.

ENVIRONMENT: The environment is a complex, ever-changing internal and external system that influences a person's ability to meet basic human needs. As a care provider, the nurse becomes an integral part of the environment and intervenes to maintain or modify that environment to support optimal health and wellness. The environment also encompasses the context in which the nurse learns and practices.

HEALTH: Health encompasses a person's physiological, psychological, sociological, and

spiritual integrity and is a dynamic process that occurs on a continuum ranging from high-level wellness to death. A person interacts with the nurse to achieve mutual goals of health promotion, illness prevention, and health restoration or end-of-life care.

NURSING: Nursing is a profession with a unique body of knowledge that incorporates principles from the physical, biological, and behavioral sciences. The focus of nursing is the person. The practice of nursing promotes positive health outcomes and is guided by a code of ethics, caring behaviors, and evidence-based decisions. Contemporary nursing requires a commitment to safety, competence in clinical judgment, professional behavior, collaboration with other healthcare professionals, the use of current technologies, and lifelong learning. The nursing practice also comprises various levels of educational preparation, including practical nursing and associate degree nursing.

PRACTICAL NURSING PRACTICE: Upon successfully completing the approved program of study, the practical nurse graduate is licensed as a practical nurse (LPN) through the NCLEX-PN examination. The licensed practical nurse practices under the supervision of a registered nurse or other qualified health professionals within various healthcare settings. The licensed practical nurse uses problem-solving skills to collect and organize data, identify problems, and contribute to patient care as a health care team member. The licensed practical nurse may grow professionally and expand the scope of practice by transitioning into the Associate Degree Nursing program with the goal of licensure as a registered nurse.

REGISTERED NURSING PRACTICE: Upon successfully completing the approved program of study, the associate degree nursing graduate obtains licensure as a registered nurse (RN) through the NCLEX-RN examination. The practice of registered nursing emphasizes assessment and individualized care. Registered nursing practice is collaborative and focuses on nursing care to promote, maintain, or restore health, or to support a peaceful and dignified death. The associate degree registered nurse may grow professionally by working toward a Bachelor of Science degree in nursing, which provides additional opportunities for an expanded scope of practice.

NURSING EDUCATION: Nursing education is a lifelong process grounded in natural and behavioral sciences that promotes the acquisition of knowledge, skills, attitudes, abilities, and values. The Nursing Faculty is responsible for developing, implementing, and evaluating a competency-based, student-centered learning sequence to empower graduates to function safely and effectively as beginning practitioners within their scope of practice, whether in practical nursing or associate degree nursing. Education at each

level builds on previous knowledge to facilitate educational and career mobility.

PRACTICAL NURSING EDUCATION: Practical Nursing (PN) education takes place in a technical college environment and grants a Diploma in Health Science with a major in Practical Nursing. The goal of practical nursing education is to enhance health care within the community served by preparing students to care for acutely and chronically ill patients, help rehabilitate patients, and share in preventing illness. A three-semester program of study that requires forty-eight semester credit hours, including general education and supporting science courses, provides classroom instruction and a variety of clinical experiences. Practical nursing education addresses the knowledge, skills, attitudes, abilities, and values necessary for the entry-level graduate to provide nursing care to patients with common health problems in hospitals, long-term care facilities, or other healthcare agencies under the supervision of a registered nurse or other qualified health professionals.

ASSOCIATE DEGREE NURSING EDUCATION: Associate degree nursing (ADN) education takes place in a technical college environment and grants an Associate in Applied Science Degree with a major in nursing. The goal of associate degree nursing education is to enhance healthcare within the community served by educating competent nursing practitioners. A five-semester curriculum that requires sixty-eight semester credit hours, including general education and supporting science courses, provides classroom instruction and a variety of laboratory and clinical learning experiences. Associate degree nursing education prepares graduates for entry-level nursing practice in hospitals and other healthcare settings. Additionally, associate degree nursing education supports the development of skills in managing care by addressing concepts of prioritization and delegation.

III. *Conceptual Model of Organizing Framework*

HORRY-GEORGETOWN TECHNICAL COLLEGE

Department of Nursing

Concept Integration Model

Representing Dimensions of Nursing Practice
Within Healthcare Environments

IV. Nursing Student Services Table

The table below summarizes the available Student Support Services. The information is organized by Support Service, service description, and service availability. Details about services are available online through the myHGTC portal. Use this table as a reference for services available to nursing students in the HGTC Nursing Program.

Support Service	Description	Availability
Allied Health Science Open Lab	A staffed lab area with models, manikins, and simulators to practice clinical skills.	Hours are posted outside lab doors and online via D2L.
Student Success and Tutoring Center (SSTC)	Academic tutoring, workshops, study skills, writing assistance, time management, resources for test anxiety, and software assistance.	Services are available at all three campuses. Day and evening hours are available.
Library	Offers a unified program of print and information technology resources to meet the needs of students, faculty, staff, and community members. Offers library literacy information workshops on all campuses every semester.	All three library campus locations offer state-of-the-art information technology, computer access, information and research assistance, print, video, and audio materials, and day and evening hours.
Testing Center	Testing for students requesting special accommodations is provided in conjunction with the Disabilities Coordinator. The Center is also available for test makeup. Paper and computer testing are available.	Testing Center services are available on all three campuses. Day and evening hours are available.
Advising and Counseling Services	Academic, career, and limited personal counseling services are provided. Services for students with disabilities are also included. An Academic Alert system was established for students	Advising, counseling, and disability support services are available on all three campuses.

	experiencing academic difficulties.	
Health Science Advisors/Nursing Student Advisement	Specific advisement for a nursing program track and information on specific requirements and program admission testing are offered to students.	Services are available either online or in person at all campuses.
Technology Services – myHGTC/D2L/Help Desk and other computer technology support	Technology assistance for registering and using myHGTC, D2L, and other computer programs. Technology orientation classes.	Assistance is available online, in person, and by phone at all campuses. Classes are held throughout each semester on each campus.
New HGTC Student Orientation	General HGTC orientation for all new students. Includes an introduction to library services, technology, and myHGTC Orientation.	Available each semester. An online version is available each semester.
Nursing Student Orientation	Introduction to the nursing program, review of expectations, review of Nursing Student Handbook, and other policies, and introduction to nursing faculty.	Offered to all new nursing students.
General Hospital Orientation	GHO is required for all Health Sciences students. The information provided addresses the basic skills and concepts needed for students to safely participate in on-site clinical activities (E.g., Infection control, HIPAA, etc).	The program is offered online and in conjunction with the SC Hospital Association. Completion certificate awarded.
Student Nurses' Association	A professional organization for nursing students.	All campuses have their own representatives and faculty advisors.
HGTC Career Services	Preparation to enter the workforce: resume writing, mock interviews, career fairs,	Services are available online, with additional support available on all campuses. Nursing students, including

	an online job board for local and national jobs.	current students and alumni, can utilize these online services.
Kaplan for Nursing Students	A supplemental learning system to assist nursing students in comprehension, test-taking, and remediation.	Available to all nursing students each semester online.
Title IX – Pregnancy Accommodation Request	The College is committed to ensuring that pregnant students can request and receive reasonable accommodations to ensure access to our educational programs.	The Title IX Coordinator is available to meet with pregnant students virtually or in person at all campuses to begin the interactive pregnancy accommodation process.

V. Statement of Equal Opportunity/Non-Discrimination Statement

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations, and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs
Section 504 & Title II Coordinator
Building 1100C, Room 107A,
2050 HWY 501 E,
Conway, SC 29528-6066
PO Box 261966,
843-349-5228
Melissa.Batten@hgtc.edu

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

> *Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Any student, Faculty*, or Staff member who believes he or she has experienced or witnessed discrimination, including sexual harassment, domestic violence, dating violence, sexual assault, or stalking, are encouraged to report such incidents to the Title IX Coordinator:

Jenifer Riddei
Title IX Coordinator/Equal Opportunity Officer
Building 1100, Room 107B, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5218
Jenifer.Riddei@hgtc.edu
titleix@hgtc.edu

VI. Student Learning Outcomes and the Concept Integration Model

Associate Degree in Nursing Program

1. Promote a culture of safety within contemporary healthcare environments.
2. Formulate effective clinical judgments using analytical processes and the effective use of information technology to guide the delivery of quality nursing.
3. Facilitate coordinated patient care by integrating effective communication skills with interdisciplinary collaborative processes.
4. Model behaviors that demonstrate accountability and reflect the profession's standards.
5. Manage patient-centered care that values individual rights and needs while respecting diversity.

Practical Nursing Program

1. Contribute to establishing and maintaining a safe environment within healthcare settings.
2. Make decisions using critical thinking and information technology, which reflect competence in practical nursing judgments and problem-solving skills.
3. Deliver effective coordinated patient care by communicating and collaborating with other healthcare team members.
4. Practice within ethical, legal, and regulatory standards for licensed practical nurses.
5. Administer patient-centered care that combines recognition of individual needs with respect for diversity.

Student Success

The HGTC Department of Nursing is committed to student success. HGTC is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Accreditation Commission for Education in Nursing (ACEN). Both accrediting organizations affirm that the College meets rigorous standards in academics and within the Department of Nursing.

Each HGTC student has an individualized "My Academic Plan" (MAP), a plan for success that identifies strengths and challenges. Students have access to *DegreeWorks*, a web-based tool that helps students and advisors monitor progress toward a degree or diploma. Several things are in place to support each student. The Student Success and Tutoring Centers (SSTC) offer a range of services and support to promote academic

success on a personalized basis. In addition, each student has an Academic Advisor and the Course Instructor/Coordinator available for academic assistance.

VII. Student Policies

Student Policy Title: Statement on Policies

Original Approval Date: 2003
Revision Date(s): 6/2011, 8/2016, 12/2022

Purpose:
To clarify the procedure for notification of policy revisions and policy application.

1. All policies are subject to revision. Any revised guidelines will be effective on the date of revision and will be distributed to students promptly via an electronic notification system, announced in class, and updated in the HGTC Department of Nursing Student Handbook, which is available @ www.hgtc.edu/nursing
2. Information in the course instructional package will take precedence if discrepancies exist.

Student Policy Title: Grading Policy

Original Approval Date: 2003
Revision Date(s): 2010, 8/2012; 5/2013, 8/2016, 6/2021, 12/2022, 5/2023

Purpose:

1. To provide information to each student concerning the calculation of grades.
2. To assure consistency and fairness in assigning grades.

*Clinical is defined as hospital experience, lab, virtual simulation, and other assigned lab/clinical activities that fulfill the required clinical hours for the course.

Policy:

Clinical

1. The faculty evaluates the clinical component of any nursing course, and it must be satisfactorily completed before progression to a higher-level nursing course. Clinical performance is graded as satisfactory (S), needs improvement (NI), or unsatisfactory (U).
2. Each clinical experience will be evaluated.
3. Instructors will review clinical evaluations with the student during mid-term and final clinical conferences at the end of the semester.
4. Students may write comments regarding their clinical experience based on the clinical performance evaluation tool (CPE) evaluation.

Theory

1. Because competency in nursing theory is a critical component for safe nursing practice, the grading scale for nursing is higher than for some other courses. The grading scale for nursing is as follows:

90-100	=	A
80-89	=	B
77-79	=	C
69-76	=	D
Less than 69	=	F

2. Achievement of total points equaling a "C" is required to pass the theory component of the course.
   a) Refer to the instructor's course information sheet for specific course requirements.
3. The course grade in all nursing courses will be calculated using percentage weights for each grade component. Percentage weights are established at the discretion of the Course Coordinator and published in the course instructional package and the instructor's course information sheet.
4. Scores on individual weighted components are not rounded but calculated to the 100th place. The calculation of the final score is NOT rounded. For example,

a final calculation of 76.99 will NOT be rounded to 77.

5. Students who receive an Incomplete (I) in a nursing course will not be allowed to progress or graduate. Any student who receives an incomplete (I) for the course must meet with the faculty for advisement.
6. Students with a satisfactory clinical performance evaluation will receive their achieved theory grades for the course.
7. Students with an unsatisfactory clinical performance evaluation will receive a grade of "D" for the course and are not eligible for progression to the following clinical nursing course.

Student Policy Title: Integrated Testing Policy

Original Approval Date: 2010
Revision Date(s): 08/2011, 2/2012, 8/2016, 8/2019, 12/2022, 5/2023, 8/2025, 5/2026

Purpose:

Integrated Testing is used throughout the nursing program to evaluate students' mastery of course content and their readiness for clinical practice. This supports academic growth and aligns with best practices in nursing education.

Testing Expectations:

- Students are expected to meet established benchmarks on each Integrated Test during
  their first attempt.
- Regardless of score, all students must complete a minimum of one minute of focused remediation per question and create corresponding notecards following their initial attempt.

Remediation and Retesting:

- If the benchmark is not met on the first attempt:
  - Students must complete full remediation and retake the exam.
- If the benchmark is not met on the second attempt:
  - Students will be referred to a remediation specialist for targeted support.
- A third attempt is permitted, and students should demonstrate measurable

improvement on a third attempt.

- Improvement may be defined as a score increase of one (1) point from the highest score.

Student Policy Title: Program Progression

Original Approval Date: 2003

Revision Date(s): 09/2011, 2/2012, 8/2012, 5/2013, 5/2014, 4/2015, 8/2016, 10/2017, 8/2019, 12/2022, 5/2023, 4/2024, 5/2025, 11/2025, 5/2026

Purpose:

To provide the student with information concerning the requirements for progression in the Nursing Program.

Terminology:

1. **"Out-of-program progression"** is a student who does not have active semester-to-semester registration in a nursing course. The department chair must approve all changes in nursing course sequence. Students approved for a break-in-progression must complete the Nursing Readmission Application within 48 hours of approval.
2. Failure, failing, unsuccessful, and fail can be used interchangeably and count as one of two allowed attempts at a nursing course. Each term is used to describe circumstances in which a student:
   - withdrew from a nursing course after the non-punitive withdrawal date of the semester and is failing the course (WF).
   - did not achieve a minimum course average of 77 to pass the theory component of the course (D) or (F).
   - was unsuccessful in clinical and subsequently earned a "D" as the overall course grade.
   - remained enrolled in the same nursing course past the add/drop date twice and did not achieve a minimum course average of 77 to pass the theory component of the course (W), (WF), (D), or (F).

Policy:

1. Students who qualify for admission into a nursing program (NUR 101, NUR 201, PNR 110) are accepted to a specific campus and will be required to remain at that campus for nursing course progression.
2. A student will not be allowed to attempt any nursing course more than twice.

3. Students may withdraw from each nursing course once during their course of study within the Nursing Program. A withdrawal from a course will count as one of the two allowed attempts, except for the NUR 101, NUR 201, and PNR 110 courses.

    a. Withdrawal must be completed prior to the non-punitive withdrawal date.
    b. Students seeking to withdraw should meet with the course coordinator (or designee) prior to withdrawing from a nursing course. The meeting must be completed prior to the non-punitive withdrawal date. Written documentation of the intent to withdraw is required.
    c. Students receiving financial aid should meet with a financial aid representative before withdrawing from a nursing course. Students may bring documentation of this meeting's occurrence to a meeting with the course coordinator or designee.
    d. Withdrawal completed after the non-punitive date with a grade of less than 77 will receive a course letter grade of (WF) and count as a course failure.

4. Students who withdraw from a nursing course or are out-of-program progression must follow the nursing program's readmission policy (See the Readmission policy).

5. A nursing course failure is defined as a grade of less than 77 after the non-punitive withdrawal date or clinical failure.

6. A second-course failure will result in dismissal from the HGTC's nursing programs for 24 months. After 24 months (2 years), the student may apply for entry into any HGTC Nursing Program. The application process is facilitated through the College's Admissions department (See the *Transfer from the ADN Program to the PN Program* policy).

7. Students who are unsuccessful in the PN, ADN, or the Advanced Placement program must wait 24 months (2 years) before reapplying for admission into any nursing program:

    a) Students admitted to the ADN program after the two-year waiting period and who do not have a current, valid, and unrestricted South Carolina or National Paramedic Certificate or a current LPN license must reapply to the generic ADN program. All courses in the ADN curriculum will be required.
    b) Students with an LPN license or Paramedic Certificate can apply for the generic ADN program or the Advanced Placement program after the

two-year waiting period. Accepted students must complete all courses as defined in the respective curriculum. Students will not be allowed to test out of previously completed courses.

8. A course-specific nursing math test must be completed for each nursing course with a clinical component by the published date in the Instructor's Course Information Sheet. If the student has not achieved the required score by the third attempt, the student will be withdrawn from the course with a grade of "W," and that attempt will count as one of the two allowed attempts to complete the nursing course.

9. Any student who receives an Incomplete ("I") in a nursing course will not be allowed to progress. Refer to the College Catalog/Student Handbook.

10. Students who qualify for readmission into a nursing course and are accepted will become a cohort member of that course and will be required to follow that course's progression.

11. After approval of out-of-program progression, students will self-register for the next semester.

12. All nursing students, including transfer students, who have been out of a nursing program for more than 6 months (counted from the last date of attendance in the last attended semester) will be required to validate their nursing knowledge by successfully completing a validation exam by the Add/Drop date. The validation exam will be administered one time only. **If the student is unsuccessful, the student will be dropped from the course and can apply for Readmission.**

    a. Any student accepted as a new admission is not required to complete a knowledge validation exam. These students are required to start at the initial course for the program they are attending (NUR 101, NUR 201, or PNR 110).

13. A student whose cumulative GPA drops below the college policy is placed on academic probation and may not progress in the nursing program. (See the *Academic Probation Policy* in the College Catalog/Student Handbook).

14. Any changes in health status will require a physician's statement regarding the student's ability to independently and without restrictions complete any lecture, lab, or clinical session requirements (See the Clinical Safety Guidelines policy).

15. If all information required for the Student Health Record is not submitted each semester by the due date assigned by the Clinical Admissions coordinators, the

student will be dropped from the course and must apply for readmission.

16. Each semester, beginning in the second semester and continuing through the duration of enrollment in the nursing program, all students must successfully demonstrate competency in a selected set of nursing skills to progress in the nursing program. (*See the Nursing Skills Validation* policy).

17. All nursing courses expire one year from the course completion date.

Student Policy Title: Readmission

Original Approval Date: 2003
Revision Date(s): 2010, 2011, 2014, 2015, 8/2016, 8/2019, 12/2022, 5/2023, 5/2025, 8/2025, 11/2025, 5/2026

Purpose:
To explain the process for readmission into the nursing program.

Terminology:

1. Failure, failing, unsuccessful, and fail can be used interchangeably and count as one of two allowed attempts at a nursing course. Each term is used to describe circumstances in which a student:
    - withdrew from a nursing course after the non-punitive withdrawal date of the semester and is failing the course (WF).
    - did not achieve a minimum course average of 77 to pass the theory component of the course (D) or (F).
    - was unsuccessful in clinical and subsequently earned a "D" as the overall course grade.
    - remained enrolled in the same nursing course past the add/drop date twice and did not achieve a minimum course average of 77 to pass the theory component of the course (W), (WF), (D), or (F), therefore, the student is ineligible for readmission into the program.
2. "Out-of-program progression" is a student who does not have active semester-to-semester registration in a nursing course. The department chair must approve all changes in nursing course sequence. Students approved for a break-in-progression must complete the Nursing Readmission Application within 48 hours of approval.

Policy

1. Readmitted students will become a cohort of the course they were readmitted to repeat, and must follow that course's progression. Students approved for readmission to the nursing course can self-register for the approved course/semester.

2. Each candidate for readmission to the nursing program will be considered based on space availability in both theory and clinical courses. Each candidate must:

    a) **Complete and submit the HGTC Nursing Readmission Application** before **or within 72 hours of either the Last Day to Withdraw without a Punitive Grade date for the course or the date the student receives an unsuccessful grade other than "W"** (Refer to the HGTC Academic Calendar for the Last Day to Withdraw without a Punitive Grade and Course Grade Due dates for each semester on myHGTC Student Portal).
    b) Have a GPA of 2.0 or higher.
    c) Nursing courses older than one calendar year for candidates at the time of readmission are not accepted.
    d) Students applying and accepted for readmission must attend the course in the following semester in which the course is offered.

3. Each candidate for readmission must:
    a. Complete assigned Focused Reviews for each course successfully completed.
        - Example: If a student is applying for readmission into NUR 220, that student must complete Focused Reviews for NUR 101, NUR 120, NUR 150, NUR 161, and NUR 162.

    b. Each candidate for readmission must complete the specific Focused Review tests.

    c. The readmission candidate is responsible for contacting the course coordinator to obtain the listing of Focused Review tests required for the course's readmission.

    d. Readmission candidates must score at least 80% on ALL assigned Focused Review tests. Students may complete multiple attempts to achieve a score of 80% on ALL assigned Focused Review tests. Past Focused Review, test completion scores are not accepted.

e. Students must submit written remediations on EVERY incorrect item for EACH assigned Focused Review test. Remediation must be completed on the incorrect answers from the student's FIRST attempt ONLY. Incomplete remediation will result in being dropped from the class.

f. For students applying for readmission to the nursing program, completing all readmission requirements as described above must be completed by the close of business day on the add/drop day. Please meet these requirements to avoid being immediately dropped from the class.

4. Students who have applied for readmission will be notified before the beginning of the semester.
5. Students who withdrew or failed in NUR 101, NUR 201, or PNR 110 are not eligible for readmission and may apply for admission into the nursing program through the college's Admissions Department.
6. Students who have failed two (2) nursing courses in PN, ADN, or the Advanced Placement program must wait two (2) years before applying for admission into any HGTC nursing program.

a) Students admitted to the ADN program after the two (2) year waiting period and do not have a current, valid, and unrestricted South Carolina or National Paramedic Certificate or current LPN licensure in South Carolina must apply for admission into the program at the NUR 101 level. All courses in the ADN curriculum are required.

b) After the two-year waiting period, Students with an LPN license can apply for the generic ADN program or the Advanced Placement program. Accepted students must complete all courses as defined in the respective curriculum. Students will not be allowed to test out of previously completed courses.

7. By the end of final exams, students are notified of readmission approval/denial and additional requirements for readmission via *my*HGTC email.
8. Students participating in the Repeat Course Initiative (RCI) are required to meet with

an SSTC Academic Coach at the start of the semester in which they are repeating their course(s) (See the *Advancement of High-Risk Students policy*).

Student Policy Title: Auditing Nursing Courses

Original Approval Date: 2003
Revision Date(s): 12/2022

Purpose:

To provide guidelines to ensure consistency in assisting students desiring to audit nursing courses.

Policy:

Students requesting to audit a nursing course must obtain permission from the Course Coordinator and the Department Chair. When auditing a nursing course, the student:

a) Will not be given any nursing examinations.
b) Will not be allowed to attend any clinical experiences.
c) Will not receive a grade for the course.
d) Must attend 80% of the theory classes.

Student Policy Title: Transfer

Original Approval Date: 2003
Revision Date(s): 2010, 8/2016, 10/2017, 12/2022, 5/2023

Purpose

To provide criteria for the consideration of transfer students.

Policy

Transfer students who meet the following criteria will be considered on an individual basis. Candidate for transfer must:

1. Submit an application for admission to the College.
2. Meet the minimum requirements for admission to the specified nursing

program.

3. Have a minimum GPA of 2.75 (ADN) or 2.5 (PN) on a 4-point scale and a grade of "C" or better in each of the HGTC-required general education and support courses taken in the program from which the student is transferring.
4. Have earned a passing grade as defined by the transferring institution for which the student seeks transfer credit. Students who have failed any required course twice or have failed two different required courses are not eligible for transfer into the nursing program. Failure is defined as not receiving a passing grade as defined by the transferring institution. Nursing courses older than one calendar year will not be accepted.
5. Submit the unofficial nursing transcripts and proof of course content equivalent to nursing courses at HGTC to the nursing department academic chair.
6. Complete the final two (2) semesters in the Associate Degree program or the final semester in the Practical Nursing program and complete 25% of all degree credits from Horry-Georgetown Technical College (17 credit hours in the Associate Degree and 12 credit hours in Practical Nursing).
7. If the Transfer student has been out of a nursing program for more than 6 months, the student will be required to validate nursing knowledge through validation exams. (See Student Policy: *Program Progression*).

Student Policy Title: Transferring from the ADN Program to the PN Program

Original Approval Date: 2009
Revision Date(s): 2011, 2014, 8/2016, 10/2017, 12/2022, 5/2023, 5/2025, 8/2025

Purpose:

To identify transferring options from ADN to PN programs.

Policy:

1. Only students who are unable to progress in the ADN program are eligible to transfer to the PN program.
2. Only one attempt at any practical nursing course is allowed if transferred

into the PN program. An unsuccessful effort in any practical nursing course will result in dismissal from the PN program.

3. The student must earn a minimum grade of "C" in all general education and support courses.
4. Students must complete the HGTC Nursing Readmission within seven (7) days after the second ADN course failure.
5. The level at which the transferring student will begin the PN program is defined by the NUR course completed as follows, and will be dependent upon seat availability within the PN program:
    a) Students who are unsuccessful in NUR 101 are not eligible for transfer into the PN program.
    b) Students who are unsuccessful at the level of NUR 221 may seek approval to take the NCLEX-PN by Equivalency from the South Carolina State Board of Nursing or request to transfer into the Practical Nursing program and enroll in PNR 140 and PNR 183 to graduate with a diploma.
    c) Students who are unsuccessful at the level of NUR 220 will be admitted into PNR 154.
    d) Students who are unsuccessful at NUR 150 or NUR 162 will be admitted into PNR 130 and associated courses.
    e) All other NUR students seeking transfer into the PN program will be admitted into PNR 120 and associated courses.
    f) Students are required to complete or receive credit for all PN courses before they can graduate.
6. Before transferring into the PN program, students must be cleared for clinical placement.

Student Policy Title: Attendance

Original Approval Date: 2003
Revision Date(s): 8/2014, 8/2016, 12/2022, 5/2025, 5/2026

Purpose:

To provide guidelines and requirements regarding attendance for successfully completing the nursing curriculum.

Policy:

Successful completion of any nursing course requires the student to:

1. Attend at least 80% of each semester's nursing theory class. Students who attend less than 80% of the theory in a nursing course will be withdrawn from the course.

    a) Three (3) class tardies and/or leaving class early will count as one (1) class absence.
    b) Three (3) events of leaving class early will count as one class absence.

2. Attend 100% of all clinical/lab hours/days per nursing course per semester. A maximum of 1 (one) of the total clinical/lab assigned days may be missed. The one allowed absence must be made up at a date/time/location determined by the course's primary faculty, and 100% attendance is mandatory. **Any tardiness that exceeds 7 (seven) minutes is considered an absence.**

    a) The opportunity to make-up an absence is only available 1 (one) time per nursing course per semester.

    b) Failure to attend the make-up day as assigned by the primary faculty will result in a grade of "unsatisfactory (U)" on the clinical performance evaluation tool and a failing grade of "D" in the course.

    c) Clinical/lab tardiness is defined as arriving after the scheduled clinical start time. The first instance of clinical/lab tardiness will be documented on the clinical performance evaluation tool as "needs improvement (NI)" under the Professional Behavior section. All subsequent instances will be documented as a "U" under Professional Behavior.

        i) Example: If clinical/lab starts at 06:30:00, you must report before this time to be counted for attendance without penalty.

        ii) Example: From 06:30:01 to 06:37:00, you are considered tardy and will receive an NI for the first tardiness. Subsequent tardiness will result in U's, with the 3rd U resulting in a clinical failure.
        iii) Example: **After 06:37:01, you will be considered to be a clinical absence, sent home, and required to attend the clinical make-up day.** More than one (1) clinical absence will result in a clinical failure and count as one (1) attempt in the course.

    d) **Arrival time at the clinical/lab is signified by the time the student reports to the instructor/preceptor face-to-face.**

    e) Failure to report for a scheduled clinical/lab day/rotation without directly notifying the Clinical (Lab) Instructor/Preceptor prior to the clinical/lab start time ("No Show – No Call") may result in immediate dismissal from the course.

The only allowed methods of communication are HGTC email and EAB text messages. (See *Professionalism in Nursing Practice and Affective Domain*, and *Dismissal* policies).

f) Attendance at all scheduled conferences, if specified in each course's Instructional Package, is required to pass the course.

g) Attendance at Skills Validation Day is required to pass the course (See the *Nursing Skills Validation policy*).

Student Policy Title: Americans with Disabilities Act

Original Approval Date: 2003
Revision Date(s): 8/2016, 5/2026

Purpose:

To provide guidelines to assist students with special needs related to disabilities.

Policy:

Students with disabilities must self-identify to the Coordinator of Disability Services as needing accommodations. At the beginning of each course, the student is responsible for providing appropriate documentation to the HGTC disability services provider and the Course Coordinator. In conjunction with the HGTC Disability Services' recommendations, reasonable accommodations will be made.

References: HGTC Policies, Practices, and Procedures
9.4.6 Services to Students with Disabilities Policy
9.4.6.1 Service to Students with Disabilities Procedure
9.4.6.2 Service Animals Procedure

Student Policy Title: Advancement of High-Risk Students

Original Approval Date: 2003
Revision Date(s): 8/2011; 8/2016, 8/2019, 12/2022, 5/2023, 9/2023, 5/2025, 8/2025, 5/2026

Purpose:

To guide any student enrolled in a nursing course who is in danger of academic failure.

High-risk students include those whose (who):

a) The midterm unit test average is 80% or less in any nursing course.
b) Clinical progress is considered unsatisfactory.
c) Achieved less than 80% on Unit Tests.

Policy:

Any student with an average of 80% or less at midterm in any nursing course is encouraged to take academic responsibility and seek help from the Course Instructor, Course Coordinator, Student Success and Tutoring Center (SSTC), or Academic Counseling Services. The faculty uses the Academic Alert notification system and generates an automated alert when a student's performance falls below established criteria, such as low exam scores or a decline in overall grade.

- PAC (Post-Alert Checkup): After a third (3) academic alert, the student is required to:
  1) to meet with a faculty member;
  2) schedule a meeting with an Academic Coach.*

The PAC alerts the students and helps them stay on a path of academic success.

Note: It is the student's responsibility to inform the instructor upon completion of the PAC session with the Academic Coach.

1. Readmitted nursing students (students repeating a nursing course, see *Readmission* and *Program Progression* policies) are required to participate in the Repeat Course Initiative (RCI):
   - RCI (**Repeat Course Initiative)***: requires students to meet with an SSTC Academic Coach at the start of the semester they are repeating the course.

   **Note: It is the student's responsibility to schedule the RCI sessions with the Academic Coach before the 2nd exam.*

2. The Clinical Instructor will provide feedback to students each week who are not making satisfactory progress in the clinical rotation based on the evaluation of the clinical performance evaluation tool (CPE).

Student Policy Title: Student Withdrawal

Original Approval Date: 2003
Revision Date(s): 2011, 2013, 8/2016, 10/2017, 8/2019, 12/2022, 5/2023, 8/2025

Purpose:

To provide information and guidelines to assist students who wish to withdraw from the ADN/PN program or course (excluding NUR 101, NUR 201, or PNR 110).

Policy:

1. A student will not be allowed to attempt a nursing course more than twice (see *Program Progression Policy*).
2. Students may withdraw from a nursing course one time per nursing course during their course of study within the Nursing Program.
    a. Withdrawal must be completed before the course's non-punitive withdrawal date (See Academic Calendar).
    b. Withdrawal completed after the non-punitive withdrawal date of the course, with a grade of less than 77, will receive a course letter grade of (WF) and will count as a course failure of the nursing course.
    c. **Students receiving financial aid should meet with a financial aid representative before withdrawing from a nursing course**. Students may bring documentation of this meeting's occurrence to the meeting with the course coordinator and/or nursing advisor, as applicable.
    d. Students seeking to withdraw should meet with the course coordinator or designee before withdrawing from a nursing course. This meeting(s) must be completed before the non-punitive withdrawal date, on which 2/3 of the semester or course has occurred.
3. Students who elect to withdraw from a nursing course are expected to notify the course coordinator, advisor, and/or Academic Chair of Nursing in writing and follow standard college procedure (*Please see College Catalog/Student Handbook, policy "Withdrawal"*).
4. Students who withdraw from a nursing course after the add/drop period must withdraw via their myHGTC account up to the non-punitive withdrawal date mark of the semester; after that, the instructor must withdraw the student.
5. Students who elect to withdraw from a nursing course before the non-punitive withdrawal date will receive a grade of "W" for the course.
6. Students who elect to withdraw from a nursing course after the non-

punitive withdrawal date will receive a grade of "W" if passing at the time of withdrawal or "WF" if failing at the time of withdrawal.

7. Students may be administratively withdrawn from a nursing course by faculty at any time during the semester if the student has failed clinical or course requirements as specified in the course criteria. The student will receive a grade of "WF" for failing to meet the theory course requirements or a grade of "D" for failing to meet the clinical requirements.
8. Any withdrawn student will not be allowed to attend lectures or clinical rotations for the remainder of the course.
9. A student who has withdrawn from the course ("W", "WF" or "D") is not eligible to review unit tests/exams/quizzes.

Student Policy Title: Changes to Clinical and Lecture Registration

Original Approval Date: 2023

Purpose:

To ensure consistency in lecture and clinical assignments.

Policy:

The faculty reserves the right to revise a student's lecture or clinical registration if needed, based on facility and faculty availability. Students will be notified of changes as soon as possible.

Student Policy Title: Professionalism in Nursing Practice and the Affective Domain

Original Approval date: 5/2025
Revision(s) Date: 5/2026

Purpose:

This policy outlines the expectations and standards regarding the affective domain and professionalism for students enrolled in the Associate Degree in Nursing (ADN) and Licensed Practical Nurse (LPN) programs at HGTC. It ensures that students acquire the

necessary technical skills and knowledge and demonstrate the ethical, interpersonal, and professional behaviors required in nursing.

Policy:

Definition of the Affective Domain

The affective domain refers to the emotional, attitudinal, and interpersonal aspects of nursing practice. It encompasses the development of qualities such as empathy, respect, responsibility, integrity, and effective communication. Students must demonstrate these qualities throughout their education and clinical experiences in alignment with professional nursing standards.

1. Professionalism in Nursing

Professionalism in nursing is defined as the demonstration of behaviors that reflect the values and ethics of the nursing profession. This includes adherence to the standards set by the HGTC nursing program accrediting and regulatory bodies and modeling behaviors that promote trust, respect, and collaboration in healthcare settings.

Students are expected to demonstrate professionalism by:

- Addressing all staff/faculty, clinical instructors as Dr., Professor, Miss, Mrs., Ms., or Mr. unless instructed otherwise. All physicians shall be referred to as doctors.
- Engaging in respectful communication (verbal and/or written) with patients, families, peers, instructors, college employees, and the healthcare team.
- Adhering to ethical principles such as honesty, confidentiality, and integrity in all clinical and academic settings.
    - Cheating in any form in didactic or clinical sessions is grounds for immediate dismissal. Please refer to the HGTC 9.3.7.1 Student Code Policy or Student Code of Conduct in the College Catalog.
- Exhibiting responsibility, accountability, and dependability in all academic, clinical, and professional activities.
- Following the dress code, adhering to safety protocols, and maintaining appropriate hygiene.
- Accepting and acting on constructive feedback from instructors and peers to improve nursing practice.

2. Core Principles of Professionalism in the Affective Domain

I. Respect for Others:

- Demonstrate cultural competence, understanding, and respect for patients, peers, and colleagues of diverse backgrounds, beliefs, and values.
- Practice active listening and engage in empathetic and professional communication.
- Criticism of patients, the program, staff members, faculty, and any clinical entities is considered unprofessional, both in the clinical site and the classroom. Please refer to the Dismissal Policy for rules concerning violations.

II. Accountability and Responsibility:
- Take responsibility for actions, decisions, and learning, and fulfill academic and clinical obligations.
- Demonstrate self-awareness, recognizing strengths and areas for improvement in clinical practice.

III. Ethical Conduct:
- Maintain confidentiality, integrity, and honesty in all interactions and documentation.
- Uphold ethical standards and evidence-based practices in patient care.

IV. Collaboration and Teamwork:
- Foster a spirit of collaboration, working effectively with interdisciplinary teams.
- Show respect for the roles and contributions of other healthcare professionals.

V. Emotional Intelligence:
- Manage emotions in stressful or challenging situations, demonstrating resilience and self-control.
- Recognize and manage emotional responses, maintaining professionalism even in the face of adversity.

3. Expectations for Student Behavior

Students in the ADN and PN programs must meet the following behavioral expectations:

- Classroom and Clinical Behavior:
  - Display a positive and proactive attitude towards learning and engage constructively in both classroom and clinical settings.

- Demonstrate punctuality, preparedness, and engagement during all educational activities.
- Practice professional communication skills, both written and verbal, in all interactions.

- Clinical Practice:
  - Adhere to the standards and policies of the clinical settings, demonstrating safe and effective care.
  - Show respect and compassion for patients by advocating for their rights and well-being.
  - Demonstrate ethical decision-making to ensure the dignity and autonomy of patients are maintained.
  - Demonstrate professional behavior by directly notifying the Clinical (Lab) Instructor/Preceptor when late and before any absence from clinical/lab day. Failure to report for a scheduled clinical/lab day/rotation without directly notifying the Clinical (Lab) Instructor/Preceptor before the lab start time ("No call – No show") may result in dismissal from the course. **The only allowed methods of communication are HGTC email and EAB text** (See the *Attendance* and *Dismissal* policies).
- Reflection and Self-Improvement:
  - Engage in regular self-assessment, reflecting on practice experiences to identify growth opportunities.
  - Be open to receiving and integrating constructive feedback from faculty, preceptors, and colleagues.

4. Consequences for Violating Professionalism Standards

Failure to adhere to the expectations outlined in this policy may result in:

Written Warning Letters:

- **Verbal Warning (In writing):** Will occur for first and minor offenses.
- **Initial Written Warning**: This will occur for repeat offenses and/or first offenses considered more serious.
- **Final Written Warning:** This will occur for repeated incidences of the same infraction or by the nature/seriousness of the offense, regardless of any previous warnings issued. Final written warnings carry over from one semester to the next and remain on the student's record throughout the entire program.

*NOTE: TWO (2) Written Warning letters during the program constitute dismissal from the program. Most disciplinary actions follow the typical pattern of verbal, initial written, and final written warnings. However, the seriousness of the breach or habitual continuation of offenses, regardless of semester, will warrant a second final written warning and dismissal from the program. Some breaches may have zero tolerance, such as cheating, in which case the student may be dismissed without receiving a verbal or initial written warning.

**NOTE: Students asked to be withdrawn from a clinical site because of a serious breach of clinical site policy or infractions of program policy will be dismissed from the program. Additionally, they will not be permitted to re-enter any HGTC nursing programs.

*** NOTE: If a student is dismissed from a course, the dismissal counts as an attempt at that course. Refer to the HGTC Nursing Student Handbook Program Progression Policy.

All decisions regarding consequences will be made on a case-by-case basis, in accordance with HGTC institutional policies.

5. Evaluation and Monitoring

- Professionalism and affective behaviors will be evaluated throughout the program by: **Clinical Performance Evaluation:** Regular assessments by clinical instructors and preceptors, evaluating the student's interpersonal skills, emotional intelligence, teamwork, and professional conduct.
- **Faculty Feedback:** Instructors will provide feedback on students' professional behaviors in the classroom and clinical environments.

Student Policy Title: Nursing Student Governance

Original Approval Date: 12/2022
Revision Date(s): 5/2023

Purpose:

To provide students with general guidelines on student governance and the administrative chain of command, so that they can express academic concerns and issues related to the nursing program.

Policy:

1. Student representatives shall be elected by their classmates during the entrance

courses of PNR 110, NUR 101, and NUR 201 for each campus.

a. Re-election will occur each semester. (Students may re-elect the same class representative or elect a new one.)
b. Each elected class representative will sign an acknowledgment of duty form for each semester serving as class representative.
c. Each class representative must become an HGTC Student Nurse Association (SNA) member, as per the SNA bylaws (*the SNA bylaws are available upon request to the SNA Board Member or SNA faculty liaison*).

2. A special election may be held during a semester, and classmates shall elect an alternate representative to serve in this role if the appointed representative is unable to maintain their duties for reasons such as:

a. Student relinquishes their status.
b. Student does not follow the normal progression sequence; dual representation is not allowed.
c. Student displays unprofessional actions and/or behaviors within their role as a student leader, a student, and/or a student nurse.

3. In the case of issues/concerns/questions that pertain exclusively to the class for which the student has been elected to represent, that student representative will be responsible for communicating the class members' issues/concerns/questions to the course coordinator on behalf of the class. If further attention is required, the student representative is responsible for following the nursing program's administrative Chain of Command, as defined in the Student Nurses' Handbook (see the chart below).

4. Student representatives from each class in each program will be responsible for communicating all issues, concerns, and/or questions that could be of interest to students across the program (two (2) or more classes) to the SNA president as the designated spokesperson for that program.

Student Government Chain of Communication Guidelines chart:

Class Members:
Verbalize concerns/issues/questions to the class representative.

↓

Class Representative:
Communicates the concerns/issues/questions brought to him/her by the class to the course coordinator.

↓

Course Coordinator:
Advises the Class representative on the item. The course coordinator will advise the Class Representative on whether the item is a class-specific issue or one that could affect students throughout the program. Issues determined to affect students across the program will possibly be referred to the SNA president.

↓

SNA President:
Communicates the concerns/issues/questions brought to him/her by the class representative to the Programs Academic Chairs, Student Committee, and a minimum of one SNA faculty advisor at least 2 days prior to the next scheduled faculty meeting.

↓

Faculty Student Committee Chair, and SNA Faculty Advisor (s):
Determine whether the item should be presented to the full faculty and invite the SNA president to attend the upcoming faculty meeting to present the issue.
Upon completion of faculty discussion regarding the issue, communicate the faculty's findings to the SNA president; provide clarification and guidance as needed.

Nursing Department Chain of Command	
	Individual Concern: Begin with step one. **Class concern:** Refer to the Student Government Chain of Communication Guideline Chart – provided in the HGTC Nursing Student Handbook ***Class representative** may take the issue or concern to the Standard 3 Committee (student committee) Chair and/or SNA if applicable.
Step 1	Course Instructor(s) and/or Clinical Instructor(s) - Each nursing course (semester) you will have lecture instructor(s) and a clinical instructor(s)
Step 2	Course Coordinator - Each nursing course (semester) will have a course coordinator.
Step 3	Assistant Academic Chair for Nursing Department:
Step 4	Academic Chair for Nursing Department:
Step 5	Dean of Nursing and Assistant Vice President of Academic Affairs:

**Please allow 7 – 10 business days for any follow-up communication.

Student Policy Title: Dismissal

Original Approval Date: 2003
Revision Date(s): 8/2016, 2/2025, 5/2025, 5/2026

Purpose:

To provide information to students concerning the requirements for professional behavior in the nursing programs.

Policy: Infraction of the rules as set forth under "Student Rights, Responsibilities and Discipline" in the College Catalog, or behavior not in compliance with the American Nurses Association (ANA) Standards of Clinical Nursing Practice or the ANA Code for

Nurses in class, college lab, or clinical facility is considered grounds for dismissal from the Nursing Program. Students are expected to meet the academic and clinical requirements for Horry-Georgetown Technical College Nursing Programs. The student policies in this handbook and instructional packages will be followed. Most dismissal policies follow the standard pattern: verbal, initial written, and final written warnings. However, some breaches may have zero tolerance, such as cheating, whereas the student may be dismissed without verbal or written warnings. Two (2) written warnings are grounds for dismissal from the course or program and will count as one of two allowed attempts at that course, resulting in a change in program progression. It is further agreed and understood that the student may be dismissed from a nursing course or a program at any time for, but not limited to, the following reasons:

- Academic dishonesty.
- A positive drug test.
- Conviction, distribution, or possession of illegal drugs or controlled substances.
- Reporting for class or clinical facility under the influence or with the smell of alcohol or narcotics, or partaking of these drugs while in the clinic or class.
- Malicious destruction or theft of the college or clinical education center's property, visitors, patrons, or employees.
- Sleeping on scheduled clinical education shifts.
- Habitual tardiness and unapproved absences.
- Failure to report for a scheduled clinical/lab day/rotation without directly notifying the Clinical (Lab) Instructor/Preceptor prior to the clinical/lab start time (*"No call - No show"*) may result in immediate dismissal from the course. The only allowed methods of communication are HGTC email and EAB text messages (See the Attendance policy).
- Lack of academic achievement, failure to meet academic and clinical standards.
- Refusal to comply with the HGTC and/or clinical education center's policies.
- Breach of the HGTC Code of Conduct.
- Students asked to be withdrawn/removed from a clinical site because of a serious breach of clinical site policy or infractions of program policy will be dismissed from the program.

*NOTE: If a student is dismissed from a course, the dismissal counts as one of two allowed attempts at that course, resulting in a change in program progression. Refer to the HGTC Nursing Student Handbook, *Progression Policy*.

Student Policy Title: Grievance

Original Approval Date: 2003
Revision Date(s):

Purpose:

To provide information regarding students' rights to due process.

Policy:

1. Students should follow the nurse student chain of command policy.
2. Students are instructed to follow the grievance procedure stated in the College Catalog.

Student Policy Title: Nursing Testing Guidelines

Original Approval Date: 2/21/2024
Revision Date(s):

Purpose:

To ensure the security of the testing environment and meet accreditation and board standards.

Policy:

These testing guidelines align with the testing guidelines set forth for NCLEX by the SCLLR Board of Nursing and the NCSBN:

- All testing will be computerized. Paper-and-pencil or oral format is not offered. An on-screen calculator will be available during testing.
- Telephones must be on silent and placed in a secure location away from the testing computer.
- Testing centers have no control over the noises made by candidates taking exams. Some noises, like typing, are normal parts of the computerized testing environment. Testing environments are distraction-reduced, not distraction-free.
- Scratch paper will be provided by faculty/staff. You may not use your own. Scratch paper MUST be returned to faculty/staff immediately after testing.

- No drinks, snacks, mints, or cough drops during the test. Any drink must be placed in the trash or in front of the classroom during the test.
- Please use the bathroom before the test. Unscheduled breaks will not affect your testing time.
- No hats or hoods.
- No questions during the test.
- Raise your hand if there are technology issues.
- All belongings must be stored along the wall of the classroom. You may not access these bags during the testing period. After the test, students should exercise caution and avoid distracting other students. Quietly take your belongings with you when you leave the room, and do not unzip your purse to get your phone; wait until you are outside the classroom.
- If you have a medical condition requiring a rapid sugar source, please have it available and give it to the instructor, who will hold it in the front of the classroom.
- All alternate format questions (select-all-that-apply, ordering, matching) will be graded as right-minus-wrong (+/-).

Reference: 2026 NCSBN NCLEX Candidate Bulletin

Student Policy Title: Unit Test Review

Original Approval Date: 2003
Revision Date(s): 8/2016, 12/2022, 5/2023, 8/2025

Purpose:

To provide guidelines for unit test review.

Policy:

The following guidelines will be used to provide an opportunity for unit test review:

1. Course instructors will provide students with the opportunity for a unit test review.

2. Test review must be scheduled with the course coordinator or designee and completed before the next unit test.
3. Test questions may not be copied.
4. All test booklets and answer sheets must be returned to the instructor before any student leaves the room, if applicable.
5. Students desiring further information regarding specific test questions must make an appointment with the instructor within three (3) working days of the test review.

    - Review of specific test questions may be requested in writing by completing the Nursing Student-Focused Test Item Review Form during the test review appointment with the instructor.

6. The faculty will maintain confidentiality regarding all students' personal and academic information and will not provide such information to other students, family members, etc.
7. A student who has withdrawn from the course ("W", "WF" or "D") is not eligible to review unit tests/exams/quizzes.
8. Final exams are not reviewed.

Student Policy Title: Unit Tests/Exams Makeup

Original Approval Date: 2003
Revision Date(s): 2011, 8/2016, 10/2017, 8/2019, 12/2022, 9/2023

Purpose:
To provide information concerning missed exams.

Policy:

1. All unit tests/exams and final exams should be taken during the semester when the instructor schedules.
2. At the instructor's discretion, a maximum of one (1) scheduled unit test/exam may be missed (see#6). Subsequently, students who miss exams/tests will receive a grade of "0" (zero).
3. No make-up unit tests/exams will be given for any unit test/exam missed for any reason. If the final exam is missed, an alternate final exam will be

given only if one of the following exceptions applies:

a) Personal (student) illness OR illness or death in the immediate family consisting of a spouse, children, parents, grandparents, and/or other dependents living in the home. The instructor may require verification of the illness or death.
b) An HGTC-sponsored activity for which you have a note requiring your presence from school officials.
c) A required court appearance verified by a letter from an attorney or judge.
d) Jury duty.
e) Required military service.
f) A religious observance for which the instructor has received a written notice at least two weeks before testing.
g) Other situations evaluated by the instructor(s) before the absence.

4. Grading accommodations will not be given for medical, dental, or legal appointments, lack of transportation or childcare, work-related responsibilities, or minor illness, unless covered above.
5. If you know in advance that you must be absent for one of the preceding reasons, you must notify the course coordinator at least 1 week before testing or at least two weeks before testing if due to religious observance.
6. If you are absent from a class on the scheduled date of a unit test/exam but have notified the instructor prior and can provide verifiable documentation that the absence was for one of the preceding reasons, then your grade on the final exam, less five (5) points, will be substituted for the missed unit test/exam grade when computing your class grade average. Regardless of the reason, any subsequently missed unit test/exam will receive a grade of "0" (zero).
7. If you are absent from a class on the scheduled date of a final exam but have notified the instructor prior and can provide verifiable documentation that the absence was for one of the preceding reasons, you will receive an alternate final exam. In addition, five (5) points will be deducted from your final exam grade. The format for makeup final exams will be at the instructor's discretion. An essay format may be used.
8. If you fail to present an advanced notice of absence and/or acceptable documentation, you will receive a grade of zero (0) for the missed unit test/exam and/or final exam.
9. If you are tardy for a scheduled unit test/exam or final exam, you may be allowed to participate in testing for the remainder of the testing period only,

or you may not be allowed to test if less than fifty (50%) percent of the time remains for the testing period.

10. Students are not allowed to substitute the Final Exam grade for the lowest Unit test grade.
11. No tests/exams will be administered before the scheduled time.

    a) Students with testing accommodations may be allowed to begin testing before the scheduled time based on the Testing Center's availability and at the instructor's discretion.

Student Policy Title: Students with Prior Convictions

Original Approval Date: 2003
Revision Date(s): 2012

Purpose:

To provide information to students who may need to pursue strategies to meet the NCLEX-RN/NCLEX-PN examination requirements for licensure as a registered nurse/practical nurse.

Policy:

Students convicted of crimes other than minor traffic violations may not be authorized to take the NCLEX-RN/NCLEX-PN examination, even if they complete the curriculum.

Student Policy Title: Recording of Nursing Lectures

Original Approval Date: 2003
Revision Date(s): 2010

Purpose:

To protect confidentiality.

Policy:

Recording of nursing lectures is not allowed.

Student Policy Title: Clinical Dress Guidelines

Original Approval Date: 2003
Revision Date(s): 2009, 2011, 2012, 2013, 8/2016, 8/2019, 12/2022, 5/2023, 5/2025, 8/2025

Purpose:

1. To provide information concerning the dress and appearance of students in clinical settings.
2. To ensure students demonstrate appropriate professional appearance in the clinical setting.

Policy:

1. Uniform: The uniform should be neat, clean, without wrinkles, and properly fitting with skin-colored undergarments. The uniform consists of the approved:

    a) Galaxy-Blue scrub top with the HGTC embroidery
    b) Galaxy Blue pants (no cuffs or elastic legs)

    Optional: Students may also purchase a scrub jacket in Galaxy Blue with HGTC embroidery.

    The scrub top and pants must match in color. A solid black shirt may be worn under the scrub top if desired. Pants must not drag on the floor—there must be no visible cleavage, chest hair, stomach skin, or back showing. The uniform (top, pants, and the optional scrub jacket) is available at the Campus Bookstore.

2. Shoes: Black non-canvas, non-nylon, non-patterned skid-resistant or non-slip labeled shoes with enclosed toe and heel. The shoes should be polished as needed. Black, non-patterned socks or black knee-high hosiery are to be worn with shoes.

3. Identification: Student identification must be worn in every clinical setting on the left front bodice/collar of the uniform or warm-up jacket. Students must wear the HGTC Student ID Badge and/or an Institutional ID Badge in any healthcare agency that requires and provides it.

4. Jewelry: A wristwatch with a second hand is required. The only jewelry allowed is a plain wedding band without stones. If medically needed, a medical alert bracelet or necklace may be worn. Visible body piercings, including tongue studs/rings, clear nasal studs, gauges, and ear or brow jewelry, must be removed or covered prior to patient care.

5. Tattoos: Visible tattoos, which may be considered distasteful or offensive, must

be covered during the clinical experience.

6. Hair: Hair must be short or worn off the shoulders. It must be neat, clean, and properly maintained to avoid contaminating the patient or caregiver. Extreme hair colors, hairstyles, and hair ornaments are not allowed while in uniform. Beards and mustaches must be well-groomed and kept clean.

7. Fingernails: The nail length must be kept at or below the pad of the finger so as not to injure the patient or peers. The nails are to be clean and without polish. Artificial nails harbor yeast and bacteria and are, therefore, not allowed.

8. Cosmetics/Fragrance: Cosmetics are to be worn in moderation and consistent with a healthcare professional's expected appearance. Scented perfumes, powders, after-shave lotions, colognes, and antiperspirants/deodorants may cause allergic reactions in some individuals and are not to be worn. Lotions and deodorants must be limited to those bearing no scent or a light scent.
    a) Eyelash extensions and applications are not to be worn in the clinical/lab setting.

9. Chewing Gum, Smoking, or Vaping: These products are not allowed during clinical experiences. Vaping or smoking is prohibited on any HGTC campus/property, or partner facility property. All properties are Smoke-Free. Smoke is defined as the burning or combustion of tobacco or any product intended to simulate tobacco and is further defined to include the use of any cigarettes, cigars, cigarillos, pipes, and electronic cigarettes.

    a. The uniform may not smell like smoke upon arrival in the clinical area. Smoke/vaping odors embedded in clothing may be as offensive as smoking.

10. Designated Settings: Students may be required to change to scrubs and/or gowns. In this event, the uniform should be worn to and from the clinical setting. In clinical rotations/experiences requiring professional attire, the dress code is per the institution's clinical rotation policy.

11. Open Lab Practice: Students are required to wear a name badge and HGTC nursing uniform or nursing warm-up jacket with HGTC embroidery over appropriate leisure attire. Closed-toe and closed-heel shoes are also required.

12. Any item not mentioned in the above clinical dress guidelines is not allowed.

Student Policy Title: Clinical Safety Guidelines

Original Approval Date: 2003
Revision Date(s): 2013, 8/2016, 8/2019, 12/2022, 5/2023, 5/2025, 5/2026

Purpose:

1. To inform students of possible hazards within the clinical setting.
2. To assure student safety when in the clinical setting.

Policy:

1. Health facilities have hazardous chemicals (anesthetic gases, pharmaceutical agents) and radiation (x-ray, nuclear medicine).
2. A student with an immune deficiency is cautioned that nursing requires caring for individuals with infectious diseases.
3. Any changes in the student's health status will require a physician's statement regarding the student's ability to independently perform any lecture, lab, or clinical sessions. **Students with restrictions are not permitted to attend classes, clinicals, or labs**. The physician's statement must be submitted to the Clinical Admissions Coordinator or emailed to HGTC-clinical@hgtc.edu before returning to any lecture, lab, or clinical. A change in health status includes, but is not limited to, the following:
    - Any major or minor vehicle accident
    - Any major or minor medical procedures
    - Any illness for which the student sought medical treatment that interferes with the student's ability to independently complete the course/clinical learning objectives
    - Pregnancy with restrictions
4. Students must remain current with all clinical requirements defined by the nursing *Program Progression* policy and submit the required clinical admission documents to the clinical admissions coordinator.
5. Students are not allowed to accept or ask for controlled substances or codes in any clinical agency.
6. All students are required to receive the Hepatitis B (HBV) vaccine or sign a waiver before the beginning of clinical experiences.

Student Policy Title: Student Injury Follow-Up

Original Approval Date: 2003
Revision Date(s): 2012, 8/2016, 12/2022, 5/2023

Purpose:

To provide guidelines for prompt and appropriate follow-up of all incidents involving personal injury of a student.

Policy:

1. Any incident in which personal injury may or may not manifest itself by immediate signs and symptoms requires that an incident report be filed according to specific institutional policy. The student will be advised to seek medical attention if they develop signs or symptoms they believe may be related to the incident.

2. Any incident in which immediate signs and symptoms of personal injury require immediate evaluation and treatment according to the policy of the specific institution. An incident report will be filed, and a copy will be provided to the injured person and the department chair.

3. When an injury is evident, and evaluation and treatment are necessary, a copy of the incident report will be submitted by/or on behalf of the injured person to the HGTC Human Resources Office, and appropriate forms for Workman's Compensation will be completed. (Student nurses pay for Workman's Compensation Insurance with their tuition each semester.)

4. Faculty members who accompany students to any clinical agency are responsible for acquiring knowledge of the specific clinical agency's policy and procedure before any student clinical experiences to ensure that students who are injured will receive appropriate care in a timely manner.

5. When a student is performing a clinical/practicum or preceptorship during nonworking College office hours, and a student injury occurs, the after-hours number to report a Worker's Compensation claim in the event someone in HGTC's Human

Resources cannot be notified is the College's Worker's Compensation insurance carrier, CompEndium Services, 877.709.2667. (This isto complete an accident/incident report and to receive clearance for treatment when the College's Human Resources Department is not open.)

Student Policy Title: Student Blood and/or Body Fluid Exposure Follow-Up

Original Approval Date: 2003
Revision Date(s): 8/2016, 12/2022

Purpose:

Provide guidelines for prompt, appropriate follow-up for all blood/body-fluid exposures.

Policy:

1. Faculty will implement the policy and procedure of the assigned clinical agency when a student is exposed to blood or body fluids. Students' exposures to blood or body fluids must be reported immediately to the Employee Health Coordinator or other individuals designated by the specific institution to which the students are exposed.
2. An incident report will be filed according to the specific institution's policy. An additional incident report will also be filed for HGTC, and the necessary forms for Workman's Compensation will be completed and submitted to the HGTC Human Resources Office. (Student nurses pay for Workman's Compensation Insurance with their tuition each semester). The department chair should be notified of the incident immediately.
3. Faculty members who accompany students to any clinical agency are responsible for acquiring knowledge of the specific clinical agency's policy and procedure prior to any student clinical experiences to ensure that students who are exposed to blood/body fluids will receive appropriate care in a timely manner.

Student Policy Title: Bringing Children to Class/Clinical

Original Approval Date: 2003
Revision Date(s): 2012, 8/2016

Purpose:

To provide an optimal learning environment for all students

Policy:

Currently, there are no on-campus childcare facilities.

1. Children are prohibited in the classroom or clinical/lab settings.
2. Children may not be left unattended in the halls or other empty classrooms.
3. Students who bring children will be dismissed from class/clinical/lab to care for them. The dismissal will be counted as a class/clinical absence.

Student Policy Title: Student Travel

Original Approval Date: 2003
Revision Date(s): 12/2022, 5/2023

Purpose:

To clarify the student's responsibility for travel related to the HGTC Nursing Program requirements.

Policy:

1. Students can expect to travel to a variety of clinical sites within a 100-mile radius of any HGTC campus.
2. Students are responsible for their individual travel to and from the HGTC campus or to any assigned clinical experience or field trip.

Student Policy Title: Student Attendance at Professional Meetings

Original Approval Date: 2003
Revision Date(s): 8/2016, 12/2022

Purpose:

To encourage student participation in professional activities.

Policy:

1. Students may attend a professional organization meeting in lieu of one clinical and one class day per semester. The course coordinator/instructor must be made aware of this before attending the meeting. Failure to notify the course coordinator at least three (3) weeks before the event will result in an absence from the lecture and/or clinical.

2. Attendance at a professional organization meeting that requires missing a second clinical day will require making up the missed clinical day.

Student Policy Title: Mandatory Participation in NCLEX Review

Original Approval Date: 2003
Revision Date(s): 8/2016, 12/2022, 5/2023

Purpose:

To facilitate success on the National Council Licensure Examination for Registered Nurses/Practical Nurses.

Policy:

Before an endorsement is mailed to a state board of nursing on behalf of an associate degree nursing or practical nursing graduate, the graduate must have attended an approved NCLEX review course (as needed), provide proof of attendance to the Nursing Department Chair (as needed), and complete all required assignments in preparation for the NCLEX RN and NCLEX PN examinations.

Student Policy Title: Weapons

Original Approval Date: 2007
Revision Date(s): 8/2016

Purpose:

To reinforce the College's Weapons Policy as it applies to students at clinical agencies.

Policy:

1. No person may have in their possession, carry, or bring a weapon/firearm of any kind to buildings or onto grounds, parking lots, and/or areas immediately adjacent to the buildings and/or grounds of facilities utilized for clinical instruction (see College Catalog, Weapons Policy).

2. Any student who violates the provisions of this policy will be dismissed from the Nursing program (see College Catalog, Weapons Policy).

3. Weapons are considered any device that results in bodily harm, which includes but is not limited to firearms, knives, and mace.

Student Policy Title: Nursing Skills Validation

Original Approval Date: 1/2013
Revision Date(s): 8/2015; 8/2016, 12/2022, 5/2023, 5/2026

Purpose:

To ensure continuing competence and safety in the performance of clinical skills as the student progresses in the nursing program.

Policy:

Beginning with the first semester and continuing throughout enrollment in the nursing program, independent skills competency testing will be conducted each semester on skills covered in the current and previous semesters. Skills validation is considered clinical, and every student is required to attend (see Attendance Policy). Specific information about skills testing will be provided to nursing students before the skills validation day(s).

A successful attempt is indicated when the student independently performs all required skills within the designated time frame. Students will be evaluated as follows.

First Attempt:

- If successful, the student will receive a grade of "S" under Psychomotor on the Clinical Evaluation Performance Tool for that day, and the Skills validation is complete.
- If unsuccessful, the student will receive an "NI" under Psychomotor on the Clinical Evaluation Performance Tool for that day. The student will be required to complete remediation and return on a day and at a time at the discretion of the course coordinator or designee.

Second Attempt:

- If successful, the skills validation is complete.
- If unsuccessful, the student will receive a "U" under Psychomotor on the Clinical Evaluation Performance Tool for that day. The student will be required to complete remediation and return at a time/day at the discretion of the course coordinator or designee.

- Third Attempt:
  - If successful, the skills validation is complete.
  - If unsuccessful, the student must complete an individual plan for remediation in collaboration with the course coordinator. The course grade will reflect a letter grade "I" (*Incomplete*) if the skills competency has not been successfully independently demonstrated by the end of the course, and the student will not be allowed to progress (refer to the Program Progression Policy).

Student Policy Title: Social Media

Original Approval Date: 4/2015
Revision Date(s): 8/2016, 8/2019, 5/2023

Purpose:

1. To provide information to each student concerning the appropriate use of social media within the nursing program.
2. To provide information to each student concerning the consequences of inappropriate use of social media within the nursing program.
3. To define terminology.

a) Social media and networking are interchangeable terms. Each term may refer to, but is not limited to, the following examples: Facebook, Twitter, Instagram, YouTube, Pinterest, any blog, or a posting board.
b) Libel is a published false statement damaging a person's reputation; written defamation.
c) Slander refers to the utterance of false charges or misrepresentations that defame and damage another's reputation, or a false and defamatory statement about a person.

Policy:

All HGTC students must follow the college's Social Media Policy (Please refer to the Social Media, 3.5.16.2 procedure).

1. Nursing students must not transmit or place individually identifiable patients, students, faculty, adjunct faculty, staff, clinical agency, or personal information online.
    - Nursing students must not publish libel or make slanderous remarks or insinuations, even if the individuals or organizations are not identified.
2. Nursing students must not transmit or place online any test question(s) or test content that could be identified as cheating. The college policy on academic misconduct will be followed, including on social media.
3. Nursing students must observe ethical and professional patient-nurse/student-nurse boundaries.
    a. Do not share or post opinions, information, insinuations, or photos gained through the nurse-patient relationship on any social media outlet.
    b. Do not share or post libelous or slanderous opinions, information, or insinuations about the health care team or agency, even if the individuals or organizations are not identified.
4. If any problem arises in the classroom or clinical setting, use the chain of command to resolve it.
5. Student nurses are responsible for promptly reporting any identified breach of confidentiality or any inappropriate use of social media.
6. This breach may be reported to (but not limited to) an instructor, staff person, or dean.
7. Be aware of your association with HGTC in online social networks.
    - Horry-Georgetown Technical College (HGTC) name, photos, trademark, etc., cannot be used in social media groups. For example,

if a cohort, class, or classmate makes a Facebook page named HGTC's Fall Class, this would be an infringement on trademark rights.

8. If you identify yourself as a student, ensure your profile and any related content are professional and consistent with how you wish to present yourself to colleagues, clients, and potential employers.

Consequences:

1. Violations of student/faculty/staff/patient/client privacy using an electronic device will be subject to HIPAA guidelines and consequences.
2. Students who share confidential information utilizing social media do so at the risk of disciplinary action, including failure in a course and/or dismissal from the nursing program.

References:

Policy References:

HGTC Policies, Practices, and Procedures

National Student Nurses Association