



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 a variety of contemporary health care environments and thereby contribute to meeting health care needs and supporting 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 patient, client, or resident depending on the health care 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 provider of care, the nurse becomes an integral part of the environment and intervenes to maintain or modify that environment in order to support optimal health and wellness. 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 which 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

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behaviors, and evidenced-based decisions. Contemporary nursing practice requires commitment to safety, competence in clinical judgments, professional behaviors, collaboration with other health care professionals, utilization of current technologies, and a commitment to life-long learning. 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 professional within a variety of health care settings. The licensed practical nurse uses problem solving skills to collect and organize data, to identify problems, and to contribute to care of the patient 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 sequence of learning for the purpose of empowering and enabling 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 health care agencies under the supervision of a registered nurse or other qualified health professionals.

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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 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 health-care agencies. Additionally, associate degree nursing education supports the development of skills related to managing care by addressing the concepts of prioritization and delegation.

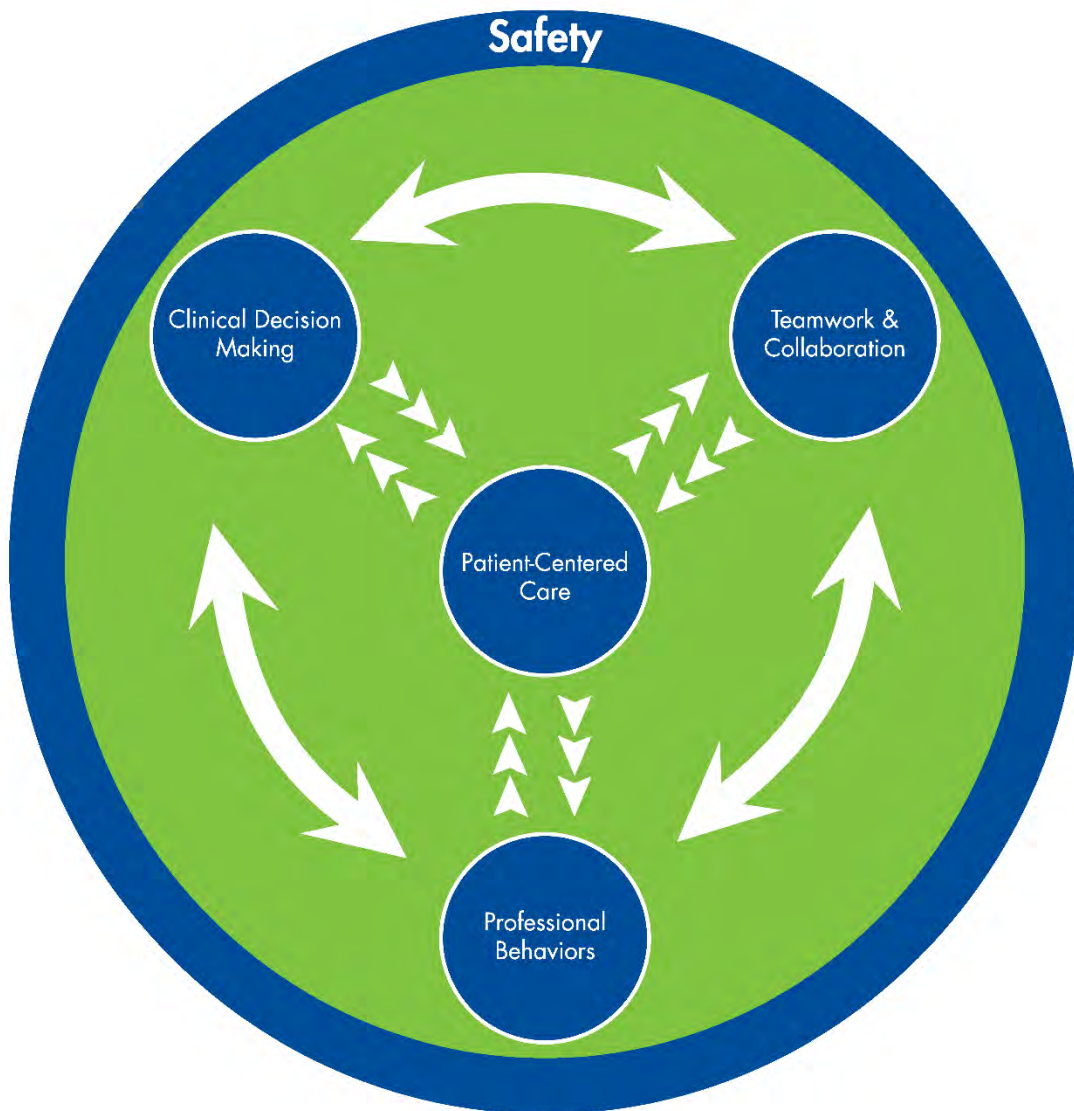
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III. Conceptual Model of Organizing Framework

**HORRY-GEORGETOWN TECHNICAL COLLEGE
Department of Nursing**

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 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, 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 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 available.
Testing Center	Testing for students requesting special accommodations provided in conjunction with Disabilities Coordinator. Center also available for test make-up. Paper and computer testing available.	Testing Center services available all three campuses. Day and evening hours available.
Advising and Counseling Services	Academic, career, and limited personal counseling services. Includes services for students with disabilities. An Academic Alert system, established for students who are having academic difficulty.	Advising, counseling, and disability support services 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, use of myHGTC, D2L, and other computer programs. Technology orientation classes.	Assistance available online, in person, and by phone, and available at all three campuses. Classes held throughout each semester on each campus.
New HGTC Student Orientation	General HGTC orientation for all new students. Includes 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	Required for all Health Sciences students. Information provided that addresses basic skills and concepts needed for students to safely participate in onsite clinical activities. (Infection control, HIPAA, etc.).	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, 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 are utilizing the online services including current students and alumni.
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/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries

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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 Student 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 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 health care 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 standards of the profession.
5. Manage patient centered care that values the individual rights and needs while respecting diversity.

Practical Nursing Program

1. Contribute to the establishment and maintenance of a safe environment within health care 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 health care 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 a respect for diversity.

Student Success

The HGTC Department of Nursing is committed to student success. HGTC is fully accredited with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and with the Accreditation Commission for Education in Nursing (ACEN). Both of these 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

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help students and advisors monitor student progress toward degree or diploma. To support each student, a number of 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.

VII. Student Policies

Student Policy Title: Statement on Policies

Original Approval Date: 2003

Revision Date(s): 6/2011, 8/2016

Purpose

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

1. All policies are subject to revision. Any revised policies will be effective on the date of revision and will be distributed to students in a timely manner 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

Purpose:

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

Policy:

Clinical

1. The clinical component of any nursing course is evaluated by the faculty 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.
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4. Students may write comments in regards to their clinical experience, or evaluation on the evaluation form.

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.
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.
4. Scores on individual weighted components are not rounded but calculated to the 100th place. Calculation of the final score is NOT rounded. As an example, a final calculation of 76.99 will NOT be rounded to a 77.
5. Students with a satisfactory clinical performance evaluation will receive their achieved theory grade for the course.
6. Students with an unsatisfactory clinical performance evaluation will receive a grade of "D" for the course and are not eligible for progression to the next clinical nursing course.

Student Policy Title: Kaplan Nursing Testing

Original Approval Date: 2010

Revision Date(s): 08/2011, 2/2012, 8/2016, 8/2019

Purpose

To provide guidelines for Kaplan Integrated Testing

1. All Students enrolled in the nursing program must successfully complete Kaplan Nursing testing in order to progress to the next course or graduate.
2. All students will have 3 attempts to successfully meet the Kaplan Nursing benchmark(s) designated in the instructor's course information sheet.
3. Prior to third attempt, the students must attend remediation session(s) with faculty. If after the third attempt, students have not achieved the designated Kaplan Nursing benchmark score(s) for the semester, they will receive an Incomplete (I) for the course

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until remediation has been demonstrated and the designated score has been met.

4. Any student who receives 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.
5. The specific Kaplan test(s) must be completed by each applicant to be eligible for readmission. Refer to Nursing Student Handbook Readmission policy.

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

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 a nursing course more than twice.
2. Students may withdraw from a nursing course one time per nursing course during their course study within the Nursing Program. A withdrawal from a course will count as one of the two attempts allowed for the nursing course.
 - a. Withdrawal must be completed prior to the time in which 2/3 of the semester or course has been completed.
 - b. Withdrawal completed after the 2/3 completion date of the semester or course with a grade of less than 77 will receive a course letter grade of (WF) and will count as course failure completion of the nursing course.
 - c. Students receiving financial aid should meet with a representative from financial aid prior to 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 and/or their academic advisor prior to withdrawing from a nursing course. This meeting(s) must be completed prior to time 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.

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4. Students who withdraw from a nursing course must follow the readmission policy for the Nursing Program (See Student Policy: Readmission for time limits on nursing courses).
5. A nursing course failure is defined as a grade of less than 77 after the 2/3 completion point of a semester or the course or a clinical failure.
6. A second course failure will result in dismissal from the nursing program(s) for 24 months. After 24 months (2 years), the student may apply for entry into the Nursing Program. The application process is facilitated through the College's Admissions department.
7. Students who are unsuccessful in the PN, ADN or the Advanced Placement program must wait 24 months (2 years) before reapplying for acceptance into the PN program, generic ADN program (NUR 101 entry) or the Advanced Placement program (NUR 201 entry).
 - a. Students who are 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 program at the NUR 101 level. All courses in the ADN curriculum will be required.
 - b. Students who have an LPN license or Paramedic Certificate will have the option to 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.
8. A course specific nursing math test must be completed in each nursing course by the published date on the Instructor's Course Information Sheet. If by the third attempt the student has not achieved the required score, the student will be withdrawn from the course. The withdrawal will count as the one allowed withdrawal for 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 class and are accepted will become a cohort member of that class and will be required to follow that class' progression.

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11. Students must successfully complete the Kaplan Nursing Testing at the end of each course in order to progress or graduate.
12. All nursing students, including transfer students, who are out of a nursing program more than 6 months will be required to validate nursing knowledge through successful completion of a validation exam. The validation exam will be administered one time only.
13. A student whose GPA drops below 2.0 is placed on academic probation and may not progress in the nursing program.
14. Any changes in health status requires an updated Health Sciences Division- Student Health Record.
15. If any information required for the Student Health Record is not completed by the first week of each semester, clinical placement is not allowed and the student will be withdrawn from the course. A withdrawal from a course due to an incomplete Student Health Record will count as the one allowed withdrawal for that nursing course.
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 on a selected set of nursing skills in order to progress in the nursing program. (See Student Policy: Nursing Skills Competency Testing).

Student Policy Title: Readmission

Original Approval Date: 2003

Revision Date(s): 2010, 2011, 2014, 2015, 8/2016, 8/2019

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 two-thirds point 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)

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- was unsuccessful in clinical and subsequently earned a “D” as the overall course grade.
- remained enrolled in the same nursing course past drop/add 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 on the basis of 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 prior to the beginning of the semester requested for readmission.
 - b) Have a GPA of 2.0 or higher on required nursing courses taken.
 - c) Nursing courses older than one calendar year for candidates at the time of readmission are not accepted.
2. Each candidate for readmission must:
 - a. Complete assigned Kaplan Focused Reviews for each course successfully completed.
 - Example: If a student is applying for readmission into NUR 220, that student must complete Kaplan Focused Reviews for NUR 101, NUR 120, NUR 150, NUR 161, and NUR 162.
 - b. The specific Kaplan Focused Review tests must be completed by each candidate for readmission.
 - c. It is the readmission candidate’s responsibility to contact the course coordinator in order to obtain the listing of Kaplan Focused Review tests that are required for readmission into the course.
 - d. Candidates for readmission must score a minimum of an 80% on ALL assigned Kaplan Focused Review tests. Students may complete multiple attempts to achieve a score of 80% on ALL assigned Kaplan Focused Review tests. Past Focused Review test completion scores are not accepted.
 - e. Students must submit remediation cards (template to be provided by the course coordinator) on EVERY incorrect item for EACH assigned Kaplan Focused Review test. Remediation cards must be completed on the incorrect answers from the student’s FIRST attempt ONLY. Incomplete remediation cards will result in being immediately dropped from the class.
 - f. For students applying for readmission to the nursing program, completion of all assigned Kaplan Focused Review tests with a score of at least 80% and remediation

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cards as described above must be completed by noon on the Drop/Add day, as described in the college's academic calendar for the applicable semester. Failure to meet these requirements will result in being immediately dropped from the class.

3. Students who have requested readmission will be selected prior to the beginning of the semester by committee.
4. Students who had a withdrawal or failure in NUR 101, NUR 201, or PNR 110 must apply for admission into the nursing program. This process is conducted through the college's Admissions Department.
5. Students who have failed 2 nursing courses in PN, ADN or the Advanced Placement program must wait 2 years before applying for admission into the PN program, generic ADN program (NUR 101 entry) or the Advanced Placement program (NUR 201 entry).
 - a) Students who are 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 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 who have an LPN license will have the option to 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.
6. Students who are readmitted 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 complete and participate in the Personalized Academic Coaching (PAC) Program Agreement.

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Student Policy Title: Auditing Nursing Courses

Original Approval Date: 2003

Revision Date(s):

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. Auditing a nursing course is not readmission and does not assure that the student will be allowed to progress in the nursing sequence. 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. This attendance is required in order for the audited class to be considered as remediation.

Student Policy Title: Transfer

Original Approval Date: 2003

Revision Date(s): 2010, 8/2016, 10/2017

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:

1. Submit an application for admissions 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.

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5. Have earned a "C" or better in all nursing courses 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 receiving a grade below "C" in any course. 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 final semester in the Practical Nursing program as well as complete 25% of all degree credits from Horry Georgetown Technical College (17 credit hours in the Associate Degree and 12 credit hours in the 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, item 11).

Student Policy Title: Transferring from ADN Program to PN Program

Original Approval Date: 2009

Revision Date(s): 2011, 2014, 8/2016, 10/2017

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. Students with more than 2 failing grades in the ADN program are not eligible for transfer into the PN program.
3. Only one attempt at any practical nursing course is allowed. An unsuccessful attempt in any practical nursing course will result in the dismissal of the student from the College's Admissions department.
4. The student must earn a minimal grade of "C" in all general education and support courses.
5. Students must complete the HGTC Nursing Readmission form as soon as possible after the second ADN course failure.
6. 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:

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- 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 in order 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
7. Prior to transfer 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

Purpose

To provide guidelines and requirements regarding attendance for successful completion of the nursing curriculum.

Policy

Successful completion of any nursing course requires the student to:

1. Attend at least 80% of each nursing theory class, each semester. Students attending less than 80% of theory in a nursing course will be withdrawn from the course.
 - a) Three class tardies 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 maximum of 1 (one) of the total clinical/lab assigned days may be missed. The one allowed absence must be the 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

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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 tardiness is defined as arriving after the scheduled clinical start time.
- d) Clinical 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.
- e) Attendance at all scheduled conferences, as specified in each course’s Instructional Packet, is required to pass the course.
- f) Attendance at Skills Competency Testing day is required to pass the course (See Student Policy: Nursing Skills Competency Testing).

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. It is the responsibility of the student to provide 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

Purpose

To provide guidance to any student enrolled in a nursing course that is in danger of academic failure, NCLEX-RN/NCLEX-PN failure, or withdrawing from the nursing program. High risk students include those whose:

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- a) Midterm grade is 79% or less in any nursing course.
- b) Clinical progress is considered unsatisfactory

Policy

1. Any student with an average of 79% 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.
2. The Student is encouraged to develop an academic success plan and submit this to the course instructor. Academic success plans that are submitted will be maintained in the student's file.
3. The Clinical Instructor will counsel students each week who are not making satisfactory progress in their clinical rotation.

Student Policy Title: Student Withdrawal

Original Approval Date: 2003

Revision Date(s): 2011, 2013, 8/2016, 10/2017, 8/2019

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 time in which 2/3 of the semester or course has been completed (See Academic Calendar).
 - b. Withdrawal completed after the 2/3 completion date of the semester or 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 representative from financial aid prior to 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 and/or their academic advisor prior to withdrawing from a nursing course.

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This meeting(s) must be completed prior to the time 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.
4. Students who withdraw from a nursing course after the "DROP/ADD" period must withdraw from their myHGTC account up to the 2/3 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 2/3 semester (or course) point, will receive a grade of "W" for the course.
6. Students who elect to withdraw from a nursing course after the 2/3 semester (or course) point 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 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: 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.

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Student Policy Title: Grievance

Original Approval Date: 2003

Revision Date(s):

Purpose

To provide information regarding students' rights to due process.

Policy

Students are instructed to follow the grievance procedure stated in the College Catalog.

Student Policy Title: Test Review

Original Approval Date: 2003

Revision Date(s): 8/2016

Purpose

To provide guidelines for test review

Policy

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

1. Course instructors will provide student's the opportunity for test review.
2. Test questions may not be copied.
3. All test booklets and answer sheets must be returned to the instructor prior to any student leaving the room.
4. 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 test review appointment with instructor.
5. The faculty will maintain confidentiality regarding all student personal and academic information and will not provide such information to other students, family members, etc.
6. Final exams are not reviewed.

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Student Policy Title: Makeup Examinations

Original Approval Date: 2003

Revision Date(s): 2011, 8/2016, 10/2017, 8/2019

Purpose

To provide information concerning missed exams.

Policy

1. All unit tests, final exams, Kaplan Nursing test(s), should be taken during the semester at the time scheduled by the instructor.
2. A maximum of one (1) scheduled unit test may be made up at the discretion of the course instructor, see#6. Any subsequently missed exams will receive a grade of 0.
3. No make-up of unit tests and/or final exams will be given unless one of the following exceptions apply:
 - a) Personal (student) illness OR illness or death in the immediate family consisting of 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 letter from an attorney or judge.
 - d) Jury duty.
 - e) Required military service.
 - f) A religious observance for which the instructor has received written notice at least two weeks prior.
 - g) Other situations that have been evaluated by the instructor (s) prior to the absence.
4. Grading accommodations will not be given for medical, dental or legal appointments, lack of transportation or child care, 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 instructor or course coordinator at least 1 week in advance or at least two weeks in advance if due to a religious observance.
6. If you are absent from class on the scheduled date of a lecture unit test 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 grade when computing your class grade average. Any subsequently missed unit test regardless of the reason will receive a grade of 0.
7. If you are absent from class on the scheduled date of a final exam but have notified

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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 which may include an essay format. In addition, five(5) points will be deducted from your final exam grade.

8. If you fail to present advanced notice of absence and/or acceptable documentation, then you will receive a grade of zero (0) for the missed unit test and/or final exam.
9. If you are tardy for scheduled unit test 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 Exam grade.
11. No Exams will be administered prior to the scheduled time.
12. The format for makeup unit exams will be at the instructor's discretion. Essay format may be used.

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

Any student convicted of any crime other than a minor traffic violation may not be authorized to take the NCLEX-RN/NCLEX-PN examination even if he or she completes 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.

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Student Policy Title: Clinical Dress Guidelines

Original Approval Date: 2003

Revision Date(s): 2009, 2011, 2012, 2013, 8/2016, 8/2019

Purpose

1. To provide information concerning the dress and appearance of students in clinical settings.
2. To assure that 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 white pants (no cuffs or elastic legs), the approved Landau style white or teal scrub top with HGTC embroidery (available at Campus Bookstore), and a white warm up lab jacket with HGTC embroidery (available at Campus Bookstore). A solid white 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.
2. **Shoes:** White non-canvas, skid resistant or non-slip labeled shoes with enclosed toe and heel. The shoes should be polished as needed. White, non-patterned socks or white knee high hosiery is 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 wrist watch 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 including tongue stud/ring, clear nasal stud, gauges or brow jewelry is to be removed prior to patient care and not worn while in uniform.
5. **Tattoos:** A visible tattoo must be covered during a clinical experience.
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 be consistent with the expected appearance of a healthcare professional. 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.

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9. Chewing Gum or Tobacco: Neither of these products is allowed during clinical experiences. The uniform may not smell of 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 gown. In this event, the uniform should be worn to and from the clinical setting. In clinical rotations/experiences that require professional attire, the dress code is per the policy of the institution assigned for clinical rotations.
11. Open Lab Practice: Students are required to wear name badge and HGTC nursing uniform or nursing white 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

Purpose

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

Policy

1. There are hazards such as chemical (anesthetic gases, pharmaceutical agents), and radiation (x-ray, nuclear medicine) in the health care facilities.
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 both classroom and clinical activities with no restrictions. This statement must be submitted to Clinical Admissions Specialist to be placed in Health Science Division Health Record.
3. The student with immune deficiency is cautioned that nursing requires caring for individuals who have infectious processes.
4. The following must remain current while enrolled in the program:
 - a) CPR certification (Red Cross or American Heart Association courses, Health Care Providers)
 - b) Health Science Division Health Record, including any changes in medical condition
 - c) TB skin test annually
 - d) Liability insurance (included in tuition fees)
 - e) Flu vaccinations annually

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f) General Hospital Orientation (GHO)

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

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 development of signs and symptoms which they believe may be related to the incident.
2. Any incident in which personal injury is evidenced by immediate signs and symptoms requires immediate evaluation and treatment according to the policy of the specific institution. An incident report will be filed and a copy provided to the injured person.
3. When 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 assure 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 afterhours 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

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 individual as designated by the specific institution in 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).
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 assure 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 not allowed 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.
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Student Policy Title: Student Travel

Original Approval Date: 2003

Revision Date(s):

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

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. Course coordinator must be made aware prior to attending the meeting. Failure to notify the course coordinator in advance 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 Course

Original Approval Date: 2003

Revision Date(s): 8/2016

Purpose

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

Policy

1. 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 and provide proof of attendance to the Nursing Department Chair.
2. Cost of the NCLEX review course will be assumed by the student/graduate. (Included in tuition fees for each nursing course as part of Kaplan Integrated Testing). Students that choose to participate in a different review course must assume the costs associated with that review. Refunds are not granted for the review course provided by the college.

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 area 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.

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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 Competency Testing

Original Approval Date: 1/2013

Revision Date(s): 8/2015; 8/2016

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. Skill competency testing is considered a clinical day 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 competency testing day(s).

Students will be evaluated in the following manner.

First Attempt:

- If successful, the student will receive a grade of "S" under Clinical Decision Making on the Clinical Evaluation Performance Tool for that day and the Skills validation is complete.
- If not successful, 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 on an assigned day for another attempt to be successful.

Second Attempt:

- If successful, the skills validation is complete. The clinical "NI" remains.
- If not successful, the student will receive a "U" under Clinical Decision Making on the Clinical Evaluation Performance Tool for that day. The student will be required to complete remediation and return on an assigned day for another attempt to be successful.

Third Attempt:

- If successful, the skills validation is complete. The "U" remains under Clinical Decision Making on the Clinical Evaluation Performance Tool.
- If not successful, the student must complete an individual plan for

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remediation in collaboration with course coordinator. Course grade will reflect a letter grade of "I" if the skills competency has not been successfully demonstrated by the end of the course.

Student Policy Title: Social Media

Original Approval Date: 4/2015

Revision Date(s): 8/2016, 8/2019

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 posting board.
 - b) **Libel** is a published false statement that is damaging to a person's reputation; a 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:

1. Nursing students must not transmit or place online individually identifiable patient, student, faculty, adjunct faculty, staff, clinical agency, or personal information.
 - 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, insinuations about health care team or agency, even if the individuals or organizations are not identified.

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4. Should any problem arise during the classroom or clinical setting, use the Chain-of-Command to resolve the issue.
5. Student nurses have a responsibility to promptly report 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 is 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:

[National Student Nurses' Association](#)

[Sigma Theta Tau International Honor Society of Nursing](#)