STUDENT HANDBOOK FALL 2026

(Revised 8/2026)

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Section 1: College and Program Introduction

Introduction

The Mt. San Antonio College (Mt. SAC) Associate Degree Nursing Program, approved by the California State Board of Registered Nursing (BRN), is a two-year program designed to prepare individuals at the Associate Degree level for entry into the practice of Registered Nursing. Mt. SAC graduates have an excellent success rate of passing the NCLEX-RN licensing examination and are actively recruited by many health care agencies.

The program has a proud history of nursing education. In 1958, the Associate Degree Nursing Program admitted its first class of generic students, and 15 students graduated in 1960. Since the mid-seventies, Licensed Vocational Nurses (LVNs) have been accepted with advanced placement into the Associate Degree Program utilizing the career mobility option, thus enabling them to obtain the education leading to licensure as Registered Nurses. In the Fall of 1993, the career mobility option was expanded to include advanced placement for Licensed Psychiatric Technicians (LPTs), enabling them to obtain the education leading to licensure as Registered Nurses. In compliance with Senate Bill 466, individuals who have held Military Health Care Occupations may be eligible to receive credit for first-semester courses (see Military Challenge Policy).

Organizational Structure

Instruction at Mt. SAC is organized under a divisional structure with departments within each division. The Nursing Department is one of many health career departments within the Technology and Health Division. This structure promotes the sharing of many valuable technological and health-related resources. In addition, the Nursing Department functions as a self-directed team with strong faculty involvement in all management aspects of the Nursing Program (see organizational chart). Division and Department information may be obtained via Mt. SAC's website at www.mtsac.edu.

Non-Discrimination Policy Statement

The College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status, or because the individual is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The College President/CEO shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard by

the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

Department of Nursing Mission Statement

The mission of the Department of Nursing is consistent with the mission and objectives of Mt. San Antonio College, which is to support all students in achieving their educational goals in an environment of academic excellence. The Department of Nursing is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The faculties of the Department of Nursing, as well as the College, prepare students for lifelong learning by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The Department of Nursing is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

The educational process used in the nursing curriculum prepares students to be responsible for achieving mastery-level pedagogical methods that address a variety of learning styles. Faculty believe that, given appropriate time, instruction, feedback, and practice, mastery will be achieved.

Graduates of the Mt. San Antonio College Associate Degree Nursing Program possess the clinical knowledge, skills, and attitudes to function as Registered Nurses as well as to improve the quality and safety of the healthcare systems within which they work.

Department of Nursing Philosophy

The philosophy of the Nursing Program is consistent with the philosophy and objectives of Mt. San Antonio College, which is to meet the educational goals and aspirations of the communities it serves with special sensitivity to serving those who are underrepresented. The faculty of the Department of Nursing, as well as the College, actively supports equitable student learning and academic excellence. The program prepares individuals for professional generalist nursing roles and collaboration with other professionals in the delivery of healthcare.

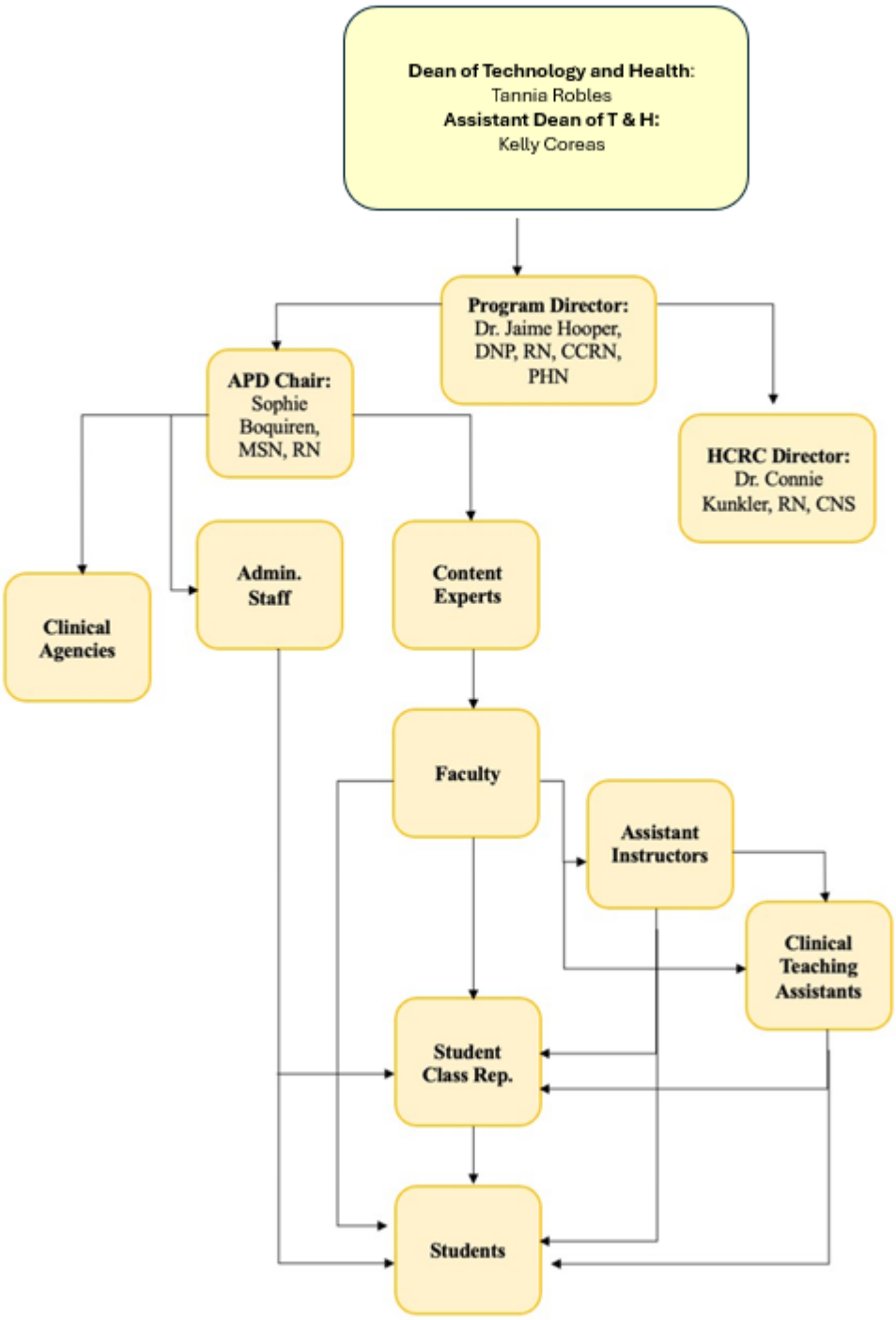
Our philosophy supports the nursing process in developing and guiding the curriculum content. Program outcomes are based on Nurse of the Future competencies, which are reflective of current healthcare trends and initiatives, and include professionalism, patient-centered care, quality improvement, safety, systems-based practice, evidence-based practice, leadership, communication, teamwork and collaboration, and informatics and technology. The program provides a curricular framework that guides the student in acquiring Knowledge, Attitude, Skills, and Clinical Reasoning. The nursing faculty acknowledges the diverse and dynamic roles of the nurse generalist. Nurses serve as patient advocates, providing direct and indirect care throughout the lifespan in a variety of healthcare settings for diverse individuals, families, and communities. The nurse generalist practices from a comprehensive, holistic caring framework

that focuses on the patient's mind, body, spirit, and emotions. Nurses recognize that determining the health status of the patient within the context of the patient's environment, differences, values, preferences, and expressed needs is essential in planning, implementing, and evaluating outcomes of care along the health-illness continuum.

The faculty believes that the practice of nursing is an art and science based on biological, physical, and nursing sciences. Current healthcare trends require that nurses ethically manage data, information, knowledge, and technology to communicate and support safe nursing practice effectively. Nurses promote the image of nursing by modeling the values, standards, and attitudes of the nursing profession. The nurse generalist is prepared for comprehensive patient care management and facilitates an appropriate plan of care for diverse patient populations. The faculty believes learning is a continuous lifelong process and a personal responsibility that promotes autonomy and encourages self-directed learning. The faculty recognizes the individuality of each nursing student, including differences in culture, ethnicity, learning styles, goals, and support systems. Student experiences build on these differences to enhance their academic and professional growth. The educational process facilitates the attainment of each student's potential, allowing nursing program graduates to achieve student and graduate learning outcomes effectively, obtain nursing licensure, and practice in the community as a safe provider and manager of professional nursing care.

Organizational Chart

Self-Directed Team



The college organizational chart can be accessed by going to the college website:

http://www.mtsac.edu/governance/orgcharts/

Program Objectives
Upon completion of the Associate in Science Degree in Nursing, the graduate will be able to:

- Engage in legal and ethical nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.
- Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.
- Utilize evidence-based practice in providing nursing care to patients across the lifespan.
- Demonstrate leadership behaviors that influence individuals and groups in the delivery of nursing care.
- Communicate effectively and collaboratively with the healthcare team, patient, family, and community in the delivery of nursing care.
- Utilize technologies for the management of information and the delivery of patient care.

End Of Program Student Learning Outcomes (EOPSLOS)
Critical Elements/Clinical Evaluation Tool are derived from The Nurse of the Future (NOF) and Quality and Safety Education for Nurses (QSEN) competencies

Program Concept	Competency	EoPSLOs	Student Learning Outcomes
PROFESSIONALISM	Demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles (NOFNCC, 2016).	Engage in legal and ethical nursing practice that is patient-centered and culturally appropriate for individuals, families, and communities.	**Level 1:** Recognize your own values, beliefs, and attitudes related to health and wellness, as well as how these may affect the patient care provided. Assess the patient's diversity, values, beliefs, and attitudes related to health as well as how these may affect the patient care provided.
PATIENTCENTERED CARE	Provide holistic care that recognizes an individual's preferences, values, and needs, and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe, and effective care (NOFNCC, 2016).		**Level 2:** Prioritize diverse patient values, beliefs, and attitudes in the plan of care for patients with acute and chronic conditions across the lifespan. Integrate diverse patient values, beliefs, and attitudes into the plan of care for patients with emergent conditions across the lifespan.

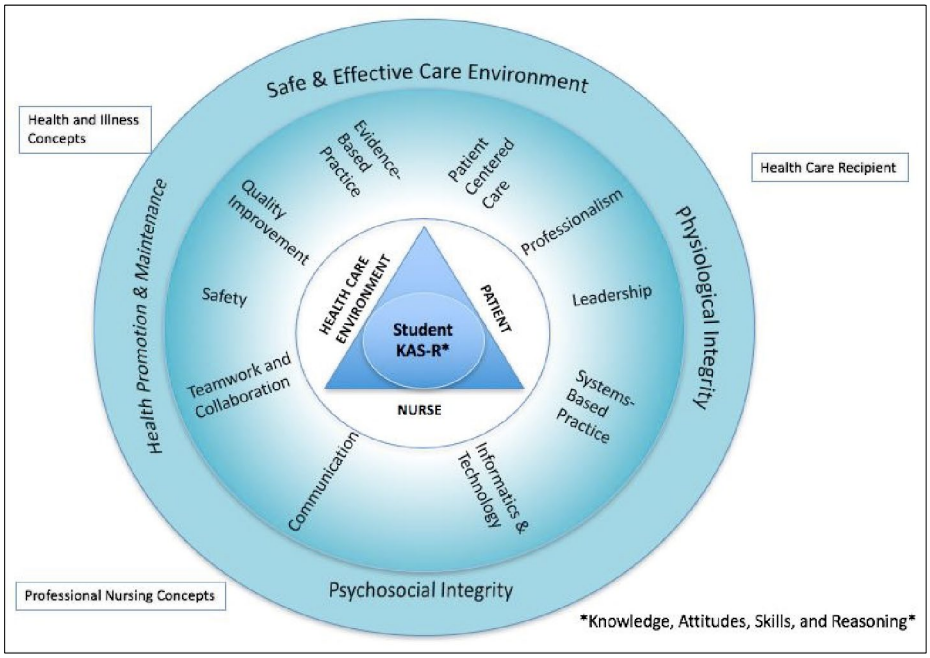
QUALITY IMPROVEMENT	Uses data to monitor the outcomes of care processes and uses improve methods to design and test changes to continuously improve the quality and safety of healthcare systems (QSEN, 2007; NOFNCC, 2016).	Integrate principles of quality improvement and safety into nursing practice within healthcare organizations and systems.	**Level 1:** Identify patient safety and risks within healthcare systems. Apply safety protocols within the healthcare system for common and chronic patients. **Level 2:** Interpret safety outcomes for system improvement in the care of acute and chronic patients. Analyze factors and system contributions that affect the quality and safety of nursing practices.
SAFETY	Minimize risk of harm to patients and provides through both system effectiveness and individual performance (QSEN, 2007; NOFNCC, 2016).		
SYSTEMS-BASED PRACTICE	Awareness of and responsiveness to the larger context of the healthcare system, and the ability to effectively call on work unit resources to provide care that is of optimal quality and value (NOFNCC, 2016).		

EVIDENCE-BASED PRACTICE	The ability to identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience, and values to make practice decisions (QSEN, 2007; NOFNCC, 2016).	Utilize evidence based practice in providing nursing care to patients across the lifespan.	**Level 1:** Introduce an evidence based approach to professional nursing practice across the lifespan. Implement evidence-based practices in common and chronic conditions across the lifespan. **Level 2:** Utilize an evidence-based practice in the care of common and chronic conditions across the lifespan. Utilize an evidence-based practice approach to the delivery and evaluation of nursing care for patients with acute and chronic conditions across the lifespan.

LEADERSHIP	The ability to influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals (NOFNCC, 2016).	Demonstrate leadership behaviors that influence individuals and groups in the delivery of nursing care.	**Level 1:** Identify the qualities of leadership in the application of nursing practice. Implement Leadership behaviors in the delivery of nursing care. **Level 2:** Utilize collaborative leadership in the delivery of nursing care. Evaluate the application of leadership in behaviors in the delivery of nursing care.

COMMUNICATION TEAMWORK AND COLLABORATION	Interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision-making, to enhance patient satisfaction and health outcomes (NOFNCC, 2016). Functioning effectively within nursing and interdisciplinary teams, fosters open communication, mutual respect, shared decision-making, team learning, and development (QSEN, 2007; NOFNCC, 2016).	Communicate effectively and collaboratively with the healthcare team, patient, family, and community in the delivery of nursing care.	**Level 1:** Develop communication skills with the healthcare team, patients, family, and the community in the delivery of nursing care. Apply communication skills with the healthcare team, patients, family, and the community with common chronic conditions. **Level 2:** Participate as a member of the healthcare team in the delivery of care to patients, families, and the community with acute and chronic conditions. Effectively collaborate with the healthcare team in the delivery of care to patients, families, and the community with emergent and acute conditions.
INFORMATICS AND TECHNOLOGY	Use advanced technology to analyze as well as synthesize information and collaborate to make critical decisions that optimize patient outcomes (National Academies of Sciences, Engineering, and Medicine, 2015; NOFNCC, 2016).	Utilize technologies for the management of information and the delivery of patient care.	**Level 1:** Access information using technology essential to the delivery of patient care. Utilize information technology in the delivery of nursing care for patients with common and chronic conditions. **Level 2:** Apply information technology to the delivery of nursing care for patients with acute and chronic conditions. Integrate the use of information technology for the delivery of nursing care for patients with acute and emergent conditions.

Curricular Framework



NOFNCC, 2016

The organizing curricular framework is learner-centered and guides the student in acquiring the Knowledge, Attitudes, Skills, and Clinical Reasoning (inner-most layer) that are essential in preparing the student for today's nursing practice.

This framework recognizes nursing principles that focus on the patient, the nurse, and healthcare (mid-concentric layer).

This framework acknowledges key global competencies (inner core circle) of Patient-Centered Care, Professionalism, Systems-Based Care, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice (NOFNCC, 2016).

This framework sets the stage for the nursing program's teaching-learning process. It draws from the National Council Licensure Examination (NCLEX) Client Needs Categories to guide how content is structured and delivered (outer-most layer).

The framework reflects contemporary associate degree nursing program design that embeds concepts that integrate educational innovation and technology in the nursing curriculum.

The framework encourages and integrates changes and trends in healthcare that are dynamic and ever-evolving.

Curricular Model

The curriculum model guides nursing students to attain an insightful understanding of major concepts of nursing. The curriculum emphasizes deep knowledge about the discipline's most central concepts which leads to the student's ability to develop habits of thought and pattern recognition. The curriculum is conceptually based and is established based on principles of adult and collaborative learning. This learner-centered conceptual framework enables students to develop a deeper understanding of prevalent health care conditions and situations across the lifespan. The curriculum model provides a learning environment that facilitates higher order thinking skills and clinical reasoning in undergraduate nursing students. Faculty design learning activities that promote student engagement, self-assessment, and self-directed learning. Developing clinical judgment results from understanding both professional and healthcare concepts.

Care Plan Leveling for Nursing Courses

Nursing Process Emphasis by Semester

Nursing Course / Semester	Care Plan Leveling – Nursing Process Emphasis
N100, N101/ First Semester	Assessment, Nursing Diagnosis
N113, N114, N115 / Second Semester	Analysis, Planning
N206, N207 / Third Semester	Implementation
N210, N211, N212 / Fourth Semester	Evaluation

Section 2: Program Tracks and Options

Curriculum Tracks / Options
The Mt. San Antonio College Nursing Department offers several tracks or options to reach the goal of qualifying to take the National Council Licensing Examination (NCLEX) for licensure as a Registered Nurse in California. Course descriptions are listed in the college catalog and the Mt. SAC Nursing Website http://www.mtsac.edu/nursing/.

The Associate Degree in Nursing Program (Generic Track) requires no previous licensure or nursing education and culminates in the awarding of an Associate in Science Degree in Nursing.

Curriculum for the Generic Associate Degree Nursing Program
Upon completion of prerequisite courses, Human Anatomy, Human Physiology, Microbiology, and Freshman Composition or equivalent course(s) for each, students are eligible for program admission.

English Language Skills: Although proficiency in English is not a criterion for admission into the Nursing Program, students must be able to speak, write, and read English to ensure patient safety and to complete classes successfully.

Pre-requisites Semesters			
ENGL C 1000 or C1000H (Honors) or AMLA 1A	Academic Reading and Writing or Academic Reading and Writing (Honors) or College Composition for Non-Native English Speakers	4 units	Communication
Anatomy 10A or 35	Human Anatomy	4 or 5 units	Basic Sciences
Anatomy 10B or 36	Human Physiology	4 or 5 Units	Basic Sciences
Microbiology 1 or 22	Introduction to Microbiology, Microbiology	4 or 5 units	Basic Sciences
First Semester			

NURS 100	The Nursing Process I	3.5 units	Concurrent nursing theory and clinical
NURS 101	The Nursing Process II	4.5 units	Concurrent nursing theory and clinical
NURS 102	Pharmacology	2.0 units	Nursing Theory
	Second Semester		
NURS 113	Medical-Surgical Nursing: Locomotion, Sensation, Integument, Oncology, Immunology	3.5 units	Concurrent nursing theory and clinical
NURS 114	Maternity Nursing	3.0 units	Concurrent nursing theory and clinical
NURS 115	Pediatric Nursing	3.0 units	Concurrent nursing theory and clinical
	Third Semester		
NURS 206	Medical-Surgical Nursing: Nutrition, Elimination, Surgical Asepsis	6.0 units	Concurrent nursing theory and clinical
NURS 207	Psychiatric Nursing	2.5 units	Concurrent nursing theory and clinical
	Fourth Semester		
NURS 210	Medical-Surgical Nursing: Circulation and Oxygenation	4.0 units	Concurrent nursing theory and clinical
NURS 211	Medical-Surgical Nursing: Integration, Regulation	3.0 units	Concurrent nursing theory and clinical
NURS 212	Preceptorship in Nursing	2.0 units	Nursing clinical

Requirements for the Major:

Child 10 or 10H (Honors) or Psyc 14 or Psyc 14H (Honors)	Child Growth and Development, or Child Growth and Development (Honors) Developmental Psych Developmental Psych (Honors)	3 units	Basic Sciences
PSYC C 1000 or equivalent	Introduction to Psychology	3 units	Basic Sciences
COMM C1000 or C1000H (Honors) or COMM 2 or COMM 8 or COMM 8H (Honors)	Introduction to Public Speaking or Introduction to Public Speaking (Honors) Or Survey of Communication Studies or Professional and Organizational Speaking or Professional and Organizational Speaking (Honors)	4 units	Communication

"General education courses in each area required for the AS Degree include History or Political Science (3 units), Arts (3 units), Humanities (3 units), Math (3 units), Physical Well Being (0.5 units).

The LVN to RN Degree Option provides advanced placement for the student with licensure as an LVN. An Associate in Science Degree in Nursing is awarded upon completion of this program option.

Curriculum for the LVN to RN Degree Program

Upon completion of prerequisite courses, Human Anatomy, Human Physiology, Microbiology, Freshman Composition, Child Growth and Development, General Psychology or equivalent of each and NURS 70: Role Transition, the licensed vocational nurse is eligible for advanced placement in the nursing program.

Pre-requisites Semesters

ENGL C 1000 or C1000H (Honors) or AMLA 1A	Academic Reading and Writing or Academic Reading and Writing (Honors) or College Composition for Non-Native English Speakers	3 units	Communication
Anatomy 10A or 35	Human Anatomy	4 or 5 units	Basic Sciences
Anatomy 10B or 36	Human Physiology	4 or 5 Units	Basic Sciences
Microbiology 1 or 22	Introduction to Microbiology, Microbiology	4 or 5 units	Basic Sciences
Child 10 or 10H (Honors) Or Psyc 14 or Psyc 14H (Honors)	Child Growth and Development, or Child Growth and Development (Honors) Developmental Psych Developmental Psych (Honors)	3 units	Basic Sciences
PSYC C 1000 or equivalent	Introduction to Psychology or equivalent	3 units	Basic Sciences
NURS 200	Role Transition	3 units	Role transition
First Semester			
NURS 114	Maternity Nursing	3.0 units	Concurrent nursing theory and clinical
NURS 115	Pediatric Nursing	3.0 units	Concurrent nursing theory and clinical
	Second Semester		
NURS 206	Medical-Surgical Nursing: Nutrition,	6.0 units	Concurrent nursing theory and clinical

	Elimination, Surgical Asepsis		
NURS 207	Psychiatric Nursing	2.5 units	Concurrent nursing theory and clinical
	Third Semester		
NURS 210	Medical-Surgical Nursing: Circulation and Oxygenation	4.0 units	Concurrent nursing theory and clinical
NURS 211	Medical-Surgical Nursing: Integration, Regulation	3.0 units	Concurrent nursing theory and clinical
NURS 212	Preceptorship in Nursing	2.0 units	Nursing clinical

Requirements for the Major:

Child 10 or 10H (Honors) or Psyc 14 or Psyc 14H (Honors)	Child Growth and Development, or Child Growth and Development (Honors) Developmental Psych Developmental Psych (Honors)	3 units	Basic Sciences
PSYC C 1000 or equivalent	Introduction to Psychology or equivalent	3 units	Basic Sciences
COMM C1000 or C1000H (Honors) or COMM 2 or COMM 8 or COMM 8H (Honors)	Introduction to Public Speaking or Introduction to Public Speaking (Honors) or Survey of Communication Studies or Professional and Organizational Speaking or Professional and Organizational Speaking (Honors)	4 units	Communication

And “General education courses in each area required for the AS Degree include History or Political Science (3 units), Arts (3 units), Humanities (3 units), Math (3 units), Physical Well Being (0.5 units).

The Psychiatric Technician to RN Degree Option provides advanced placement for the student with licensure as a Psychiatric Technician. An Associate in Science Degree in Nursing is awarded upon completion of the program.

Curriculum for the Psychiatric Technician to RN Program

Upon completion of prerequisite courses Human Anatomy, Human Physiology, Microbiology,

Freshman Composition, Growth and Development, General Psychology or equivalent of each

and NURS 200: Role Transition, the licensed psychiatric technician is eligible for advanced placement in the nursing program.

	Pre-requisites Semesters		
Anatomy 10A or 35	Human Anatomy	4 or 5 units	Basic Sciences
Anatomy 10B or 36	Human Physiology	4 or 5 Units	Basic Sciences
Microbiology 1 or 22	Introduction to Microbiology, Microbiology	4 or 5 units	Basic Sciences
Child 10 or 10H (Honors) Or Psyc 14 or Psyc 14H (Honors)	Child Growth and Development, or Child Growth and Development (Honors) Developmental Psych Developmental Psych (Honors)	3 units	Basic Sciences
PSYC C 1000 or equivalent	Introduction to Psychology or or equivalent	3 units	Basic Sciences
NURS 200	Role Transition	3 units	Role transition

ENGL C 1000 or C1000H (Honors) or AMLA 1A	Academic Reading and Writing or Academic Reading and Writing (Honors) or College Composition for Non-Native English Speakers	3 units	Communication

Requirements for the Major:

Child 10 or 10H (Honors) or Psyc 14 or Psyc 14H (Honors)	Child Growth and Development, or Child Growth and Development (Honors) Developmental Psych Developmental Psych (Honors)	3 units	Basic Sciences
PSYC C 1000 or equivalent	Introduction to Psychology or equivalent	3 units	Basic Sciences
COMM C1000 or C1000H (Honors) or COMM 2 or COMM 8 or COMM 8H (Honors)	Introduction to Public Speaking or Introduction to Public Speaking (Honors) Or Survey of Communication Studies or Professional and Organizational Speaking or Professional and Organizational Speaking (Honors)	4 units	Communication

And “General education courses in each area required for the AS Degree include History or Political Science (3 units), Arts (3 units), Humanities (3 units), Math (3 units), Physical Well Being (0.5 units).

Certification Program

The LVN who completes the LVN 30 Unit Option Track qualifies to take the National Council Licensing Examination (NCLEX) leading to licensure as a Registered Nurse. Completion of this track does not provide for the awarding of any degree.

Curriculum for the LVN 30 Unit Option

Upon completion of Human Physiology, Microbiology or the equivalent or each course with option of NURS 200: Role Transition, the Licensed Vocational Nurse is considered for advanced placement in the nursing program.

Pre-requisites Semesters			
Anatomy 10B or 36	Human Physiology	4 or 5 units	Basic Sciences
Microbiology 1 or 22	Introduction to Microbiology, Microbiology	4 or 5 units	Basic Sciences
NURS 200	Role Transition	3 units	Role transition
	First Semester		
NURS 207	Psychiatric Nursing	2.5 units	Concurrent nursing theory and clinical
	Second Semester		
NURS 210	Medical-Surgical Nursing: Circulation and Oxygenation	4 units	Concurrent nursing theory and clinical
NURS 211	Medical-Surgical Nursing: Integration, Regulation	3 units	Concurrent nursing theory and clinical
NURS 212	Preceptorship in Nursing	2 units	Nursing clinical

Challenge / Advanced Placement into the Nursing Education Program for Military Personnel

Effective: January 1, 2017

Reviewed: April 30, 2018

Revised: May 10, 2019

Individuals who present with relevant military education and experience equal but not limited to:

Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care

Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT

4N0X1C) may be eligible for advanced placement in the nursing program. Military Healthcare Personnel must complete the following to establish equivalency or gain credit for courses in the nursing program:

1. Meet all general entrance requirements of the Associate Degree Nursing Program, including completion of designated prerequisites and the Assessment Test.
2. Have an honorable discharge from the military.
3. Successfully pass the challenge examination or other evaluative methods foreach nursing course prior to the requested level of entry, which may include:
    a. Skills competency evaluation (clinical courses)
    b. 75% score / grade or above on the written challenge exam(s)
    c. 85% score / grade on dosage calculation exam

Military students who successfully complete the challenge procedure will be accepted into the Associate Degree Nursing Program based upon space availability. Military challenge students who were not successful in a previous nursing program are not eligible to apply for admission to the nursing program as an advanced placement student.

Military Healthcare Personnel Procedure

1. Must request an appointment with the Nursing Program Director to discuss eligibility requirements for the Associate Degree Nursing Program.
2. Who present with relevant military education and experience within the last two years may be eligible for advanced placement through the challenge procedure.
3. Challenging nursing courses must submit the following verifying education and experience:
    a. Official transcripts from appropriate education program(s) and syllabi, demonstrating satisfactory completion of coursework and clinical experience.
    b. Documentation of work experience
4. Once relevant military education and experience are validated and nursing program admission requirements are completed, the student will be notified by the Nursing Program that they qualify to begin the challenge procedure.
5. The following materials for the challenged course will be made available to the student:
    a. Course syllabus, including course objectives
    b. Content outline
    c. Bibliography and textbook lists
    d. Example of style and format of examination
    e. Critical Elements
6. Written and skills competency examinations for advanced placement must be completed eight weeks prior to the beginning of the challenged course.

7. Advanced Placement will be granted when the challenge procedure is completed successfully.

Final approval for admission to the nursing program will be completed by the Nursing Program Admission Committee.

Challenge Procedures

1. A student/applicant interested in challenging a nursing course must contact the program's director. The director provides the information regarding the challenge process to the student and determines whether the student/applicant meets the criteria specified by college policy to challenge the course. The director informs the professor(s) in the specific course.
2. The professor or designee notifies the student regarding status and schedules an appointment to discuss requirements.

Refer to section "Credit by Examination" in the Transfer / Advanced Placement Students Credit Granting Policy

Please refer to the Mt. SAC Nursing Program Website for additional information:

https://www.mtsac.edu/nursing/College catalog

Section 3: Campus Resources

Student Assistance Programs

Student Services

Student Services at Mt. San Antonio College are designed to meet the unique and varied needs of all students. There are both general and specific services and support programs available for students, ranging from admissions and financial aid to counseling, transfer, career services, and student health, from learning communities to specialized support services. For more information, view the Student Services website at https://www.mtsac.edu/studentservices

Financial Assistance

Financial Aid programs have been established to assist students with documented financial need. For more information, students may contact the Financial Aid Office for information at Ext. 4450 or email them at financialaid@mtsac.edu

Scholarships

The Mt. SAC Scholarship Program offers over $400,000 in scholarships to Mt. SAC students each academic year. Many of these scholarships are specific to nursing students. Students submit completed applications for the Mt. SAC Scholarship Program in the spring of each year and funds are available for use during the following academic year. We strongly encourage students to access the information through websites: www.mtsac.edu/foundation/ and https://www.mtsac.edu/scholarships/

California Nursing Student Association (CNSA) offers scholarships and can be accessed by inquiring in the Nursing Department. Occasionally, other agencies offer scholarships and send information to the program director. These may be e-mailed to students, announced in class, or posted on the “Nursing” bulletin board which is located on the 2nd floor of building 67A near the nursing classrooms.

Child Care

Childcare for infants and young children is available on the campus for a fee. Contact the Child Development Center at (909)274-4920 at Ext. 4618. Students with children are expected to make arrangements for childcare prior to the beginning of the semester.

Accessibility Resource Centers for Students (ACCESS)

ACCESS is located in Student Services Center (9B) at (909)274-4290. Students who suspect they might have a disability are welcome to apply for services at the Student Services Center. In order to receive accommodation, the Confidential Accommodations Authorization form must be presented to the lecture faculty prior to the beginning of each course. Students with documentation from ACCESS requiring accommodations for testing are responsible to notify their professors in each course, every semester, at least one Week prior to each exam, per ACCESS requirements.

https://www.mtsac.edu/access/accessibility_and_accomodations.html

All nursing students will utilize the ACCESS Department for Exams and Quizzes (per approved accommodations). An appointment to take exams and quizzes at the student testing center is the responsibility of the student, which must be made one week prior to the first exam and notify the course instructor.

Student of Distinction Awards
Each spring semester, Mt. San Antonio College holds the Student of Distinction Awards Program. The Mt. SAC Student Awards Committee evaluates all nominations that meet established criteria, and the selection process is completed, based on a point value system. A brunch/ceremony is held at a designated time and place, honoring recipients who have excelled in academic, service and/or personal achievement. Family members, friends, and faculty are encouraged to attend this prestigious event. The overall Mt. San Antonio College Student of Distinction recipient is announced at this ceremony. Criteria for Nomination - Please contact the Student Life Center in Bldg. 9C www.mtsac.edu/studentlife 909-274-4525

Student Academic Resources
Academic Support and Achievement Center (ASAC) www.mtsac.edu/lac/ ASAC provides various resources to help students succeed at Mt. SAC. These include tutoring and supplemental instruction, learning assistance courses, a computer lab, a testing center, student achievement workshops, and TEAS test prep classes. The Computer Lab is a computer lab in Building 6-101, South Entrance (909-274-4300), which is located inside the ASAC and is available to all students.

Tech Ed Resource Center (TERC)
Hours: Refer to https://www.mtsac.edu/tech-health/terc/ Location: Building 26D-3411, room 1105 Phone: 909-274-6118

The TERC offers math, reading, writing, research methods, and study skills to all students enrolled in Career Technical Education programs and courses. Students are encouraged to drop in and receive assistance with faculty and tutors or study independently or in groups.

Health Careers Resource Center (HCRC)
(909) 274-4788, Building 67B-250 https://www.mtsac.edu/tech-health/hcrc/

The HCRC supports all healthcare students with their educational goals by providing a positive learning environment and by reinforcing the acquisition of psychomotor skills. The HCRC actively supports equal opportunity, open access, and high academic standards. The HCRC provides a variety of learning modalities that will assist the student toward mastery of various course components. Students are encouraged to use medical equipment and training aids to practice skills in order to gain confidence. The student will gain maximum retention of concepts presented in theory or in reading of assigned material through the use of these adjuncts to learning.

A Registered Nurse is available to help maximize learning and assist the student to process and apply theoretical concepts thereby enabling reinforcement of the acquisition of psychomotor

skills. Faculty may assign completion of certain activities and/or practices in the HCRC and may require that students provide proof of completion of these assignments.

Students must register with HCRC each semester/intercession by adding the assigned CRN through your MTSAC student portal.

Students must be registered to use labs and participate in workshops. Check-in at the front desk and have your student ID ready.

Students who utilize the equipment and laboratory areas must clean up before leaving the HCRC.

What's available in the Health Careers Resource Center (HCRC)?
For additional "hands on" practice

An extensive inventory of medical equipment and supplies for your independent clinical practice. A licensed RN is on staff during specified hours. Refer to the HCRC posted schedule. Appointments are necessary for remediations. You will need to bring a copy of your remediation plan to your appointment.

- Task Trainers are available for various clinical skills. You may practice using these resources independently or you may ask the nurse for any assistance or questions you have.
- Human Patient Simulators (HPS) are accessible during skills days, clinical days, and intersessions.
- Manikins with Sim Pad capabilities (heart, lung, bowel sounds)
- Workshops are offered during the summer and winter intercessions.

CPR Center
A Healthcare Provider Level C – CPR Card and renewal may be obtained. Please contact the CPR Center to determine the schedule and fees for service. (909)274-6436

You may register for classes online https://communityed.mtsac.edu/. Follow the links for the CPR & First Aid Program or register in person in the Community Education Registration Office in Building 40, Room 101

Student Safety and Resources
https://www.mtsac.edu/safety/

Reporting anonymously via the nursing inbox

Mt. SAC Police and Campus Safety · Contact Us | (909) 274-4555. For emergencies, dial 911. For non-emergencies dial (909) 274-4555 · Text-A-Tip | (909) 610-9139.

Risk management https://www.mtsac.edu/risk/rm-for-students.html

Other Campus Organizations

Alpha Gamma Sigma

Mt. San Antonio College sponsors the Zeta Chapter of Alpha Gamma Sigma, the statewide scholastic honorary organization for California Community Colleges. Only degree-appropriate courses/units (those that grant credit for an Associate or Bachelor's degree) may be used to establish membership eligibility. All nursing courses are approved as degree-appropriate. Part-time students are eligible for membership. Membership requires campus and community involvement (service hours) and a required GPA. CNSA activities frequently involve service hours.

For further information: https://agszetamtsac.weebly.com/membership-requirements.html#:~:text=Alpha%20Gamma%20Sigma%20Mt.,4.

Phi Theta Kappa

Mt. SAC sponsors the Alpha Omega Alpha Chapter of Phi Theta Kappa, an international scholastic honorary organization for America's two-year colleges, including Canada, Germany, Puerto Rico, Panama and American Samoa. Contact the Honors Program for eligibility by calling 909-274-4665 or emailing at honors@mtsac.edu

Student Participation

The Mt. San Antonio College Associate Degree Nursing Program faculty recognizes the importance of student communication and participation in the nursing program.

Student Class Representatives (SCR)

The SCR provides a method to give students input and receive feedback from the nursing program. The SCR consists of an elected student class representative, per cohort, and designated faculty members who meet as needed, before committee meetings. Additionally, the representative(s) are invited to attend all committee meetings apart from the Admissions Committee. Faculty meetings are held on Mondays, unless otherwise specified by scheduling needs. Each committee designates a specific agenda item with adequate discussion time included for the representative.

The SCR consists of:

- One class representative from each cohort of the nursing program
- The class representative is elected in the first semester of the program, and re-election occurs every semester
- If the representative is unable to meet SCR responsibilities, a new representative will be elected through fairness in mutual agreement within the designated cohort.
- Representatives are nominated and elected at a general student meeting by a simple majority. These positions are voluntary but may require the responsibility to attend department meetings
- Attend the Mt SAC annual Nursing Advisory Meeting.
- Representatives must communicate the relevant information to their peers promptly.

SCR Representative Qualifications: Representatives will be of good academic standing and disciplinary action, with positive and professional interpersonal and communication skills, and must have the ability to maintain confidentiality. In addition, a representative must be willing to commit to the time necessary for role performance.

SCR Representative Responsibilities:

- Provide faculty with input and clarification of student issues and concerns, including suggestions for changes, improvements, and alternatives to the program.
- Alternate representatives will attend/report to designated department meetings when attendance by the primary representative is not possible

Pinning Ceremony Rep (PCR)

The PCR is an elected student class representative, per cohort, responsible for managing the plans of the upcoming pinning ceremony upon course completion. See Section 9 (Pinning Ceremony) for more details. The PCR must also collaborate with the faculty in the Pinning Ceremony Committee

California Nursing Student Association (CNSA)

Mt. San Antonio College Chapter www.mtsac.edu/nursing/club.html

The Mt. San Antonio College Chapter of the California Nursing Student Association (CNSA) is one of California's largest club chapters. Membership affords Nursing Students the opportunity to become active participants in their nursing program and community. This organization provides for local, regional, state and national dialogue among nursing students via meetings, conferences and conventions. For information regarding fees required, please see the CNSA website. Malpractice insurance and a national magazine are available. The local chapter of CNSA interacts with students in the nursing program, students in the Mt. San Antonio Student Community Associated Student Body, students involved in CNSA from other nursing programs and students involved in NSNA during attendance at National Conventions.

Examples of areas of involvement are:

- Scholarship Awards § Financial Support of Completion Ceremony when the class has participated with club in fundraising activities.
- Community Service Volunteerism
- Reception for New Student Orientation
- Development of leadership skills
- Communication with Student Class representatives
- Communication with other nursing students in California and National Chapters
- Selling of pre-owned uniforms from previous cohorts within the nursing program

Section 4: Course Requirements

Progress in the Program

College Requirements
Students are subject to all of the rules and regulations of the college. Students will refer to the College Catalog, Associated Students Handbook, and Schedule of Classes for specific policies.

Assessment Technology Institute (ATI)
Cost & Payment Process: Students admitted to the nursing program will be required to make an ATI payment at the start of each semester (August and January). Instructions on how to make payments will be emailed before the start of each semester.

Course Information: A maximum of 5% credit towards a nursing course grade may be received for ATI coursework assessments or related assignment sections. ATI assignments and related coursework may be credited towards the course grade, assigned by the Professor in each course.

Use of materials, such as ATI, must be signed in with the student Mt. SAC email to ensure integrity. Personal emails should not be utilized for any program purposes, which also include communication with faculty.

APA Style When Citing Reference for Written Report
The Publication Manual of the American Psychological Association provides a comprehensive reference guide to writing using APA style, organization, and content. To order a copy of the Publication Manual online, go to http://www.apastyle.org/manual/index.aspx.

Purdue OWL: APA Formatting and Style Guide
https://owl.english.purdue.edu/owl/resource/560/01/

Curriculum Guidelines
Each nursing course consists of both a theory and concurrent clinical component. The Adult Learning Theory, the nursing department philosophy, collaborative learning and evaluation methods, are implemented throughout the curriculum. Each student is expected to come prepared to participate in collaborative learning activities/opportunities.

Methods of Instruction
Varieties of instructional methods are employed and may include, but are not limited to:

The instructional methods may also be used as tools for evaluation of the student's cognitive and/or psychomotor performance. Each student is required to actively participate, either verbally, in writing, or by demonstrating psychomotor skills.

PLEASE NOTE:

Audio or video recording of any lecture / presentation / discussion requires the permission of the professor.

Course/Program Evaluation
In accordance with BRN regulations, the student is given the opportunity to evaluate all aspects of the program (BRN Article 3). These evaluations are valuable tools in the ongoing process of curriculum refinement and facility assessment. Therefore, honesty, professionalism, and thoroughness are encouraged and appreciated.

Course Requirements
The progress in the program, a minimum grade of "C" (75%) or higher must be maintained in all academic/theory courses as well as a grade of "satisfactory" in all clinical/skills courses. Each course provides a basis for all subsequent coursework even in the event of concurrent courses. Failure in any course demonstrates a learning deficit.

Course grades are not rounded.

Consistent with the Associate Degree Nursing Department policy, the following grading scale is used for all courses

A = 90-100

B = 80-89

C = 75-79

F = Below 75

Students are advised of their grades on a continuous basis via e-learning resources. Adult learners are responsible for ascertaining their grades and acting, as indicated. Faculty are available to assist students and make suggestions to facilitate learning, but the adult learner is responsible for initiating the assistive process.

Section 5: Skills Lab and Clinical Requirements

Laboratory/Clinical Evaluation
In the course, laboratory/clinical requirements are based upon the student's written, verbal and/or psychomotor approach to problems, organization, and planning abilities. Confidence in decision-making, initiative, responses to stress, and interpersonal relations will also be evaluated. The evaluation reflects the student's grasp of theory and ability to apply concepts and principles to the clinical situation and in conferences, as well as to care plans, medication-related calculations, problem-solving assignments, self-evaluations, and other written work.

Performance in the laboratory/clinical setting will be evaluated as “satisfactory” or

“unsatisfactory”. Credit for laboratory/clinical is applied to the grade book as satisfactory (S) or unsatisfactory (U). The laboratory/clinical section must be passed - i.e., evaluated as satisfactory - in order to receive credit for lecture; the lecture must be passed in order to receive credit for the laboratory/clinical. Students who do not complete all assigned course work, written papers, and all other assignments, both for lecture and laboratory/clinical, may not be admitted to the final examination; thus, they will receive an unsatisfactory grade for the laboratory/clinical course, a "0" for the final examination, and will receive a failing grade (F).

Critical Elements are used to guide the student and to determine performance in essential areas and are not limited to be utilized as a clinical evaluation tool. The critical elements are directly related to the laboratory/clinical objectives for the course. in one critical element area is deemed as cause for failure of the course and/or dismissal from the program.

THE DETERMINATION OF SATISFACTORY OR UNSATISFACTORY PERFORMANCE

IS BASED UPON THE DEGREE TO WHICH THE STUDENT

ACHIEVES THE OBJECTIVES OF THE COURSE. The objectives have been formulated and are used to assist the student in focusing upon the learning experiences to be gained, and to evaluate the students’ knowledge, skill and attitude, in the healthcare setting.

Each student must pass with a minimum score of 85% on the given medication (drug) calculation test/dosage calculation exam, by the scheduled day per course requirements. Students are advised to utilize available resources, such as tutoring and college student learning services. Failure to pass the second attempt of the mediation calculation test/dosage calculation exam, will prevent the student from achieving success (i.e., passing) in the course because the student will not meet the learner objective(s) and critical element(s).

Students are assisted with learning challenges through guidance by individual didactic and/or laboratory/clinical professors. Written remediation plans are implemented through faculty collaboration with individual students, to assist the students with progression in the program or with a specific individual course. Students may be referred to.

Students may be excluded from the laboratory/clinical for failure to meet course objectives, tardiness/lateness, inappropriate dress, or behavior that does not conform to professional standards. Those who are excluded from the clinical setting will be counted as "absent" for each exclusion.

Clinical Assignments

In certain instances, there are limitations imposed by clinical/affiliating agencies. Under these circumstances, adjustments need to be made in clinical assignments. Students must be prepared to accept an assignment to any facility being utilized by the program. Since hospital clearance is needed prior to the beginning of the rotation, once a student has registered for a specific course reference number, the student may not switch or change to another section Placement determinations are made at registration time but may need to be altered for varying reasons. Reasons range from a conflict in the clinical agency to equalization of clinical sections. To provide a wider range of experiences, clinical sites and professors are alternated during student progression throughout the program. Students may be assigned clinical experiences on evenings, nights and/or weekends. Every effort will be made to provide advance notice of schedule changes so that students are able to make changes in childcare, planning work, etc.

Alternate Assignments

Students are occasionally assigned to areas away from the laboratory/clinical setting where the professor is located and are supervised by an authorized preceptor/designated person (i.e. Home Health Clinic, observational experiences.)

In the event that there is any deviation from the designated clinical time frame, or a change in assignment is needed, it is the student's responsibility to contact the professor to report the deviation or change and ascertain directions.

If for any reason the professor does not respond, the student should contact the Nursing Program Director.

The student should wait for a response and further directions in the assigned laboratory/clinical area.

Faculty Delay

If the faculty member is delayed and has not contacted the students within thirty minutes of the expected time of meeting, one student is to volunteer to attempt to contact the faculty member.

In the event that there is no answer, the student will contact the Nursing Department Chair at extension 4560.

If the clinical begins after 4:30 p.m., a student from the group will notify the Instruction Office, at extension 4200, and will await further direction.

Special Circumstances
Students are not permitted to function in the laboratory/clinical agency unless a clinical faculty member from the college is present and assigned to the specific course.

Exception: Preceptorship component of N212

Clinical Site Assignment and Schedule Commitment
Clinical site assignments are determined by the nursing department and cannot be changed once a student has registered for a clinical course. Clinical sites require preclearance for each enrolled student, and this information is submitted weeks before the start of a clinical rotation.

Students must be flexible and prepared to adjust their schedules to meet the requirements of their assigned clinical site. If a student's assigned clinical schedule conflicts with their availability, they may request a personal leave of absence until they can accommodate the program's scheduling requirements.

If a schedule conflict arises, students are encouraged to contact the nursing department as soon as possible to discuss their options. However, alternative clinical site placements or schedule changes cannot be guaranteed.

Laboratory / Clinical Policies

Medical Health Clearance and Clinical Eligibility

Importance of Timely Medical Health Clearance

Clinical agencies have established health and safety requirements that nursing programs must follow before students are permitted to enter their facilities. These requirements are designed to protect **students, patients, faculty, staff, and the clinical environment**.

Medical health clearance documentation is an essential requirement for all nursing students to enter clinical facilities and participate in patient care experiences.

Medical health clearance is not a one-time requirement. **Students are responsible for maintaining current documentation and completing the health clearance process annually and per facility requirements.**

- Physical and TB test clearance must be renewed annually.
- BLS certification upon expiration.

Annual Health Clearance Submission Windows

Students must submit their updated medical health clearance documentation during the designated submission window for each semester and upon request.

Fall Semester - Health Clearance Submission Window:

- **Third Week of June through the Third Week of July**

Spring Semester - Health Clearance Submission Window:

- **Third Week of December through the Third Week of January**

Important: Some requirements may take several weeks to obtain, process, or update. Students should not wait until the final days of the submission window to complete their medical clearance. Inability to meet the deadlines may result in inability to participate in clinical.

Theory Registration vs. Clinical Placement

Students should understand that **Theory registration and clinical placement are two separate processes**.

- **Theory Registration**

  Registration for nursing theory courses is completed through the student's **student portal** in accordance with the College's registration procedures and timelines.

  Registering for a nursing lecture course, however, **does not automatically guarantee clinical placement**.

- **Clinical Registration Placement - Think of medical clearance as your clinical registration requirement.**

  Clinical placement is dependent upon **current and complete medical health clearance** and meet all requirements established by the Nursing Program and its clinical partners.

Students Are Responsible For

The responsibility for completing and maintaining medical health clearance ultimately belongs to the student. Students are expected to take an active role in monitoring their compliance status and completing requirements before the established deadlines. Students should plan ahead and allow sufficient time to obtain appointments, laboratory testing, immunizations, physical examinations, signatures, and other required documentation to meet the deadline dates.

Each nursing student is responsible for:

- Monitoring the expiration dates of all required medical clearance documentation.
- Completing required physical examinations and laboratory testing within the designated timeframe.
- Maintaining current immunization and vaccination records.
- Submitting all required documentation by the requested deadline.
- Reviewing communications from the Nursing Program regarding health clearance requirements.
- Responding promptly to requests for corrections, missing documentation, or additional information.
- Ensuring that submitted documents are complete, legible, accurate, and properly signed when required.
- Maintaining compliance with any additional requirements established by individual clinical partners.

Why Timely Submission Matters

The Nursing Program must review student health clearance documentation and verify compliance before students can be placed /assigned to a clinical site, the students must complete clinical medical clearance and onboarding processes.

Submitting documentation late can delay or prevent a student's clinical placement.

A student may be registered for the lecture component of a course but **unable to participate in the required clinical component** if their health clearance is incomplete or expired, thus resulting in an “F”.

Clinical partners have the authority to establish requirements for individuals entering their facilities. The Nursing Program must comply with these requirements and cannot place students in clinical settings when required documentation has not been submitted or approved.

Consequences of Failure to Meet Health Clearance Deadlines

Failure to submit required medical health clearance documentation by the established deadlines may result in the student not being placed in a clinical rotation.

Students who do not meet clinical health clearance requirements by the deadline dates may be:

1. Deemed ineligible for clinical placement.
2. Unable to attend scheduled clinical experiences.
3. Unable to complete required clinical hours.
4. Experience delays in progression through the nursing program.
5. **Subject to removal or dismissal from the nursing program for failure to maintain required compliance**, consistent with program policies and applicable clinical partner requirements.

Remember:

- **Theory registration gets you registered for the course lecture.**
- **Current medical health clearance makes you eligible for clinical placement.**

Both components are necessary for successful progression through the nursing program.

Eligibility Verification

Students should be aware that once they have been admitted to the Nursing program— and prior to the beginning of each clinical course of the program—they will need to be able to pass both a criminal background check, including a screening by the Office of Inspector General for welfare or social security fraud, as well as testing negative for drug use.

Background Check Requirement

All nursing students are required to obtain a national-level criminal background check and submit results to the Nursing Department. The Nursing Department will provide written verifications for all students who have been successfully cleared by a criminal background check to the clinical agency. If the student has been convicted of a felony or misdemeanor, student suitability for clinical placement will be determined by the clinical agency.

Release of Information

Information regarding student grades and progress in the program will be released to the student only, unless otherwise specified with the consent of the student.

Change of Address
Changes in contact information MUST be reported to the Nursing Office and changed in the elearning resource.

Student Health Status
Clinical agencies/hospitals require students to have a current physical on file. Incoming students will have a complete physical exam processed within the designated time allowed and on file in the Nursing Department. Clinical agencies may require that certain aspects of the physical exam be on file in their facility. Therefore, students assigned to these agencies will be advised and asked to sign a release of information. An updated physical will be required annually.

A student diagnosed with a pregnancy, illness, or injury during progression in the program must provide a medical release from their health care practitioner. The release must state that the pregnancy, illness, or injury will not prevent their continuance in the program and that there are no restrictions on activity prior to returning to the program. A medical release letter or note should include the students name, date, no restrictions, and healthcare provider name and signature. It is the student's responsibility to notify the instructor and obtain clearance before returning to the program.

Vaccines and boosters may be required by our clinical sites. We are guests at their facilities, not employees, and as such, we must follow their requirements. Our state program accrediting bodies require that students go to clinical and participate in patient care for program participation and completion.

For Non-Vaccinated Students:
Students who are not vaccinated must notify the nursing office before registering for any nursing courses. The nursing office will review the student’s status and explore potential clinical placement options, though placement cannot be guaranteed. If a suitable placement is unavailable, the student may not be able to progress in the program. Students are encouraged to consider the impact of clinical site requirements on their ability to complete the nursing program successfully.

Drug and Alcohol Testing Policy
As a part of the clinical facility requirements-physical examination may require drug and alcohol testing for students. Students preparing for entry into the Nursing program are required to submit the results of a drug and alcohol screen test to their program as a condition of participation in the program. The drug and alcohol screen test report are valid for one year, unless the clinical facility requires one to be taken within a lesser timeframe. The Nursing Department or clinical facility may require students to conduct a drug and alcohol screening test randomly when students are in the program. Physical examination results, including drug screening, should be submitted to the program based on procedures and timelines set forth by the program and prior to any direct clinical interaction. Drug testing is offered at the Student Health Center at Mt. SAC. Students will be given instruction on procedures upon acceptance and are responsible for the cost of the drug test.

The drug screening test must include at least but not limited to, a screening for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, opiates and phencyclidine and alcohol. The drug and alcohol screening test needs to be issued by a lab approved by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) or the College of American Pathologists (CAP) or National Accrediting Agency for Clinical Laboratory Science (NAACLS).

The Lab or Student Health Center will send all Lab Reports to the Nursing Department in an envelope marked "Confidential" and to the attention of the program in question.

STUDENTS WILL NOT BE ALLOWED TO HAND-CARRY THESE PACKETS.

Reports containing positive drug screening results will have a note attached from the Health Center, stating either that they have verified the student's explanation for the positive screening or that they are unable to verify the explanation.

A student with a positive drug screen must submit a second drug test within 72 hours. Failure to submit a second drug test within 72 hours or a second positive test will result in the student being dismissed from the program.

Additional guidelines for Nursing Program students are as follows:
Students believed to be under the influence of any intoxicant while attending program courses will be subject to drug testing at that time and/or at random.

Failure to comply with a requested drug test will result in dismissal from the program.

All drug testing will be conducted at the student's expense.

Failure to comply with any aspect of the drug sampling or testing policy will result in program expulsion.

Guidelines for Assisting Nursing Students Impaired by Alcohol, Controlled Substances, and / or Emotional Illness
The nursing faculty recognizes that alcoholism, substance abuse and emotional illness:

Are diseases and should be treated accordingly.

That personal and health problems involving these conditions can affect one's academic and clinical performance, and that the impaired nursing student is a danger to self and a grave danger to the patient in his/her care.

Those nursing students who develop these conditions can be helped to recover.

That it is the responsibility of the impaired nursing student to voluntarily seek diagnosis, and that treatment is imperative.

Therefore, nursing students impaired by these diseases will be offered appropriate assistance, either directly or by referral.

Direct Assistance - Meet with the professor and/or director of the program to discuss resolution of identified problem(s).

Referral - Students may be referred to the Student Health Services office, located on the 1st floor of building 67B. Physicians, counselors and registered nurses are available to help with these problems. Psychological services include crisis intervention and referral to outside agencies.

Student Injury Policy

Injuries sustained by nursing students on the extended campus are to be reported to the faculty member immediately. The faculty member will complete the required documentation, advise the student regarding treatment based on district and/or clinical agency policy, and will notify the appropriate person in the agency, Nursing Department and/or in the Technology and Health Division Office. Faculty will contact the Company Nurse at 877-5186702. Once the faculty has spoken to the company nurse, follow the Mt SAC Injury Checklist.

Infection Control Precautions

Each student will receive the training required by the OSHA blood-borne pathogens standard [29 CFR 1910.1030] §CCR, Section 5193. Infection control is the responsibility of each nursing student and professional nurse. Failure to comply with infection control policies and practice may result in disciplinary action, including action as cited in the Nurse Practice Act with Rules and Regulations, Section 2761 (k).

Malpractice Liability Insurance

Liability insurance is offered through a blanket college policy that provides malpractice insurance for all students enrolled in health occupations programs.

Care to Family Members or Relatives

Students are not permitted to give care during any regularly scheduled laboratory/clinical affiliation to members of their family or relatives who are hospitalized.

Confidentiality and Privacy

National Council of State Boards of Nursing (NCSBN)

Federal law reinforces “further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient privacy and confidentiality by defining individually identifiable information and establishing how this information may be used, by whom and under what circumstances. The definition of individually identifiable information includes any information that relates to the past, present, or future physical or mental health of an individual, or provides enough information someone to believe the information could be used to identify an individual.”

Mt. San Antonio College Associate Degree Nursing Program is committed to protecting the Health Information of every client with whom a student comes in contact, as well as the Education Information of every student.

The Nursing Department at Mt. San Antonio College recognizes that social networking websites and applications are used as a means of communication. Future employers often review these network sites when considering potential candidates for employment. No privatization measure is perfect. Information can "live on" beyond its removal from the original website and continue to circulate in other venues. Administration may periodically search the internet for breaches in policy.

In your professional role as a nursing student, you must not:

- Present the personal health information of any individual on ANY social site/application. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph may still allow the reader to recognize the identity of a specific individual.
- Post or discuss any clinical experience or information regarding experience with the clinical agency, its staff or its clients/patients on any internet social media site/application.
- Take photographs and/or post images regarding personal information deemed to be in violation of the confidentiality and privacy of another individual.
- Present yourself as an official representative or spokesperson for the Mt. San Antonio College Nursing Department.
- Utilize websites and/or applications in a manner that interferes with your clinical commitments.
- Individuals should make every effort to present themselves in a mature, responsible and professional manner. Discourse should always be civil and respectful. The actions listed below are strictly forbidden.
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity or sexual identity.
- Presentation of information that may be interpreted as condoning irresponsible use of alcohol, substance abuse or sexual promiscuity.
- Any breach of HIPAA regulations may be grounds for dismissal from the nursing program.

Section 6: Student Requirements

Essential Functions for Success in the Nursing Program
Students should be aware that the nursing program involves significant physical demands. Nursing students must be able to perform prolonged, extensive, or substantial standing, walking, lifting, positioning, pushing, and/or transferring patients, including 8-12 hour shifts in accordance with hospital schedules. These physical demands may include:

- Demonstrate sensory and communication abilities necessary to provide safe and effective patient care, including vision and hearing.
- Possess the ability to perform fine motor movements with hands and fingers.
- Possess the ability to exert very heavy effort; for example, lift or carry 50 lbs. or more.
- Perform significant reaching, stooping, bending, kneeling, and crouching.

Students may meet these standards with reasonable accommodations, as determined in collaboration with the College's disability support services.

Other essential functions involve the utilization of soft skills, which include:

- Communication
- Critical Thinking
- Professionalism
- Teamwork
- Accountability
- Stress Management
- Coping
- Critical Observation
- Self-Development
- Resilience

Communication
Students are responsible for checking the "Nursing" bulletin board, which is located on the 2nd floor of building 67A near the Nursing classrooms. This is the designated area for posting information relevant to nursing students, such as scholarships, jobs, review courses, clinical rotations, and more. Students must also regularly check their Mt. SAC email and the e-learning resources for updates about their classes. All communication must be conducted through the student's Mt. SAC email address and should be conducted during regular business hours.

Chain of Command
Understanding and incorporating the chain of command in nursing is essential for effective communication, patient safety, and professional development. As a nursing student, following the proper communication channels ensures that student concerns are addressed appropriately, promotes teamwork, and helps build trust within the healthcare team. This also prepares

students to function confidently and competently in clinical settings where clear, structured communication can make a critical difference. Please review the Chain of Command.

Classroom Rules

Classroom discussions should support the course discussion and maintain a focused learning environment. Cell phones or other electronic devices are not allowed in the testing area during exams and exam review (see Methods of Instruction regarding the policy of “Review of Tests/Quizzes/Exams”). Cell phones should be on “silent” or turned “off” during lectures. Electronic devices may be used in the classroom for educational purposes, upon the professor’s discretion. Please review the disciplinary course of action located in Appendix A.

Tardiness

Although there are occasional times when tardiness occurs due to circumstances beyond an individual's control, repetitive tardiness is not acceptable behavior for professional nursing students. Under these circumstances, the tardiness raises questions concerning the student's role responsibility and the following procedures will be implemented:

On the day of the third tardy, the tardy will be recorded as “one absence” (either lecture or laboratory/clinical).

This absence may affect satisfactory completion of a course by preventing the student from meeting critical elements in the course.

Excessive absences are grounds for probation or dismissal from the program (see Dismissal Policy Section 7.9.f).

Absences

Success in the program requires regular class attendance. Students may be absent up to 10% of the total clinical or theory hours in any single course. Students may be removed from a course for absences beyond the allowable amount. It is each student’s responsibility communicate their absence to the professor.

A student is responsible for all the work completed during their absence -- including tests and written work from all the missed class meetings. A student who is going to be absent or tardy to the assigned clinical agency must notify the professor no later than thirty minutes prior to scheduled class time. The method of faculty contact or area to leave messages will be given by the professor during orientation to each clinical facility.

If a student is absent more than 10% of the total clinical hours or 10% of the total theory hours in any single course, there may be cause for probation and possible dismissal from the course. It is imperative that punctuality and attendance be maintained in order to achieve the objectives of the course.

Dress Code Policy
All statements below are subject to change per specific regulations in each agency or hospital and apply to the clinical setting.

Maintaining a professional image is an essential aspect of the RN role. Although personal style varies, the principles guiding daily dress and grooming for student nurses remain consistent. Not adhering to the dress and grooming expectations may indicate concerns related to health and safety standards and can affect a student's standing in the program.

Make-up
Make-up should be natural-looking, applied neatly, and kept subtle to maintain a professional appearance.

Non-natural cosmetic items can loosen and create infection-control hazards if they fall into a patient's environment. Items such as gemstones, glitter, artificial eyelashes, and similar accessories are not allowed in clinical or simulated clinical settings

Face coverings are not permitted unless for medical or religious purposes.

Colored contacts must reflect natural eye tones.

Hair
Must be clean, neat, professionally styled and secured above the nape of the neck and kept off the face so it does not swing freely.

Simple, unobtrusive hair accessories that are the same color of the hair or white may be worn. Headbands or wraps must be worn with functional purpose.

Students may wear solid-colored scrub caps that reflect Mt. SAC school colors.

Hair colors that do not reflect natural hair tones are not permitted.

Facial hair must be neatly groomed, and professional in appearance.

Fingernails
Any artificial nails and material used for extensions (e.g., acrylic, wraps, etc.) are sources of contamination and are not allowed in the clinical setting.

Fingernails extending beyond the tip of the finger can pose a safety hazard to others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

Nail polish, if worn, must be a light color and in good condition (e.g., no chipped nail polish). Gel nail polish is not permitted.

Jewelry/Tattoos
(Any opening into the body creates a portal for potential infection or carrier status for organisms)

Earrings: Earrings must be small (5mm or smaller) and may not dangle from the lobe of the ear. Only 1 pair of earrings may be worn at a time. Placement of earrings is to be in the earlobe only.

Rings: While in the clinical setting, one plain band-type ring may be worn on each hand

No necklaces.

Visible body piercing jewelry other than the earlobes is not permitted (i.e., nose, tongue).

Tattoos cannot be visible. Students may wear a black or white sleeve to cover tattoos that are not covered by uniform.

Uniforms
The Nursing Program uniform identifies individuals as students in the Nursing Department at Mt. San Antonio College and promotes a positive, professional image for both the individual and the College.

Clinical Hours

All students are required to wear the complete clinical uniform during clinical hours. This includes the maroon and white uniform with the Mt. SAC Nursing emblem patch and photo ID properly displayed above the waist. Uniforms must be clean and pressed. Students participating in any clinical hours on campus must also wear the clinical uniform, as it still counts as a clinical day.

Specialty Courses

Uniform exceptions are based on the course lead, facility, and safety.

On-Campus Theory Hours

A clean, MT SAC-approved black scrub uniform is necessary on campus, along with a proper ID badge, during “Theory” days. On the first Monday of each month, students may wear a MT SAC Nursing-approved T-shirt (i.e. cohort fundraiser or CNSA).

Exceptions for special occasions may be approved by the Lead Instructor; such exceptions are occasional and event-specific, and do not replace the requirement for students to wear the approved uniform during routine class days.

Students entering the program will order their uniforms from Meridy’s Uniforms (www.meridys.com) or Leap Apparel (https://leapapparel.com). Ordering information will be given to students upon entering the program.

Student Uniform Policy
Uniform tops should be of sufficient length to cover the upper body torso and hips.

Maternity nurse uniforms are available for order from Meridy’s Uniforms.

Undergarments should not show through the uniform.

When sitting, standing, bending, skin exposure is not appropriate (i.e. pants and top must be appropriate length, no joggers).

Shoes
Clinical: All-white leather oxford or loafer type, fluid resistant. NO canvas tennis shoes

NO clogs, sandals, high heels, open toes, sling or open back, high-tops, or boots are permitted.

White leather tennis shoes with white soles are permitted but without any colored trim or manufacturer's colored ID.

Shoes are to be clean, including laces, at all times.

Plain white socks are to be worn.

Cover Garments
Clinical: Meridy's white, hoodless covers/jackets (with emblem) are allowed while working in the clinical units.

Cover jackets may be worn in accordance with hospital policy.

No sweaters or hooded sweatshirts (hoodies) may be worn with the uniform.

White long-sleeve shirts may be permitted in specific courses.

Identification Requirement
All students are required to always wear a Mt. SAC Photo I.D. badge with the appropriate "badge buddy" above the waist while in any school or clinical-related environments. Please note some clinical agencies require their own photo I.D. badge.

In addition to a Photo I.D. Badge the student is required to have a Mt. SAC Photo I.D. Card. This card is required to "clock in" at the Health Careers Resource Center.

Individuals must be a Mt. SAC student before a Photo I.D. Card can be obtained, and registered for nursing classes before a Photo I.D. Badge can be obtained. Identification badges and cards may be obtained at the Customer Service Desk in Building 9a SAC Book Rack.

Accessories
"Fanny packs" should be small, plain, and reflect Mt. SAC Nursing Program colors.

A neutral-colored watch with a sweeping second hand, pair of bandage scissors, penlight and a stethoscope are required daily.

Mt. SAC Nursing Program badges and uniforms are not to be worn outside of program activities. False representation when not actively completing hours for clinicals or theory will result in disciplinary action. Uniforms are not to be donated to any outside vendors or public locations when they are no longer needed. The Mt. SAC Nursing Program uniforms can be donated to the program (see CNSA).

Section 7: Program Policies

Nursing Program Student Policies
Students enrolled in the Associate Degree Nursing Program are responsible for adhering to the policies and regulations established by the Board of Trustees (see College Catalog), the California Board of Registered Nursing (see Rules and Regulations), the Technology and Health Division, and the Nursing Department. Mt. San Antonio College (Mt. SAC) nursing students provide care to clients in a variety of community clinical settings. To ensure the safety of peers, faculty, and the community, disciplinary measures are implemented to uphold the core values of the learning and healthcare environment. The following are applicable to nursing students enrolled in the Mt. SAC nursing program.

7.1. Attendance Policies

7.1.a. Tardy Policy.
Arrival after the scheduled start time constitutes tardiness. Although there are occasional times when tardiness occurs due to circumstances beyond an individual's control, repetitive tardiness is not acceptable behavior for professional nursing students. Under these circumstances, the tardiness raises questions concerning the student's role responsibility and the following procedures will be implemented:

On the day of the third tardy, the tardy will be defined as an “absence” (either lecture or laboratory/clinical).

Regardless of the amount of time a student is tardy, if a clinical site prohibits a student from joining the in-person clinical shift late, the student will be considered “absent.”

This absence may affect satisfactory completion of a course by preventing the student from meeting critical elements in the course.

Excessive absences are grounds for probation or dismissal from the program (see Dismissal Policy Section 7.9.f).

7.1.b. Absence Policy.
Success in the program requires regular class attendance. Students may only miss a maximum of 10% of the total clinical or theory hours in any single course. Any absences in excess of the 10% total will result in withdrawal/ “Fail”/ “Unsatisfactory” in the course.

Every course has a minimum number of “direct care” clinical hours that must be met as prescribed by the state Boards of Registered Nursing. If a student absence prevents achievement of those required hours, students cannot meet the objectives of the course and therefore would result in a withdrawal/ “Fail”/ “Unsatisfactory” in that course. It is each student’s responsibility communicate their absence to the professor in theory and/or clinical courses.

A student is responsible for all the work completed during their absence -- including tests and written work for all the missed class meetings. A student who is going to be absent or tardy to the assigned clinical agency must notify the professor no later than thirty minutes prior to

scheduled class time. The method of faculty contact will be given by the professor during orientation to each clinical facility.

In the case of an event leading to student absence (e.g., verified document of hospitalization, verified document of illness, verified document of accident, etc.) or excused absence, missed assignments will be due on the first day the student returns to school, or by the agreed date and time set by the Professor. Documentation of the event is required to return to ensure the student meets essential functions for success in the nursing program.

7.1.c. Leave of Absence.
A leave of absence is considered as a withdrawal from the program (see 7.1.d) and may be taken when circumstances require. Students who wish to return at the point they exited must be *passing the course* at the time of withdrawal to be considered for reentry (see 7.11.a).

7.1.d. Program Withdrawal.

Students may find it necessary to withdraw from the Nursing Program for a variety of reasons. If a withdrawal is requested by the student for any reason, this will be considered an "exit" from the program. It is recommended that the student meet with the Nursing Program Director or Department Chair if a withdrawal is requested. When a student exits two (2) or more courses, the student is no longer eligible for re-entry to the program.

7.1.e. Extenuating Circumstances. (e.g., severe illness, death in family, natural disaster)

Extenuating circumstances are unexpected, serious events that temporarily prevent a student from attending or succeeding in a course. Examples may include sudden illness or injury, urgent medical or mental health needs, family emergencies, family death, natural disaster, or other significant situations outside the student's control.

Students experiencing an extenuating circumstance should notify the course faculty as soon as reasonably possible to discuss available options. Documentation may be requested to support the need for absence.

Faculty will evaluate each situation individually and determine whether accommodations or readmission into the program can be provided while still upholding program learning outcomes, clinical safety standards, and Board of Registered Nursing requirements

7.2. Uniform Policy
Students can only wear uniforms for school and program-related activities. Students who have graduated or been dismissed from the program are not allowed to wear school uniforms outside of authorized program activities.

7.3. Professionalism

7.3.a Professional Behavior
Professional behavior is an essential part of nursing practice, and students are expected to consistently demonstrate conduct that reflects safety, respect, integrity, and accountability. Mt. SAC Nursing upholds all college-wide policies on academic standards, academic integrity,

sexual harassment, and conduct, and applies these expectations across the classroom, skills lab, simulation, and clinical environments.

Maintain a Culture of Respect. Engage in collaborative, supportive interactions with classmates, faculty, staff, and the interdisciplinary healthcare team. Communicate using professional language, including clear speech, appropriate tone, and respectful language at all times. Contribute to a learning environment where all individuals feel valued and safe.

Protect Privacy and Confidentiality. Uphold all legal and ethical responsibilities related to patient privacy and information security.

Follow HIPAA and all confidentiality rules set by clinical facilities.

Do not discuss patient information in public spaces or remove patient-related information from clinical sites.

Ensure that all written assignments protect patient identity and are shared only with faculty.

Demonstrate Commitment, Preparation, and Readiness. Arrive on time for class, skills lab, simulation, and clinical with all required supplies and equipment.

Provide care that aligns with current course-level knowledge, skills, and clinical expectations.

Understand that every individual, family, and community you encounter deserves safe, compassionate, and competent nursing care.

Adhere to all legal and ethical standards, including the ANA Code of Ethics, the Mt. SAC Code of Conduct, and clinical site policies.

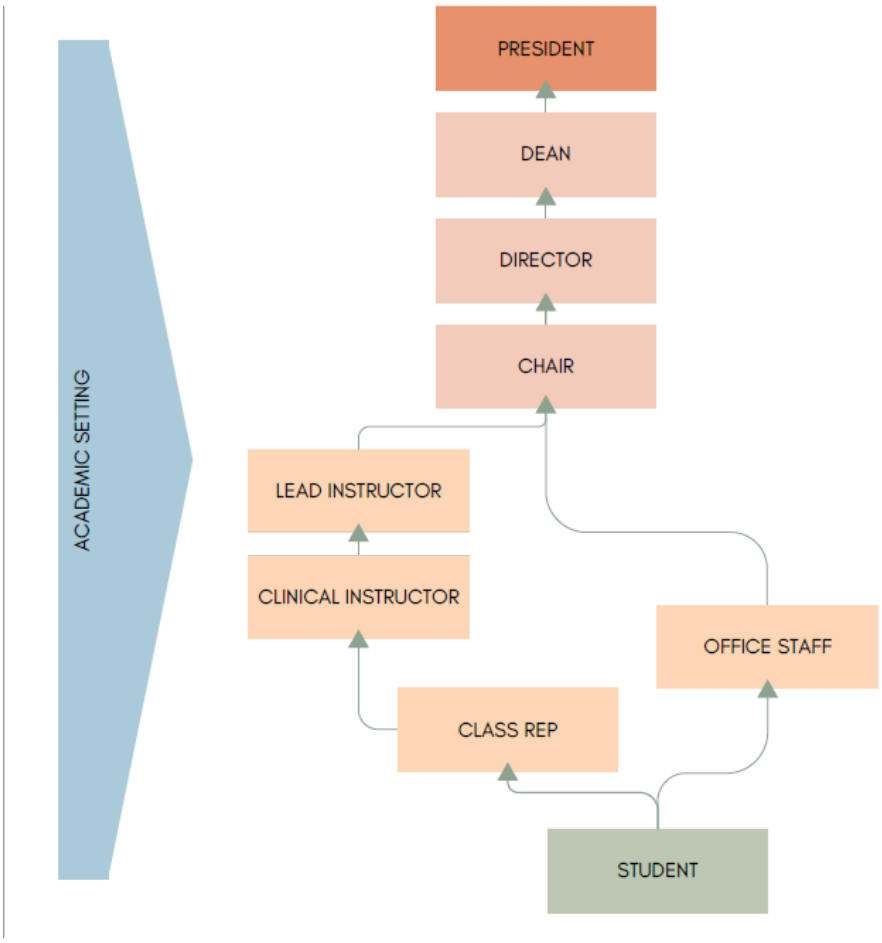
7.3.b. Professional Communication

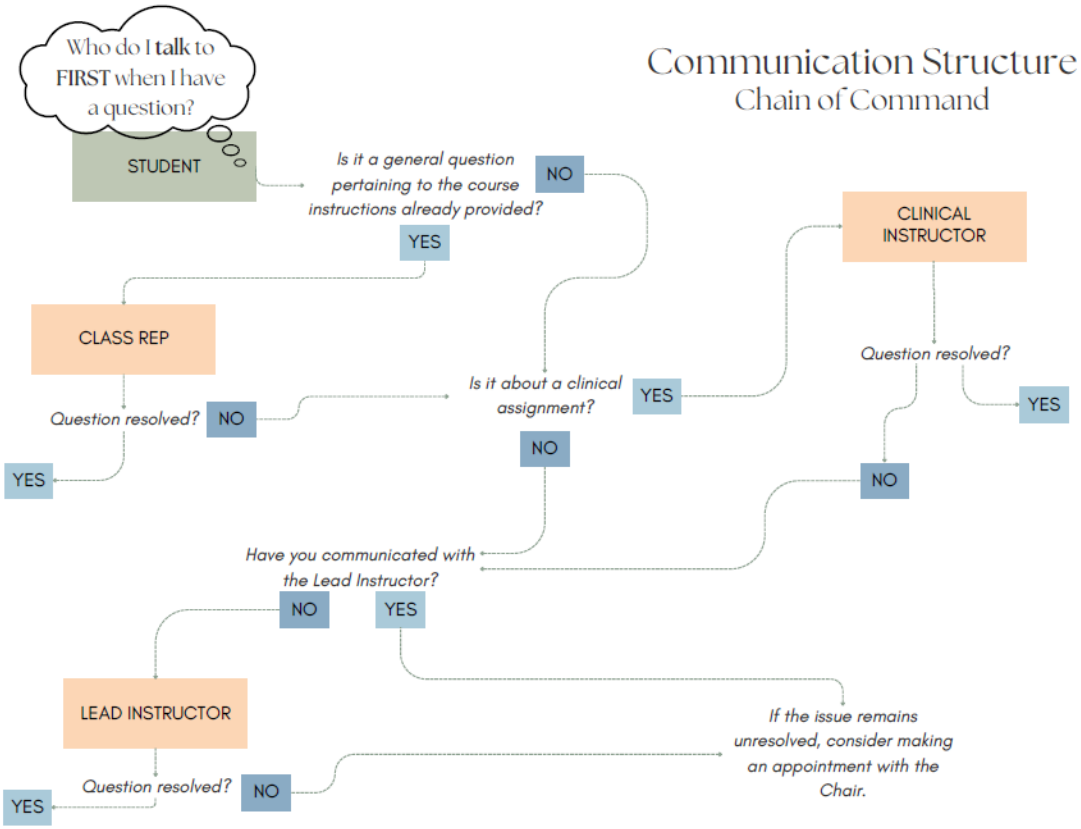
Students are responsible for checking the "Nursing" bulletin board, which is located near the Nursing Department Office. This is the designated area for posting information relevant to nursing students, such as scholarships, jobs, review courses, clinical rotations, and more. Students must also regularly check their Mt. SAC email and the e-learning resources for updates about their classes.

All communication must be conducted through the student's Mt. SAC email address and should be conducted during regular business hours. Students must also use the Mt. SAC email address for all program-related application (i.e. ATI).

7.3.c. Chain of Command

Understanding and incorporating the chain of command in nursing is essential for effective communication, patient safety, and professional development. As a nursing student, following the proper communication channels ensures that concerns are addressed appropriately, promotes teamwork, and helps build trust within the healthcare team. It also prepares students to function confidently and competently in clinical settings where clear, structured communication can make a critical difference. The Chain of Command can be found in the graphic below.


ACADEMIC SETTING
PRESIDENT
DEAN
DIRECTOR
CHAIR
LEAD INSTRUCTOR
CLINICAL INSTRUCTOR
OFFICE STAFF
CLASS REP
STUDENT



7.4. Electronic Resources

7.4.a. Electronic Devices in the Classroom and Skills Laboratory

Personal electronic devices – include phones, tablets, smartwatches, laptops, smart glasses – should support learning and not distract from it. Devices may be used only for course—related purposes.

Audio or video recording of any lecture / presentation / discussion requires the permission of the professor prior to the start of class.

All electronic devices must be placed on “silent” while in class and avoid texting, browsing, or using social media during instructional time. If a device becomes disruptive or interferes with learning, the student may be asked to put it away for the remainder of the session.

In situations requiring urgent communication (ex: family or childcare needs), students should inform the instructor ahead of time when possible.

7.4.b. Electronic Devices in Skills Setting

Cell phone and all personal electronic device use in the laboratory/clinical setting is based on hospital policies with compliance to privacy and confidentiality aligned within the Health Insurance Portability and Accountability Act (HIPAA).

7.4.c. Social Media

Students are expected to use social media in a professional, responsible manner that reflects the values of the nursing profession and protects patient privacy.

Posting, sharing, or discussing any patient information—including photos, videos, names, room numbers, conditions, or clinical experiences—is strictly prohibited and violates HIPAA and clinical facility policies. This applies even when identifiers are removed.

Students should refrain from posting content that could be perceived as unprofessional, disrespectful, or harmful to the reputation of Mt. SAC, the Nursing Program, clinical partners, classmates, faculty, or the nursing profession.

Social media use during class, skills lab, simulation, or clinical is not permitted unless explicitly authorized by the professor for a learning activity.

Failure to follow professional standards for social media conduct may result in disciplinary action consistent with Mt. SAC Nursing expectations, clinical site requirements, and college policies.

7.5. Test Policies

Computer assisted testing will be used for all exams, unless otherwise specified by the professor.

7.5.a. Testing Policies.

The following are prohibited in the testing area: talking during the exam, personal belongings in the testing area, food or drink, water bottles, hats, hoods, or head coverings that are not for religious purposes, or bathroom breaks.

The exam will be proctored by a faculty or approved staff member(s) and/or any testing of security systems, such as Honorlock or ATI.

Students must raise their hand if they need assistance.

Only a writing tool, paper source, or whiteboard approved by the professor will be allowed in the testing area, which must be returned before leaving the test area.

The student cannot open any other application/website during the exam. This will automatically end the exam, and the student will receive a “zero.”

7.5.b. Method of Testing (“Test/Quiz/Exams”)

All testing will be completed using computer-assisted testing. Personal electronic devices are prohibited in the testing area.

7.5.c. Late Arrival to Test/Quiz/Exam

If a student is late for any test, they will be given the remainder of the testing time to complete the test, including students who have approved accommodations.

7.5.d. Missed Quiz/Exam

There will be no “make-up” for quizzes/exams in any course unless absence is legitimate or excused by the course Professor. The Professor must be contacted to determine whether an opportunity to “make-up” an exam or quiz is appropriate. If a “make-up” is approved by the Professor, a determination of the date, time, and location will be made during the discussion.

7.5.e. No Show to Test

Students who do not show up to an assigned test without any prior arrangements will be considered a “no-show,” and the student will receive a score of zero (“0”) on that test.

7.5.f. Test Review

It is upon the Professor’s discretion to review quizzes, tests, and exams to maintain test integrity, fairness, and equal student opportunity after it has been graded. Students are required to demonstrate professionalism during the reviewing process and should always demonstrate professional behavior during the review process.

Students must make an appointment during faculty office hours to review the test individually.

No writing instruments, paper, cell phone, or electronic devices are permitted during review of tests. No notes are to be taken, and all review is to be done with the course professor present. If any of the above are discovered during the test review, or the exam has been compromised (example: copied, removed from the classroom, photographed, etc.), this action is Academic Dishonesty (refer to “Student Academic Honesty Policy” in the College Catalog).

Upon the professor’s discretion, a hard copy of the answer key may be available after the exam for students to review individually, except for the final exam. Answer keys are not to be discussed with students or faculty during testing time. Answer keys are not to be removed from the testing area.

7.5.g. Test Grading

All tests/quizzes/exams will be graded to the hundredth place. No rounding will be applied throughout the nursing program.

The professor will post finalized test scores on the course online learning management system (ex: Canvas) after reviewing the exam within one week of completion.

7.6. Assignment Policies

7.6.a. Assignment Formatting Policy

All assignments must be neat, legible, typed, and in APA format unless otherwise specified by the Professor. (See Section 4 for APA Style).

7.6.b. Late Assignment Policy

Late assignments will only be accepted if previous arrangements have been made with the Professor no later than two business days from the assignment due date. Work turned in late will receive no points or credit, upon the discretion of the Professor. Late assignments are subject to course probation. Late assignments due to student absence are subject to Policy 7.1.b “Absence Policy”).

7.6.c. Missing Assignment Policy

Missing assignments, which are required assignments due for the course that have not been submitted by the due date, will receive no points or credit, upon the discretion of the Professor. Missing clinical assignments are subject to an “unsatisfactory” grade, which then the student will not be meeting Critical Elements of the course, leading to possible course failure.

7.7. Method of Evaluation

7.7.a. Method of Grading

All assigned classwork or homework is evaluated based on content and appropriateness. The following criteria will be used in grading, which is not limited to: correct grammatical structure, APA formatting, accuracy in spelling, correct use of terminology, neatness-legibility-readability, written in black ballpoint ink or typed as indicated by the professor, appropriate citations in APA format. Any aspect of the grading criteria not met is subject to partial credit, reduction of points, or no credit.

Students who do not complete all assigned course work, both for lecture and skills/clinical, may not be admitted to the final examination; thus, they will receive an “unsatisfactory” grade for the skills/clinical course, and a "0" for the final examination, subject to receiving a failing course grade (F).

Critical Elements are used to guide the student and to determine performance in essential areas and are not limited to be utilized as a clinical evaluation tool. “Unsatisfactory” in one critical element area is deemed as cause for failure of the course and/or dismissal from the program. Students who do not meet the course's Critical Elements may receive verbal and/or written notifications. Repeated violations could result in disciplinary action(s).

7.7.b. Theory Grade

The progress in the program, a minimum grade of “C” (75%) or higher must be maintained in all theory courses. Course grades are not rounded. Theory must be passed to receive credit for the course clinical/skills. (See Section 4 “Course Requirements” for details of grading scale and student responsibilities).

7.7.c. Clinical/Skills Grade

Performance in the clinical/skills setting will be evaluated as “satisfactory” (S) or “unsatisfactory” (U). The clinical/skills section must be passed (i.e., evaluated as “satisfactory”) to receive credit for lecture. The determination of satisfactory or unsatisfactory performance is based upon the degree to which the student achieves the objectives of the course.

7.7.d. Dosage Calculation Exam

Students will be required to demonstrate proficiency in medication calculations. Each student must achieve a grade of 85% or higher to pass the dosage calculation exam. Anyone unsuccessful on the first attempt will be given the opportunity to complete a second attempt after completing a remediation plan organized with the Professor. Failure to pass the second medication calculation exam with a grade of 85% or higher will not meet course objectives and critical elements of the course, resulting in course failure.

7.8. Academic Dishonesty

Honesty is the responsibility of each student. The College considers cheating to be a voluntary act for which there is no accepted excuse.

7.8.a. Cheating

The use of dishonest methods to gain advantage over academic work, such as copying answers and using unauthorized materials, is a form of academic misconduct. Other forms of cheating include falsifying data, misusing technology, collusion, and submitting work more than once. A professor who determines that a student has cheated may give the student a failing grade for the assignment and will report the academic dishonesty to the Student Life office and the nursing Student Conduct Committee, which will maintain a record of the report and appropriate action under the provisions of the Administrative Procedures on Student Discipline (AP 5520).

7.8.b. Plagiarism

Taking someone else’s work or ideas as one’s own. Plagiarism is also considered, but not limited to, improper paraphrasing, insufficient citation, over-reliance on sources, intellectual theft, undermining learning and development of own understanding and skills. Assignments which can be reasonably identified as plagiarized will receive “0” points, no credit, or an “unsatisfactory” grade. This is also a form of cheating, and as such, is considered unacceptable ethical behavior for a nursing student. Under such circumstances, the student will be subject to program dismissal.

7.8.c. Artificial Intelligence (AI)

Unless otherwise specified and directed by the course Professor, students are prohibited from using advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT), text generated from AI, machine learning, or similar algorithmic tools to complete and submit assignments. Students are expected to complete each assignment without substantive assistance from others, including automated tools.

7.9. Disciplinary Action

A student in violation of the Mt. San Antonio College Nursing Program policies is subject to a hearing with the Student Conduct Committee (see Appendix A). The Professor may also determine disciplinary action of a student in violation of program policies, Critical Elements, course syllabus, or at risk to the safety of peers, faculty, staff, and other students. Example of possible stages and Professor actions to address student misconduct may include stages of action. Sequence of stages are not subject to be consecutive and are based on severity of student non-compliance to program policies.

Stages	Action
1	Verbal and written warning *(subject be reported to SCC for student hearing)*
2	Course or program probation *(will be reported to SCC for student hearing)*
3	Program and/or course dismissal *(will be reported to SCC for student hearing)*

A student who is in violation of the policies of the College and/or Nursing Program is also subject to be reported to the Student Life office.

Any Professor may order a student to be removed from the classroom setting for the day of the removal and the next class meeting, should the student be in violation of College and Program policies. This student is subject to suspension or expulsion from the College.

7.9.a. Notification Form

A student will be notified verbally and in writing at any time for unsatisfactory performance, unsatisfactory progress, and violation of program or college policies. The student will meet with the Professor to review the notification form, then sign accordingly. Repeated violations and notification forms of same offenses is subject to SCC student hearing for further disciplinary action. See Appendix B.

7.9.b. Remediation Form

Is a written contract between the student and the professor for planning success in the course. This form will identify problem areas and required expectations for meeting a satisfactory level, aligned with course objectives, critical elements, and program policies. Plans for remediation are intended to assist and guide the student in correcting deficiencies. Consistent with the faculty's perception of their roles in the learning process as stated in the program philosophy, each remediation contract is individualized, relative to the specific deficiency or problematic area. Strategies for remediation/achieving mastery are selected and structured so that satisfactory performance may be achieved in the course. Should the student's remediation attempt fail to meet course requirements, the student will not meet a "satisfactory" grade or

meet critical elements of the course, and will be subject to course failure, program failure, or probation. See Appendix B.

7.9.c. Course Probation

Should a student's misconduct in theory, clinical, or skills setting not meet course critical elements, course objective(s), and/or College policies, the student is subject to course probation. The student may be on probation at any point during the course, and is subject to a hearing with the SCC. Once the student moves forwards to the next course, the course probation will be void, but record will be kept in the student's file. Should the student repeat another or same misconduct during which the student is on Course Probation, the student is subject to course or program dismissal.

7.9.d. Course Dismissal.

A student is subject to be dismissed from the course for the following, but not limited to:

- Non-compliance with course, college, and extended campus policies.
- Failure to maintain a "C" (> 75%) or greater in all required nursing theory classes.
- Excessive absences (see 7.1 "Attendance Policies").
- Negligence or conduct contrary to accepted standards of practice that may result in harm to a patient, faculty, staff, peer, self.
- Failure to comply with the policies, procedures and standards of care of the clinical facility where the student is assigned for clinical experience.
- Abandonment of assignment: leaving an assigned clinical area prior to the end of the "clinical day" without the permission/knowledge of the assigned clinical professor.
- Commission of medication error.
- Any violation of the "Medication Administration Rights".
- Administration of a medication which has been prepared by anyone other than the student.
- Administration of medication or interventions from a verbal order. (All medication orders must be written by the physician or qualified person who has received the verbal order from the prescribing provider).
- Administration of any medication without first checking with the professor and/or the assigned RN.
- Acting outside the nursing student's scope of practice.
- Any time it is discovered that information was falsified or omitted.

Actions not listed will be reviewed on a case-by-case basis by the SCC and/or designated Nursing Program faculty members.

7.9.e. Program Probation. Should a student's misconduct in theory, clinical, or skills setting not meet course critical elements, program objective(s), and/or reasons listed in the College Standards of Conduct, not limited to physical jeopardy, emotional jeopardy, lack of professional integrity and ethics, the student is subject to program probation. The student may be on probation at any point during the program and is subject to a hearing with the SCC. Should the

student repeat another or same misconduct during which the student is on Program Probation, the student is subject to course or program dismissal.

7.9.f. Program Dismissal

A student is subject to be dismissed from the Nursing Program for the following, but not limited to:

- Students who exhibit behaviors indicative of gross negligence will be dismissed and will not be considered for readmission to the program. "Gross negligence" is defined as an "extreme departure from the standard of care, which under similar circumstances, would have been exercised by a student at the same level of education/knowledge."
- Standards of student conduct commensurate with the academic and social level of higher education. The College shall enforce proper student behavior in the classroom, on campus grounds, and during authorized activities related to the College. Upon recommendation of the President or designee, a student will be disciplined when his/her attitude, actions, or conduct are detrimental to the College. Disciplinary action will be taken in support of local, state, and federal laws.
- Standards of Conduct are identified in the College Catalog, and copies of the Standard of Conduct Policy can be obtained in Building 9C. This policy describes specific student behavior and conduct, which can result in disciplinary action, including but not limited to the removal, suspension, or expulsion of a student.
- A partial list of conduct that constitute reason for discipline include (review the College Catalog Standards of Conduct section for the full list):
    - Cheating, plagiarism or engaging in other academic dishonesty
    - Sexual harassment
    - Stealing
    - Causing, attempting to cause, or threatening to cause physical injury to another person.

7.10. Student Conduct Committee (SCC)

The SCC is a Mt. San Antonio College Nursing Program designated committee with a maximum of five full-time faculty members. The SCC conducts student hearings to address disciplinary sanctions (refer to Appendix A).

7.11. Program Readmission

Students who do not complete a course or do not meet Critical Elements to successfully complete the course before progressing to the next course. Any reason for not completing a course (whether a failure or withdrawal) is considered a "program exit." Students are allowed to repeat one course, only.

7.11.a. Readmission Procedure

The student must complete the following steps to be eligible for readmission to the Nursing Program:

1. The student must request an initial appointment and meet with the professor of the course in which the student was not successful. The student is responsible for communicating with the Professor to mutually develop and approve a "remediation contract." This will be signed by both parties as a contract.
2. The student will complete the activities listed in the remediation plan by the advised due date. Documentation and verification of completion must be provided accordingly. Should the student not meet the deadline to submit all items in the remediation plan, the student will no longer be eligible for readmission to the Nursing Program.
3. The student will need to request a second appointment with the same professor, to review the completed items in the remediation plan. Any item that is not submitted during this meeting will result in incompletion of the remediation, which the student will no longer be eligible for readmission to the Nursing Program. No-call, no-show to the appointment will also result in the student no longer being eligible for readmission.
4. The professor must sign that the remediation was complete or incomplete.
5. Once the remediation plan is approved and signed by the professor, it is the student's responsibility to submit it to the Nursing Office to obtain a Readmission Application.
6. The student will complete and submit the Readmission Application along with the remediation documentation(s) to the Nursing Office. Paperwork will be dated and time-stamped to establish re-entry priority.
7. This packet is reviewed by the Nursing Admission Committee who gives final approval for readmission. The order of readmission pending approval will be based upon the re-entry priority system established above.
8. After the Readmission Application is reviewed and accepted by the Admission Committee, a letter will be sent from a member of the Committee advising the student of the decision.
9. The Nursing Department Secretary will notify students when a space for the requested class is available. Occasionally an opening becomes available just prior to the beginning of class or on the first day of class. Therefore, students should plan ahead by:
    - Notifying the Nursing Office of any changes in contact information.
    - Being aware of the exact start date and location of the upcoming class (available in the schedule of classes but occasionally with last minute changes; always verify date/location with the nursing office).
    - Arranging work/family schedules to be readily available if contacted shortly before the first class meeting.

7.11.b. Priority Placement in the Program for Readmission

- Once a student becomes eligible for readmission to the program, the student will be admitted based on space availability in the initial course and each following course.
- Career mobility students (LVN-RN Degree, Psychiatric Technician-RN, LVN 30-Unit Option) and transfer students are accepted after returning/readmit generic students.

Since several career tracks are involved, placement will be on space availability in the next course needed by each student.

- Students that are on the readmit waiting list may only defer one time when offered placement. If a student chooses to defer a second time, they will be removed from the readmit list. The student will then need to petition for readmission to the program. If approved to readmit by the admission committee, placement will be based on the new requested readmit date and time.
- Students must sequence through the program according to the career track selected (i.e., Generic, LVN - RN Degree, Psychiatric Technician - RN and LVN 30-Unit).

7.11.c. Placement for Readmission to Nursing 100

1. Students who have been accepted to Nursing 100 (i.e., to a designated semester) will be accommodated before readmit students.
2. Readmit students take the place of designated admits that are unable to enter. Therefore, readmits will fill positions that become available before moving to the "Alternate List."
3. If there are no readmission applications, the Alternate List will be used based on space availability.

7.11.d. Readmission Following Withdrawal Due to Illness

A student withdrawing from the program due to illness is eligible to re-enter the program one time based on space availability. A medical examination and/or written release from a physician indicating resolution of the illness and approval for resumption of full activity is required at the time the student completes the Readmission Application. The documentation must state that there are NO RESTRICTIONS.

7.12. Student Complaint and Grievance

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior by an instructor, an employee, an administrator, an official of the College or another student. Student complaints may be classified as grievances and fall into four categories: Academic, Non- Academic, Discrimination, and Financial Aid Challenge. References: AP 5530 Student Rights and Grievances, Title IV, Title IX, Education Amendments of 1972; Education Code Section 76224(a). For information regarding Student Complaint and Grievance Procedures please refer to the following link: http://mtsac.edu/studentlife/studentgrievances.html

Individuals accepted to the Mt. San Antonio College Nursing Program are transitioning from student to health care professional. Accordingly, the nursing Department highly encourages its students to follow the grievance procedure outlined by many of its clinical affiliates and Mt. San Antonio College. The following is a step-by-step procedure the Nursing Program highly recommends:

1. Consult and attempt to resolve any conflict or disagreement with the staff or faculty member involved. The student is encouraged to clearly state his/her grievance with a suggested resolution.
2. If step one does not produce a resolution, the student will then consult and state their grievance with the Department Chair/Assistant Director or Director for mediation and resolution.
3. If step one or two does not resolve the grievance, the student must meet with the divisional Dean or Associate Dean.
4. If the student has not been able to resolve the grievance with the above steps, the student is encouraged to contact the Student Life Office and follow the College Grievance Policy to file a grievance. The College Grievance Policy can be retrieved from the Student Life Office, College Catalog, and College website.

Section 8: Graduation

Program Completion
The Nursing Program is considered complete upon satisfactory fulfillment of all nursing education requirements. The commencement of the nursing program takes place during the Pinning Ceremony (see Section 9). Students who plan to graduate from the college may also attend the college commencement (see below).

Graduation Requirements
The Associate in Science (A.S.) Degree is designed for students with vocational majors such as Nursing. The degree requires 60 units and a letter grade of “C” or better in each required course.

Students are advised to contact the Counseling Center regarding the most current information on graduation and transfer requirements.

Students on the degree track are eligible for graduation after they have satisfactorily completed all nursing and general education requirements of the College.

It is the individual student's responsibility to have an educational plan in place, to be cognizant of the requirements for the A.S. Degree, and to contact the Counseling Center at (909) 274-4380 or via e-mail at www.mtsac.edu/counseling to verify acceptance of any previous course(s). Current Nursing Program students can make an appointment with the Nursing Academic Advisor via nursing office or email at mgonzalez816@mtsac.edu

Students enrolled in the LVN 30-Unit option track will be awarded a certificate upon completion

Petitioning for Graduation
All students must file a petition for graduation with the Admissions and Records office and have on file all required documents and transcripts. The deadline dates are the beginning of May for Spring/Summer graduation and the beginning of October for Fall/Winter graduation.

Students also have the option of filing a graduation petition one semester prior to completing all coursework. Please check the Schedule of Credit Classes for further information.

During the third semester of the program, each student is responsible for requesting a graduation check from the Counseling Center.

Graduation Activities
Students completing all of the requirements for the A.S. Degree Nursing Program in fall or spring are eligible and encouraged to participate in the impressive Mt. San Antonio College commencement ceremonies held in June of each year.

BSN Collaboration
Our nursing program at Mt. SAC is committed to supporting all nursing students in finding a BSN program that aligns with their unique goals and needs. The institutions listed on our

webpage are a selection of schools with which we have started collaborations, and we are excited to find more partnerships. The colleges listed are simply a few of the options available to you. Mt SAC Nursing Students are not restricted to the schools listed; we encourage you to consider all opportunities to find the best fit for your academic and career objectives.

Please do not hesitate to reach out if you have any questions or need further guidance in your decision-making process. The Nursing Department is here to support you, and we aim to provide opportunities and support and be inclusive to all Mt SAC Nursing Students in pursuing their educational goals.

Legal Limitation of Licensure

Graduates of the Associate Degree Nursing Program are eligible to apply to take the Board of Registered Nursing NCLEX-RN Examination for licensure as a Registered Nurse.

Applicants are required under law to report all convictions unless they are only minor traffic violations to the Board of Registered Nursing. ("Driving under the influence" convictions must be reported.") Convictions must be reported even if they have been expunged under Penal Code Section 1203.4, or even if a court ordered diversion program has been completed under PC Section 1000.

All disciplinary action against an applicant's practical/vocational nurse or psychiatric technician license must be reported. Failure to report prior convictions or disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license by the Board of Registered Nursing.

When reporting prior convictions or disciplinary action to the Board of Registered Nursing, the applicant is required to provide a full explanation of: the underlying circumstances, date of incident, date of conviction/disciplinary action, specific violation (cite section of law if conviction), court location or court documents, or state board determinations.

To make a determination in these cases, the Board of Registered Nursing considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with sanctions, and evidence of rehabilitation.

The Board of Registered Nursing states that the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation. Examples of rehabilitation evidence would include, but not be limited to:

- Letter from applicant describing rehabilitation efforts or changes in life to prevent future problems.
- Letters from professional counselors, instructors, employers, probation or parole officers.
- Letters from recognized recovery programs or counselors attesting to current sobriety and length of time sober, if there is a history of alcohol or substance abuse.
- Proof of community work, schooling and self-improvement efforts.
- Court-issued certification of rehabilitation or evidence of expungement.

The NCLEX-RN Licensure Examination

Following completion of the program, the student must pass the NCLEX-RN examination before he/she can practice as a registered nurse. The NCLEX-RN examination is given in computer adaptive testing format and the student takes the examination on an individually arranged basis. Information on the NCLEX-RN is provided during the last semester of the program prior to completion of the program. The information provided at the time the student submits his/her application for the NCLEX-RN is the latest, current information on the examination and on graduation status when sitting for the Boards.

The National Council of State Boards of Nursing, Inc. (NCSBN), is the organization through which boards of nursing act and counsel on matters of common interest and concern affecting the public health, safety and welfare, including the development of licensure examinations for nursing. The Pearson VUE is providing administration testing services for the NCSBN. For detail information regarding NCSBN and NCLEX-RN licensure examination, please log on-line at www.ncsbn.org.

As a candidate, you must apply to the California Board of Registered Nursing for licensure. It is the Board of Nursing that authorizes your candidacy before you can take the NCLEX. Fourth semester students will be notified of a date and time to register. All students will be required to attend an BRN application day on campus. The cohort will register for the exam together on this day.

The Board of Nursing will notify you after your licensure application has been approved. You must then register for the NCLEX. After receipt of your Authorization to Test, you may call the testing center of your choice from the list of centers posted in the Nursing Office or located on the BRN website.

Note: Assistance with registration will be conducted for 4th Semester students within the Nursing Program.

Section 9: Pinning

Pinning Ceremony Procedures
The Nursing Pinning Ceremony is a time-honored tradition in nursing, dating back to before the twentieth century. Traditionally, nursing students hold an Honors or Pinning Ceremony to mark the transition from student nurse to practicing nurse. It is an emotional event you will want to share with your family and friends. However, the Pinning Ceremony is optional. Students have the option to participate in or decline the ceremony, and faculty also have the discretion to decide whether to hold it.

Overview of Tradition
In the traditional ceremony, fourth-semester students receive their nursing pins after meeting the necessary program requirements for completing the nursing program. The solemn event includes, but is not limited to, these components (to be voted upon):

- Students attire.
- Entrance music of their choice, pending approval from pinning advisors.
- Individuals to pin students.
- Class speaker.
- Reciting the Candle Lighting Ceremony and Florence Nightingale Nurse's Pledge.

Mt. San Antonio College Nursing Pinning Ceremony
The Pinning Ceremony marks the climax of the initial journey into professional nursing education. Held in December and June each year, it serves as a bridge from nursing's past to its future. Nowadays, nurses do not wear their traditional whites and nursing caps in healthcare settings. Thus, Mt. San Antonio College graduates no longer wear nursing caps. However, they wear their nursing school pin and a name tag that clearly indicates they are a Registered Nurse, which sets them apart from other healthcare professionals and paraprofessionals.

Dedication of the Nursing Pin and Candle Lighting
At this special ceremony students get to dedicate their nursing pin and recite the Florence

Nightingale Nurse's Pledge. Florence Nightingale who distinguished herself during the Crimean

War nursing sick and wounded British soldiers. Because of her selfless duty during the Crimean War, Florence Nightingale became known as the "lady with the lamp." As a tribute to Florence's dedication, the lamp icon became symbolic of nursing. The lamp will always shine brightly as a symbol of the care and devotion the nurse administers to the sick and injured in the practice of Nursing.

The Florence Nightingale Pledge

"I solemnly pledge myself before God and in the presence of this assembly to faithfully practice my profession of nursing. I will do all in my power to make and maintain the highest standards and practices of my profession.

I will hold in confidence all personal matters committed to my keeping in the practice of my calling. I will assist the physician in his work and will devote myself to the welfare of my patients, my family, and my community.

I will endeavor to fulfill my rights and privileges as a good citizen and take my share of responsibility in promoting the health and welfare of the community.

I will constantly endeavor to increase my knowledge and skills in nursing and to use them wisely. I will zealously seek to nurse those who are ill wherever they may be and whenever they are in need.

I will be active in assisting others in safeguarding and promoting the health and happiness of mankind."

The nursing graduates honor the dedication of Nurse Nightingale and symbolically plan to carry the ideals for which she stood in the Candle lighting and Pledge, which recognize her ideals.

Facilitating the Process

It is recommended that students in the fourth semester begin the planning process as early as the first semester rather than waiting until the last semester. One or two nursing faculty members will serve as your Pinning Ceremony Chair/Advisor.

Organization and Guidelines

Members of the class begin planning in the second semester. Interested students meet and, through a democratic process, select committees to help organize the ceremony. However, the Associate Degree of Nursing Program has specific guidelines in place to support the class in creating a successful Pinning Ceremony. These guidelines are designed to streamline the planning process and improve this joyful event:

1. Each semester, there is only one Pinning Ceremony for the program.
2. Designated faculty advisors are responsible for overseeing the planning and execution of the ceremony.
3. Class representatives will contact or meet with faculty advisors at the beginning of each semester and as needed throughout the semester. They will meet to discuss proper protocol, room arrangements and reservations, speakers, ordering of pins, invitations, invited guests, optional photos, music, candle lighting, and speeches.
4. The faculty advisors and class representatives will decide when, where, and how often to meet.
5. Students will have the opportunity to vote on their own speakers and family members to pin students.
6. Students will also vote as a cohort to determine the dress code. Purchasing information for the sash: Company-Graduation Source, www.graduationsource.com, or another company of your choice.
7. Gum chewing is not allowed during the Pinning Ceremony.
8. Traditionally, the cost of the Pinning Ceremony has been approximately $105 per person. Payments are due during the 4th week of the 4th semester to the class

representative, who will provide an account of the class funds. These funds cover expenses such as invitations, programs, decorations, etc.

9. The ceremony must be scheduled so it does not conflict with college activities. Mt. SAC nursing faculty advisors should be informed of the date and time of the ceremony in a timely manner. The invitation, program, and any video or multimedia presentations must be reviewed and approved by the faculty advisors before the event.
10. In week 4 of the 4th semester, a “Save the Date” email should be sent to college dignitaries listed below. Invitations should be sent or delivered to college dignitaries six to eight weeks before the ceremony.
    a. Current full-time nursing faculty will receive their invitations in their mailboxes.
    b. Invitations for current adjunct faculty and staff (including past adjuncts who taught the graduating class) should be coordinated with the Nursing Department secretary for the updated list.
    c. Director of Nursing invitations will be placed in their mailboxes.
    d. Department Chair invitations will be placed in their mailboxes.
11. Nursing students will hand-deliver invitations to the following dignitaries:
    a. Dean, Division of Technology and Health Division;
    b. Associate Dean, Division of Technology and Health Division;
    c. Nursing Counselor / Educational Advisor;
    d. Vice President of Instruction;
    e. Vice President of Student Services;
    f. College President.
    g. Invitations to the Board of Trustees should be obtained from the President’s office. These invitations need to be hand-carried to the President's Office and prepared for mailing. Since addresses are not accessible, the secretary for the president will label and mail these on behalf of the graduating class.

Please verify names of invitees with the Nursing Department.

Cost of Pinning Ceremony

Note: this is an approximate estimate. Prices may vary.

1. Sash with Embroidery- $65.00+
2. Invitations for faculty- $5.00
3. Ceremony programs- $10.00
4. Decorations$15.00
5. Photographer- $15.00

<u>Total: $110.00</u>

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Section 10: Student Acknowledgment

Student Handbook Acknowledgment Form
I acknowledge that I have received, reviewed, and understand the **Mt. San Antonio College Associate Degree Nursing Program Student Handbook.**

I understand that:

- I am responsible for knowing and complying with all policies, procedures, and requirements contained in this handbook.
- Failure to adhere to program policies may result in disciplinary action, probation, dismissal, or program withdrawal.
- Policies are subject to change to maintain compliance with College policy, clinical agency requirements, and Board of Registered Nursing regulations.

I understand that this handbook does not replace official College policies and that I am responsible for remaining informed of updates communicated by faculty or the Nursing Department.

Student Name (Print): _____

Student Signature: _____

Student ID #: _____

Date: _____ **Semester/Year:** _____

This acknowledgment must be signed and submitted as required by the Nursing Department.

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Appendix A

Student Conduct Committee

Committee Members

- The committee will have a minimum of (3) full-time nursing faculty members and a maximum of five (5) full-time nursing faculty members.
- Minimum of three (3) full-time nursing faculty to be present during student hearing.
- If a committee member refers the student, is a witness to the incident, or has a conflict of interest, the member will be excused from the committee hearing.

Committee Details

- Received Incident report(s) from the Nursing Staff member, and the student will be reviewed by all members of the committee, excluding the nursing faculty member submitting the report.
- Student hearings will be conducted on the third Monday of every month, unless otherwise specified by time (deadlines).
- Disciplinary actions will be recommended in accordance with program policies and course critical elements.
- Each hearing will be reviewed on a case-by-case basis; on the nature of the violation, disciplinary history, circumstances surrounding the violation, precedent, and motivation.
- Report of the recommended decision of student misconduct will be provided to the Program Director or Assistant Program Director for the final decision, in which the student will be notified by email for a meeting appointment.
- Adjustment of the conduct process is subject to change, in the event of an extenuating circumstance or needs of a particular situation.

Definitions and Terms

- “Student”: Any person enrolled in the Mt. San Antonio College Nursing Program.
- “Program”: Mt. San Antonio Nursing department.
- “Student Conduct Committee” / “SCC”: the body of faculty appointed to preside over student conduct hearings and determine whether the respondent has violated the nursing program policy and when determined that a violation has occurred.
- “Faculty”: Any person designated by Mt. San Antonio College Nursing Program to teach or carry out nursing course activities.
- “Policy”: Written rules and regulations of the Mt. San Antonio College and Mt. San Antonio College Nursing Program.
- “Student (respondent)”: Any person or persons who are found to have allegedly violated a nursing program policy or who have a formal complaint or accusation against them.
- “Nursing staff member”: Any person who works in the nursing department who makes a complaint or formal accusation against a student.
- “Hearing”: A meeting designated for the SCC to review and determine if violations to the nursing program occurred.

- “Incident Report”: Report will be generated via Smartsheet. Incident Reports will be completed by the instructor, student and SCC. Reports will include date, time, location, event, people involved, course, and misconduct classification
- “Support Person”: A student may elect to be accompanied by a support person. Support person should not be individuals who are involved in the incident and must be a student enrolled in the Mt. San Antonio College Nursing Program.

Classifications of misconduct

Tier 1	Tier 2	Tier 3
Academic Misconduct	Non-Academic Misconduct	• Repeated Misconduct (Tier 1) • Unsatisfactory of Critical Elements • Unresponsive communication • Incomplete remediations

Process and Procedures

1. A nursing staff member (complainant) will complete and submit an Incident Report to the Student Conduct Committee (SCC) no later than two (2) days from the incident involving the student (respondent).

2. The Incident Report will be reviewed by the SCC to determine if action is required.

    a. No action required will result in the case being closed but still filed.

    b. Notification of no action will be sent by email to all parties.

    3. Further action required, the student will be notified of the alleged violation by email, in addition to a hearing date and time.

    a. It is the students’ responsibility to check their Mt SAC college email and respond with receipt of notification no later than two (2) business days.

    b. The student may request to change the date and/or time of the hearing in the event of extenuating circumstances. Supporting documentation(s) must be submitted.

4. A nursing staff member (complainant) will be notified of the hearing date and time by email but is not permitted to be present with the student during the hearing.

5. The student may submit a written response to the allegations. All submissions must be received at least one (1) week prior to the hearing.

6. The student has the right to request one (1) support person to be present.

    a. A written notice must be submitted to the SCC at least five (5) business days prior to the scheduled hearing date.

    b. The support person’s role is limited to observing, consulting with the student, and providing support to the student.

c. The support person is not permitted to speak to the Committee.

d. The support person is an individual who is not involved in the incident.

e. The support person must be a nursing student in the program.

f. Attorneys or any type of legal counsel are not permitted at the hearing.

7. The hearing will be conducted in person and will be private and confidential, no later than thirty (30) days from the date of initial email notification.

a. If the student fails to appear, the committee will continue with the hearing, review the information available, and render a recommended decision.

8. The hearing will begin with an explanation of how the hearing will proceed, then a reading of the alleged violations.

9. The student will have an opportunity to respond to the alleged violations during the hearing.

10. Once the student is dismissed from the hearing, the committee will deliberate with a recommended decision, no later than one (1) day of the hearing.

a. The SCC shall deliberate in closed session. These deliberations shall not be recorded, and the proceedings shall be confidential in closed session. The SCC shall determine by deliberation of facts presented in the hearing, whether the accused student has violated Nursing Program Policies, and determine a recommendation for disciplinary action by majority vote.

b. If the student is found NOT to have violated a policy, the case will be closed and filed, with notification to the student (respondent) and Nursing Staff member (complainant).

c. If the student is found to have violated a policy, the committee will complete a Disciplinary Action Recommendation report to be given to the Program Director or Assistant Program Director for the final decision.

11. The Program Director or Assistant Program Director will review the Disciplinary Action Recommendation report and shall accept, reject, or modify the SCC's recommendation to complete the discipline decision within five (5) business days.

a. The Program Director or Assistant Program Director will email the student to meet in the office regarding the final decision within two (2) business days.

b. The Program Director or Assistant Program Director will email the Nursing Staff member (complainant) with the final decision within two (2) business days.

c. Action following the final decision will be dependent on the severity of the case and policy violation. Examples include, but are not limited to:

i. Remediation

ii. Course probation

iii. Program probation

iv. Course failure

v. Program dismissal

Appendix B

Student Notification and Remediation Form (SAMPLE TEMPLATE)

Mt. San Antonio College
Associate Degree Nursing Program
STUDENT NOTIFICATION FORM/ STUDENT REMEDIATION CONTRACT

NAME	DATE	COURSE

In accordance with Associate Degree Nursing Program and departmental policy, this notice serves to inform you of your current status in the program. (PLEASE CHECK)

☐ Anecdotal Note
☐ Remediation Plan
☐ As of the above date, you are not meeting the following course requirements/critical elements:
☐ As of the above date, you have failed this course.

Please list
You have been unsuccessful in achieving ___

Maximum allowable absences for this course are_____hours lecture and/or_____hours of laboratory.

☐ As of the above date, you have missed_____hours of lecture and/or_____ hours of laboratory.

This matter is now subject to faculty review and possible failure per program policy.

☐ As of the above date, you have been tardy _____times in lecture and/or _____times in laboratory.

This behavior must be corrected immediately to satisfactorily meet the critical elements of the course.

☐ Your current progress in the lecture portion of the course is below the required 75% for passing.

I have received this notification ☐ in conference ☐ in the email and am aware of my current status.

STUDENT NAME/Signature_____ Date: _____

Professor Name/Signature_____ Date: _____

Signature denotes that the notification form has been discussed and presented. It does not denote agreement and the student may feel free to make comments.