



Associate Degree Nursing

&

Practical Nursing

Student Handbook

Horry-Georgetown Technical College

Department of Nursing

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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 commitment to safe, patient-centered care through effective clinical decisions, collaborative skills, and technological proficiency.
- c) Providing an educational foundation that inspires a commitment to life-long career education and professional growth.
- d) Supporting the creation of alternative avenues for entry into nursing education programs that addresses 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, as the recipient of nursing care, is identified as a patient, client, or resident, depending on the healthcare environment. Aggregates of persons are identified as family, group, community, or population.

ENVIRONMENT: 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 for the purpose of achieving 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 evidenced-based decisions. Contemporary nursing practice requires a commitment to safety, competence in clinical judgments, professional behaviors, collaboration with other

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healthcare professionals, utilization of current technologies, and a commitment to lifelong learning. The nursing practice also comprises various levels of educational preparation, including practical nursing and associate degree nursing.

PRACTICAL NURSING PRACTICE: Upon successful completion of the approved program of study, the practical nurse graduate is licensed as a practical nurse (LPN) by way of 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 member of the health care team. 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 successful completion of the approved program of study, the associate degree nursing graduate obtains licensure as a registered nurse (RN) by way of the NCLEX-RN examination. The practice of registered nursing emphasizes assessment and individualized care. Registered nursing practice is collaborative and focuses nursing care toward promotion, health maintenance, and health restoration or toward 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 life-long process based upon a natural and behavioral science foundation 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 and enable graduates to function safely and effectively as beginning practitioners within their scope of practice, whether 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, to help rehabilitate patients, and to share in the prevention of 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

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with a major in nursing. The goal of associate degree nursing education is to enhance healthcare within the community served by the education of competent practitioners of nursing. 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 addresses the knowledge, skills, attitudes, and abilities necessary for entry-level nursing practice in hospitals and other healthcare agencies. Additionally, associate degree nursing education supports the development of skills related to managing care by addressing the concepts of prioritization and delegation.

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III. *Conceptual Model of Organizing Framework*

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Concept Integration Model

Representing Dimensions of Nursing Practice
Within Healthcare Environments



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IV. Nursing Student Services Table

A summation of available Student Support Services is presented in the table below. The information is organized by Support Service, description of service, and availability of services. Access to information about services is available online through the myHGTC portal. Use the information in this table as a reference for services available for 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 available at all 3 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.	State-of-the-art information technology, computer access, information, and research assistance; print, video, and audio materials; available at all 3 library campus locations. Day and evening hours are available.
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. Includes services for students with disabilities. An Academic Alert system was established for students who are having academic difficulties.	Advising, counseling, and disability support services are available on all three campuses.
Health Science Advisors/Nursing Student Advisement	Specific advisement for a nursing program track is offered to students as well as information on specific requirements and program admission testing.	Services are available at all three campuses.

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Support Service	Description	Availability
Technology Services – myHGTC/D2L/Help Desk and other computer technology support	Technology assistance for registration and use of myHGTC, D2L, and other computer programs. Technology orientation classes.	Assistance is available online, in person, and by phone at all three 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 Student Nurse Handbook, and other policies, introduction to nursing faculty.	Offered for all new nursing students.
General Hospital Orientation	GHO is Required for all Health Sciences students. The information provided addresses basic skills and concepts needed for students to safely participate in onsite clinical activities (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.	GS and GT each have their own representatives and faculty advisors.
Career Resource Center	Preparation to enter the workforce; resume writing, mock interviews, career fairs, an online job board for local and national jobs, and a planned yearly allied health summit.	Services are available online with additional support on all three campuses—nursing students utilizing online services, including current students and alums.
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.

V. Statement of Equal Opportunity/Non-Discrimination Statement

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP of Student

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Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP of Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@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 to help students and advisors monitor student progress toward a degree or diploma. To support each student, several things are in place. The Student Success and Tutoring Centers (SSTC) provide a wealth of services and assistance to promote academic success on a personalized basis. And as always, each student has an Academic Advisor and the Course Instructor/Coordinator available for academic assistance.

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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 contained within 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 evaluate the clinical component of any nursing course, and must be satisfactorily completed prior to 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

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grading scale for nursing is as follows:

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

- Achievement of total points equaling a "C" is required to pass the theory component of the course.
 - refer to the instructor's course information sheet for specific course requirements.
- 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 instructor's course information sheet.
- 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.
- 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.
- Students with a satisfactory clinical performance evaluation will receive their achieved theory grades for the course.
- 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: Progression Testing

Original Approval Date: 2010

Revision Date(s): 08/2011, 2/2012, 8/2016, 8/2019, 12/2022, 5/2023

Purpose

To provide guidelines for Progression Testing:

- All Students enrolled in the nursing program must successfully complete the Progression Testing to advance to the next course or graduate.
- All students will have 3 attempts to successfully meet the Progression benchmark(s) designated in the instructor's course information sheet:
 - Prior to the 2nd attempt, remediation must be completed, and Professor must be notified for further instructions.
 - Prior to 3rd attempt, the student must attend remediation session(s).
 - After the 3rd attempt, students who have not achieved the designated benchmark

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score(s) for the semester will receive a grade of "I" for the course.

3. Students who receive an Incomplete (I) in a nursing course will not be allowed to progress or graduate. Any student that receives an incomplete for the course is required to meet with the faculty for remediation advisement.

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

Purpose

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

Policy

1. A student will not be allowed to attempt any nursing course more than twice.
2. 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 will count as a course failure.
3. Students who withdraw from a nursing course must follow the readmission policy for the Nursing Program (see: [Readmission Policy](#)).
4. A nursing course failure is defined as a grade of less than 77 after the non-punitive withdrawal date or clinical failure.
5. 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.

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6. Students who are unsuccessful in the PN, AND, 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 do not have a current, valid, and unrestricted South Carolina or National Paramedic Certificate or 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 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.
7. A course-specific nursing math test must be completed in each nursing course that has 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 will count as one of the allowed two attempts to complete the nursing course.
8. Any student who receives an Incomplete (I) in a nursing course will not be allowed to progress. Refer to the [College Catalog/Student Handbook](#).
9. Students who qualify for readmission into a nursing class and are accepted will become a cohort member of that class and will be required to follow that class's progression.
10. To progress or graduate, students must successfully complete the required Progression Testing at the end of each semester as indicated on the Instructors Course Information Sheet at the end of each semester.
11. All nursing students, including transfer students, who are out of a nursing program for more than 6 months will be required to validate nursing knowledge through successfully completing a validation exam by 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.
12. A student whose cumulative GPA drops below the college policy is placed on academic probation and may not progress in the nursing program. (Please see the College's Academic Probation Policy, [Academic Catalog](#) page 53).
13. Any changes in health status requires an updated Health Sciences Division- Student Health Record.

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14. 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.
 15. 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 Student Policy: Nursing Skills Validation).
-

Student Policy Title: Readmission

Original Approval Date: 2003

Revision Date(s): 2010, 2011, 2014, 2015, 8/2016, 8/2019, 12/2022, 5/2023

Purpose:

To explain the process for readmission into the nursing program.

Terminology

The terms failure, failing, unsuccessful, and fail can be used interchangeably. 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 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 is ineligible for readmission into the program.

Policy

1. Each candidate for readmission to the nursing program will be considered based on space availability in both theory and clinical for the course. Each candidate must:
 - a) Complete the HGTC [Readmission Application form](#). The [Readmission Application](#) form must be completed and submitted.
 - 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 the following semester the course is offered.
2. Each candidate for readmission must:
 - a. Complete assigned Focused Reviews for each course successfully completed.

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- 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's responsible for contacting the course coordinator to obtain the listing of Focused Review tests required for the course's readmission.
 - d. Candidates for readmission must score a minimum of an 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.
3. Students who have applied for readmission will be notified prior to the beginning of the semester.
 4. 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.
 5. Students who have failed 2 nursing courses in PN, AND, or the Advanced Placement program must wait 2 years before applying for admission into any HGTC nursing program.
 - a) Students admitted to the ADN program after the 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 be required.
 - b) Students with an LPN license can apply for the generic

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ADN program or 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.

6. Readmitted students will become a cohort of that class and will be required to follow that class's progression.
 7. Students who are readmitted will be required to participate in the Repeat Course Initiative (RCI) and meet with a tutor three times prior to the mid-semester (please see the [Advancement of High-Risk Students policy, p.21](#))
-

Student Policy Title: Auditing Nursing Courses

Original Approval Date: 2003

Revision Date(s): 12/2022

Purpose

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

Policy:

Students requesting to audit a nursing course for any reason 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 consideration of transfer students.

Policy

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

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1. Submit an application for admission to the College.
2. Meet the minimum requirements for admission to the specified nursing program.
3. Submit a letter of request to the Nursing Department Chair explaining the reason for the transfer.
4. 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.
5. Have earned a passing grade as defined by 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.
6. Submit proof of course content equivalent to nursing courses at HGTC.
7. 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).
8. 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 ADN Program to PN Program

Original Approval Date: 2009

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

Purpose

To identify transferring options from ADN to PN programs.

Policy

1. Only students currently enrolled at Horry Georgetown Technical College are eligible for transfer between programs.
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

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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 into 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) All other NUR students seeking transfer into the PN program will be admitted into PNR 120 and other associated courses.
 - e) Students are required to complete or receive a credit for all PN courses to graduate.
 6. Prior to 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

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 attending less than 80% of theory in a nursing course will be withdrawn from the course.
 - a) Three class tardies and/or leaving class early will count as one class absence.
 - b) Three 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

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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; 100% attendance is mandatory.

- a) The opportunity to make up an absence is only available 1 (one) time per nursing course per semester.
- b) Failure to attend the arranged/completed 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" for the course.
- c) Clinical/lab tardiness is defined as arriving after the scheduled clinical start time. Clinical/lab tardiness will be documented on the clinical performance evaluation tool as a "needs improvement (NI)" under Professional Behavior. All subsequent tardiness will be documented as a "U" under Professional Behavior.
- d) Attendance at all scheduled conferences, if specified in each course's Instructional Packet, is required to pass the course.
- e) Attendance at Skills Validation Day is required to pass the course ([See Student Policy: Nursing Skills Validation policy p. 35](#)).

Student Policy Title: Americans with Disabilities Act

Original Approval Date: 2003

Revision Date(s): 8/2016

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. The student is responsible for providing appropriate documentation to the HGTC disability services provider and the Course Coordinator at the beginning of each course. In conjunction with the HGTC Disability Services' recommendations, reasonable accommodations will be made.

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

Purpose

To provide guidance to any student enrolled in a nursing course that is in danger of academic

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failure. High-risk students include those whose:

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

Policy

1. 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.
 - **PAC (Post Academic Alert Check-up)** - a one-time visit to the tutoring center. A faculty-generated automated alert for the student who failed a test or scored below the expected level on a test. The student will be required to meet with the faculty member and see the tutor. The PAC alerts the students and helps them stay on a path of academic success.
2. The readmitted nursing students are required to meet with a tutor three times prior to the end of the current academic term:
 - **RCI – Repeat Course Initiative** sessions are meant to help the students to better prepare for testing. During the sessions, the student learns more about the test-taking strategies and works on study and writing skills.
3. 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

Purpose

To provide information and guidelines which will 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.
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 prior to the non-punitive withdrawal date of the course (See [Academic Calendar](#)).

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- 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 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 prior to withdrawing from a nursing course. This meeting(s) must be completed prior to the non-punitive withdrawal date in which 2/3 completion 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, page 57, "Withdrawal"*).
4. Students who withdraw from a nursing course after the add/drop period must withdraw from their myHGTC account up to the non-punitive withdrawal date mark of the semester; after that time, 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 the theory course requirements or a grade of "D" for failing the clinical requirements.
8. Any student that is withdrawn for any reason will not be allowed to attend lectures or clinical rotations for the remainder of the course.

Student Policy Title: Changes to Clinical and Lecture Registration

Original Approval Date: 2023

Purpose

To ensure consistency in lecture and clinical assignments.

Policy:

Faculty reserves the right to revise a student's lecture or clinical registration if needed, based upon faculty and faculty availability. Students will be notified of changes at the earliest opportunity.

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Student Policy Title: Nursing Student Governance

Original Approval Date: 12/2022, 5/2023

Purpose

To provide the students with the general guidelines of the student governance and administrative chain of command to express academic concerns and issues related to the nursing program.

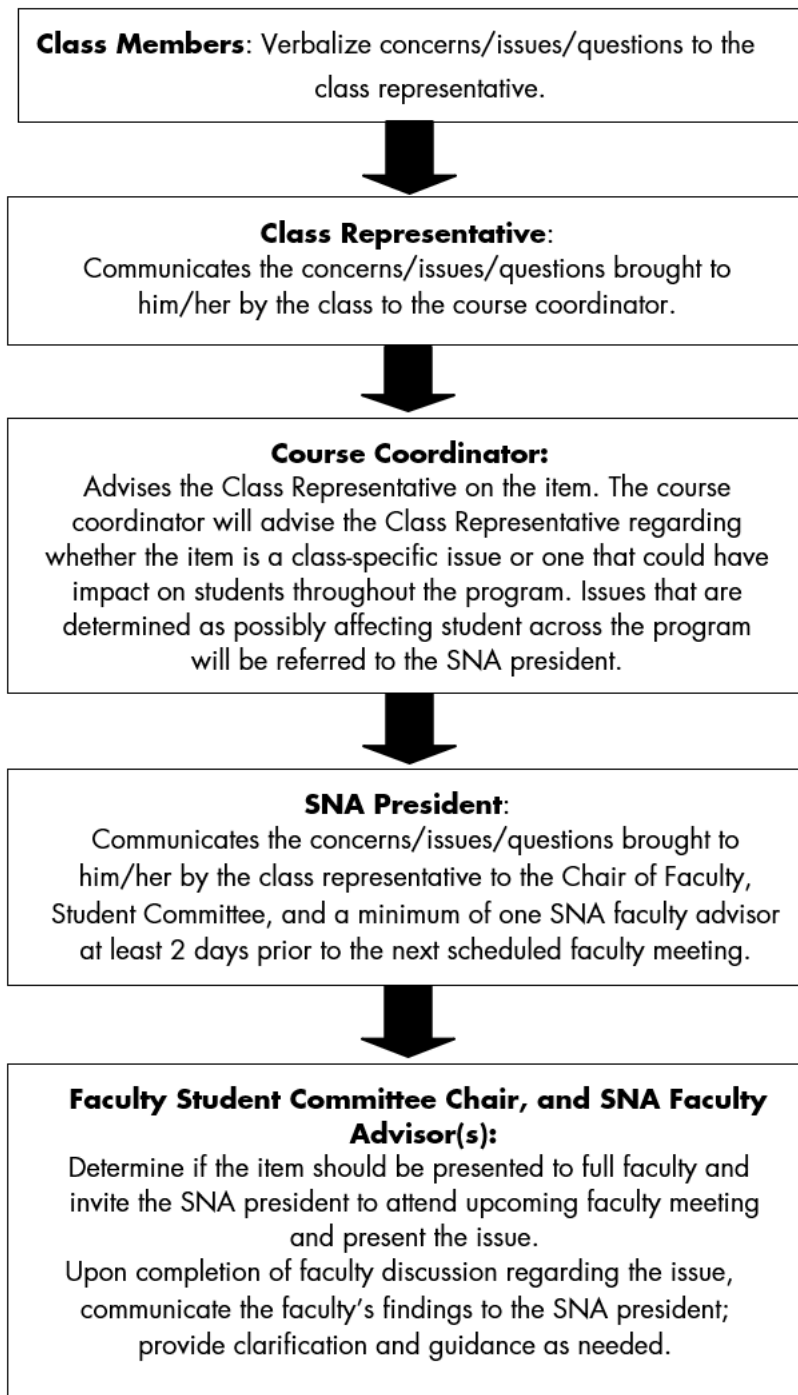
Policy

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. A re-election will occur each semester (Students may re-elect the same class representative, or they may 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 is required to become an HGTC Student Nurse Association (SNA) member (see HGTC SNA bylaws).
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 own 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 administrative chain of command for the nursing program, as defined by 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 (2 or more classes) to the SNA president as the designated spokesperson for that program.

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Student Government Chain of Communication Guidelines chart:



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Student Policy Title: Dismissal

Original Approval Date: 2003

Revision Date(s): 8/2016

Purpose

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

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.

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: Unit Test Review

Original Approval Date: 2003

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

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 unit test review.
 2. Test review must be scheduled with the course coordinator or designee and completed prior to the next unit test.
 3. Test questions may not be copied.
-

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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 student personal and academic information and will not provide such information to other students, family members, etc.
 7. 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 at the time scheduled by the instructor.
2. A maximum of one (1) scheduled unit test/exam may be missed at the discretion of the instructor, see#6. Any subsequently missed exams/tests will receive a grade of 0.
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 apply:
 - 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 prior to testing.
 - g) Other situations that have been evaluated by the instructor (s) prior to the

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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 they are covered above.
5. If you know in advance that you must be absent for one of the preceding reasons, then you must notify the course coordinator at least 1 week prior to testing or at least two weeks prior to 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 (5) points will be substituted for the missed unit test/exam grade when computing your class grade average. Any subsequently missed unit test/exam, regardless of the reason, will receive a grade of 0.
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, then 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, then 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) % 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 prior to the scheduled time.
 - a) students with testing accommodations may be allowed to begin testing prior to the scheduled time based on the Testing Center's availability and at 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 requirements for taking the NCLEX-RN/NCLEX-PN examination for licensure as a registered nurse/practical nurse.

Policy

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

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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

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 an optional scrub jacket in Galaxy Blue color with the HGTC embroidery.

The scrub top and the 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—no visible cleavage, chest hair, stomach skin, or back showing. The uniform (top, pants, and the optional scrub jacket) is available at 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 health care agency which 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/necklace may be worn. Visible body piercing must be removed or covered prior to patient care, including tongue stud/ring, clear nasal stud, gauges, and ear or brow jewelry.
5. Tattoos: Visible tattoos should be covered during the clinical experience. Tattoos, which may be considered distasteful or offensive, must be covered.

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6. Hair: Hair must be short or worn off the shoulders. It is to be neat, clean and maintained so as not to contaminate the patient or the 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: Nail length must be kept at or below the pad of the finger so as not to injure the patient or peers. Nails are to be clean, with no 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 light or no scent.
 - a) eyelash extensions and applications are not to be worn in the clinical/lab setting.
 9. Chewing Gum or Tobacco: These products are not allowed during clinical experiences. The uniform may not smell like smoke upon arrival to the clinical area. Smoke odors embedded in clothing may be offensive as smoking.
 10. In 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 as per the institution's policy for clinical rotations.
 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.
-

Student Policy Title: Clinical Safety Guidelines

Original Approval Date: 2003

Revision Date(s): 2013, 8/2016, 8/2019, 12/2022, 5/2023

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 hazards such as chemicals (anesthetic gases, pharmaceutical agents) and radiation (x-ray, nuclear medicine).
2. Students undergoing any treatment/procedure requiring a recuperation period must submit a written statement from their physician stating the date they may safely resume classroom and/or clinical/lab activities with no restrictions. This statement must be submitted to Clinical Admissions Coordinator to be placed in Health Science Division Health Record.
 - a) students with restrictions are not allowed to attend a class, clinical, or lab.
3. The student with an immune deficiency is cautioned that nursing requires caring for

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individuals with infectious processes.

4. Students must remain current with all clinical requirements as defined by the nursing progression policy and submitted 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 prior to the beginning of clinical experiences.
 7. Any changes in health status require a physician statement regarding student capabilities and an updated Health Science Division Health Record.
-

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 be manifested 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 for the development of signs and symptoms which they believe may be related to the incident.
2. Any incident in which immediate signs and symptoms evidence personal injury requires 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 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 prior to any student clinical experiences to ensure that students who are injured will receive appropriate care in a timely manner.

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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 is to 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

To provide guidelines for prompt and appropriate follow-up of all blood/body fluid exposure.

Policy

1. Faculty will implement the policy and procedure of the assigned clinical agency when a student is exposed to blood/body fluids. All exposures of students to blood/body fluids are to 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 be filed for HGTC, and appropriate 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 at the time of the incident.
 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.
-

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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

There are currently no facilities on campus to provide care for children.

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 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 must be made aware prior to attending the meeting. Failure to notify the course coordinator at least three (3) weeks prior to the event will result in an absence in either or both lecture and clinical.

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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

Prior to an endorsement being 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) and provide proof of attendance to the Nursing Department Chair (as needed) and complete all required assignments in preparation for 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 and as it applies to students at clinical agencies.

Policy

1. No person may have in their possession, carry and/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.
 2. Any student who violates the provisions of this policy will be dismissed from the Nursing program.
 3. Weapons are considered any device that results in bodily harm, which includes but is not limited to firearms, knives, and mace.
-

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Student Policy Title: Nursing Skills Validation

Original Approval Date: 1/2013

Revision Date(s): 8/2015; 8/2016, 12/2022, 5/2023

Purpose

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

Policy

Beginning the second semester and continuing throughout the duration of enrollment in the nursing program, skills competency testing will be conducted each semester related to skills addressed in the current and previous semesters. Skills validation is considered clinical, and every student is required to attend (See Attendance Policy). Specific information about the skills testing will be made available to nursing students prior to the skills validation day(s).

Students will be evaluated in the following manner.

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 a "NI" under Clinical Decision Making 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.

Second Attempt:

- If successful, the skills validation is complete.
- If unsuccessful, the student will receive a "U" under PM 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 of "I" if the skills competency has not been successfully demonstrated by the end of the course, and students will not be allowed to progress (refer to Progression Policy).

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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 that is damaging to a person's reputation; written defamation.
 - c) **Slander** refers to the utterance of false charges or misrepresentations which 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 to include social media networking.
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. Should any problem arise during the classroom or clinical setting, use the Chain-of-Command to resolve the issue.
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

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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](#)