Nursing Students' Handbook

College of Southern Maryland
School of Health Sciences
Nursing Programs

2025-2026

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General Nursing Program Information

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COLLEGE OF SOUTHERN MARYLAND
School of Health Sciences Nursing Programs

INTRODUCTION

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Dear Student,

Welcome to the College of Southern Maryland (CSM) Nursing Programs. This handbook of information, policies, rules, and regulations is to be used as a guide while you are enrolled as a nursing student. The information will aid in your adjustment to situations you will encounter in the program and is to be used in conjunction with the *College of Southern Maryland Catalog* and the **College Student Policy Guide**. Please familiarize yourself with all of these publications. Faculty will refer to portions of the Catalog and Handbook throughout the program and will expect students to be familiar with the content of all college publications. It is the responsibility of each student to review this handbook and to refer to it as needed during their enrollment. Students are responsible for meeting all admission, progression, and graduation requirements. **Advisors will assist in planning programs, but the ultimate responsibility for fulfilling all requirements rests with each student.**

On behalf of the faculty and staff, we welcome you to the CSM nursing programs.

Caroline Combs, DNP, MSN, RN
Dean, School of Health Sciences
Morag Dahlstrom MSN, RN, ACUE
Chair, Professor Nursing Program

DISCLAIMER

This handbook is intended to be a fair summary of matters of interest to nursing students and should be used in conjunction with the CSM catalog. Readers should be aware that (1) this handbook is not intended to be a complete statement of all procedures, policies, rules, or regulations that are outlined here; (2) the college reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in the handbook; and (3) other division procedures, policies, rules, and regulations, whether or not contained in the handbook, may be applicable to students in this division.

NONDISCRIMINATION POLICY

College of Southern Maryland maintains a policy of equal opportunity for all persons. No person shall be subjected to discrimination under any program or activity of the college on the grounds of gender, sexual orientation, race, age, color, religion, disability, national origin, or marital status. This policy of nondiscrimination pertains to all college policies including employment, admissions, financial aid and other benefits, the use of any facility or equipment, and all practices relating to the treatment of students or others.

The College of Southern Maryland prohibits harassment of its employees, students, or visitors based on gender, sexual orientation, race, age, color, religion, disability, marital status, or national origin. CSM also prohibits retaliation against those who allege such harassment. This policy also applies to campus-based hate crimes.
If you have experienced discrimination, harassment, or an act of retaliation, please contact the Student Conduct Office at titleix@csmd.edu or 301-539-4746. Formal complaints of discrimination, harassment, or retaliation must be made in writing and directed to the Student Conduct Officer (to report acts committed by students) or to the Human Resources Department (to report acts committed by employees). To file a formal complaint, please complete the Harassment, Discrimination and Retaliation Complaint Form. You may contact the following with questions: titleix@csmd.edu (student conduct inquiries).

NURSING FACULTY AND STAFF

Dean, School of Health Sciences.. Caroline Combs, DNP, MSN, RN

Chair, Nursing Program ....Morag Dahlstrom MSN, RN, ACUE

Health Sciences Admission and Progression Coordinator .... Jacqueline Koerbel, BS

FULL TIME FACULTY

Lisa Gonzalez, PhD, RN, CCRN, CNE
Linda Hamel, MSN, RN, CNE
Eden Kan, PhD, RN
Erika Kellogg, MS, RN
Melissa King, MSN, RN
Tabitha Krauel, MS, RN
Kara Leonard, MSN, RN
Robin Madera, PhD, RN, CNE
Donna Parker, MSN, RN
Kathleen Parsons, MS, RN, CCRN-K, CNE
Aimee Turacy, MS, RN
Robin M. Young, MSN, MSM, RN-BC, CNE

Nursing   Retention   Coordinator
Sheila Levings, MSN, RN

Clinical Placement Coordinator
Nikia Meyers

Lab Skills Coordinator
Jennifer Hernandez

Lab Assistants
Donna Bush
Sebastian Whitt

Nursing Clinical Simulation Coordinator
Elizabeth Hasselbrack, MSN, RN

**Simulation Operations and Technology Support
Specialist**
Ken Boykin

**Health Sciences Pre-admission and
ATB Coordinator**
Mona Weber

Administrative Assistant
Davita Gaines-Stewart

Mission

The mission of the Nursing Programs is to educate future nursing professionals through exemplary academic programs and collaborative community partnerships.

Vision

The Nursing Programs strive to:

- Foster lifelong learning, competence, and integrity in a diverse student population.
- Promote students' commitment to the nursing profession and community.
- Provide opportunities for student learning through cutting edge technology and exceptional practical experiences.

History of the College of Southern Maryland

Charles County Community College was established in 1958, as part of the expansion of community colleges in the United States. Initially begun in Charles County, the college expanded programs to St Mary's County in 1978 and to Calvert County in 1980. The college officially became the College of Southern Maryland (CSM) July 1, 2000.

CSM is a public, two-year, coeducational, regional community college formed to unite the Charles, Calvert, and St. Mary's County campuses into one institution. The CSM campuses are located in economically sound communities within commuting distance to Washington, D.C. While still rural in character, the proximity to Washington D.C. and several military installations is increasingly converting the region into what now might be termed, "Washington, D.C. suburbs".

The college is accredited by the Middle States Commission on Higher Education and offers a range of academic degrees and certificates. It also serves as a resource for business, industry, and government through the Corporate and Community Training Institute, the Non-Profit Institute, and the Diversity Institute.

Results of the most recent student profile in FY 23 reveal the following:
- Total credit student enrollment of 14,329
- Ethnic diversity of 46% White, 28% Black, 9% Hispanic, 17% all others.

The La Plata campus in Charles County occupies a 173-acre site and consists of thirteen buildings. This campus serves as the main location for college governance.

The Leonardtown campus in St. Mary's County was established in 1978 and is administered by one (1) Vice President and Dean who reports directly to the College President.

The Prince Frederick campus in Calvert County was established in 1980. The campus encompasses 75 acres and two buildings, the most recent of which opened in 2013.

The Regional Educational Site is in Hughesville. The site occupies 74 acres and provide programs to serve the entire region in a more cost-effective and convenient way. The Center for Health Sciences building is the second building on the Reginal Educational Site. It was opened in January 2023 and dedicated in April 2023.

History of Nursing Programs

In 1974, a feasibility study was conducted to determine current and future needs for a Practical Nursing (PN) education program within Southern Maryland. The results indicated that an urgent need existed for the creation of such a program in Charles County. These results, along with the receipt of a Comprehensive Employment and Training Act (CETA) grant and support from area facilities to provide clinical training, facilitated the initiation of the practical nursing program at that time.

The Practical Nursing Certificate program at CSM became operational in Fall 1975 and was the first college-based program of its kind in Maryland. The first PN Certificate graduates completed the program in July 1976. The practical nursing program was initially accredited in 1979 by the National League for Nursing which became the National League for Nursing Accrediting Commission (NLNAC) and is now the Accrediting Commission for Education in Nursing (ACEN) and has received full, continuing accreditation status since that time.

Within two (2) years of implementation of the Practical Nursing Certificate program, there were inquiries from the community about the possibility of beginning an Associate Degree Nursing program (ADN). The nursing faculty identified a common core of nursing concepts that became the first two (2) semesters of both the Practical and associate degree Nursing programs. The College received approval from the Maryland Board of Community Colleges and the Maryland State Board of Examiners of Nurses (now the Maryland Board of Nursing, MBON) to proceed with the program. This career ladder, the first to be created in the state of Maryland, became a prototype for other nursing programs. This model continues today with students having the opportunity to exit the Nursing Programs at the PN level by completing a third semester in the summer.

Students started in the associate degree program in Fall 1979 and the college awarded its first Associate of Science Degrees in Nursing in May 1981. This program received initial accreditation in 1987 and has continued with full accreditation by the Accrediting Commission for Education in Nursing (ACEN). Further information about ACEN can be found at the official website: *https://www.acenursing.org/contact-the-acen/* or by contacting them at 3390 Peachtree Road, SE, Suite 1400, Atlanta GA, 30326; 404-975-5000.

In 2001 the nursing program administrator and nursing faculty made the decision to move from a fall only admission cycle to twice-a-year admissions in response to an anticipated nursing shortage. The first spring admission class for associate degree Nursing began the program in January 2003. This cycle continues in place today with one cohort of PN students beginning each fall, and cohorts of ADN students beginning each fall and spring. In addition, ADN students have an opportunity to apply for PN completion in March of each year.

The RN transition Pathway was started in 1987 in conjunction with the approval of a state-wide articulation agreement. This program option acknowledges the experience the LPN brings when returning to school and provides credit for the first-year nursing courses upon completion of classroom and clinical transition courses.

The Transition Pathway formally known as military medic and LPN-ADN pathways recognizes the experience our veterans and LPNs bring to future careers in nursing. Students receive credit for the first-year nursing courses upon completion of classroom and clinical transition courses.

In light of the 2010 Institute of Medicine *Future of Nursing* report, nursing administration has focused on developing streamlined pathways for academic progression to the bachelor's degree in nursing (BSN). CSM graduates can attend RN-BSN programs through the statewide articulation agreement, through specific articulation agreements between CSM and individual 4-year colleges and universities, and through an Associate to Bachelor's degree (ATB) dual enrollment option in partnership with Frostburg University, Stevenson University Online, American Public University and University of Maryland Global Campus. CSM students can also apply for provisional admission to the University of Maryland School of Nursing (UMSON), Baltimore.

Curriculum

College of Southern Maryland
School of Health Sciences
Nursing Programs

NURSING PROGRAMS' PHILOSOPHY

The Philosophy of the Health Science Nursing Program is consistent with the mission of the College of Southern Maryland and reflects **statements of beliefs of the school's nursing faculty**. As an integral force in curriculum development, these statements are shared with students, faculty, and cooperating agencies to promote understanding of the planning and implementation of learning experiences as theory and practice are integrated.

The nursing faculty believe that the dynamic interconnectivity among person, environment, nursing, and health offers a unique perspective for providing client care and for establishing nursing as an art and a science.

- **Person** is defined broadly as the focus of nursing care, whether that may be as an individual, family, group or community, or global society. The person is viewed as a biopsychosocial-spiritual being striving to meet health outcomes throughout the lifespan. A person's health is influenced through interaction between the person and the environment.

- **Environment** is the dynamic subtotal of internal and external elements that impact an individual's health. Environmental factors may be modified to promote the achievement of identified health outcomes.

- **Health** is a multidimensional, dynamic state defined by the person. It is the integration of physical, emotional, intellectual, social, cultural, and spiritual well-being that enables maximum progress on the person's wellness-illness continuum.

- **Nursing** is a human health service that recognizes the unique and diverse nature of persons. Nursing is a profession that values caring, accountability, advocacy, integrity, and the ongoing pursuit of knowledge. Nursing is a process that uses principles from arts and humanities, and the biological, physical, behavioral, and social sciences to approach care holistically, integrating ethical and legal principles, communication, informatics, and evidence-based practice. These concepts form a foundation for clinical judgment that promotes safe patient centered care and achievement of health outcomes.

Nurses apply clinical reasoning to achieve clinical judgment as they integrate this meta-paradigm, the steps of the nursing process, the setting in which they practice, and their nursing role to assist persons in achieving the health outcomes of health promotion, maintenance, restoration, and palliation.

Faculty agree that clinical judgment is defined as the skill of recognizing cues about a clinical situation, generating and weighing hypotheses, taking action, and evaluating outcomes for the purpose of arriving at a satisfactory clinical outcome. Clinical judgment is the observed outcome of two unobserved underlying mental processes, critical thinking and decision making. Problem Solving includes developing and evaluating interventions to resolve complex problems within the context of nursing. Critical thinking in nursing involves identifying a problem, determining the best solution, and implementing an effective method to resolve the issue using clinical decision-making skills. (ANA, 2024)

Nursing education fosters the concept of lifelong learning through spontaneous and structured education at all levels of nursing practice. A foundation in the humanities, physical, and social sciences is significant in

understanding various aspects of the person and the environment. Nursing education merges this knowledge of scientific principles and human behaviors with discipline specific concepts. Key competencies from the Quality and Safety Education for Nurses (QSEN), National League for Nursing (NLN), and Maryland Board of Nursing (MBON) are integrated across the curriculum.

The **teaching/learning process** is an interactional relationship in a learning environment resulting in a change in behavior. Learning is a cognitive, affective, or psychomotor process that utilizes reflection in and on action. The faculty recognizes that students present with a variety of learning styles and use principles of adult learning theory in their approach to teaching. Faculty members organize learning experiences and act as resource persons, role models, and facilitators to the students. Within this context, the learner is responsible for self-direction, reflection, and personal growth.

A diagram of the organizing framework follows.

Nursing Conceptual Framework
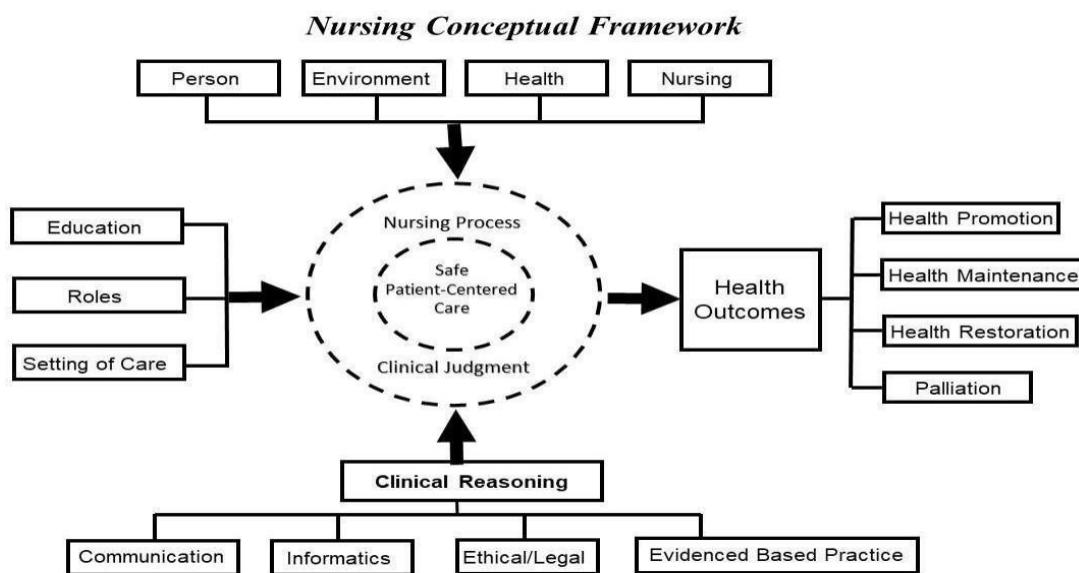
Nursing Program Outcomes

Evaluation of program and student learning outcomes is determined using a comprehensive program evaluation schedule. Evaluation findings are aggregated and trended by program option and date of completion and are used to inform program decision-making. Program Outcomes data is shared with communities of interest through a variety of methods including the CSM nursing program web site, announcements at School of Health Sciences Orientation, and discussion with the nursing program advisory council.

The Nursing Programs track the following program outcomes:
- NCLEX pass rate
- Program graduation rate
- Job placement rates

The educational effectiveness of nursing programs can be measured in many ways; however, a common measurement of the quality of a program is the percentage of students who pass the NCLEX exams on the first attempt. The College of Southern Maryland consistently scores above the national average for both the

Practical Nursing Certificate and Associate of Science Degree in Nursing programs. Please refer to the Maryland Board of Nursing web site at www.mbon.org to view the most recent NCLEX board results.

Nursing Program Student Learning Outcomes

Practical Nurse (PN) Certificate Student Learning Outcomes

Practical nursing education utilizes a basic core of knowledge and competencies common to all levels of nursing practice to prepare graduates who can focus on simple, direct client care using standard nursing interventions. Licensed practical nurses function in a team relationship with RN contributing to the nursing process. They provide direct care, with assistance or guidance in structured settings, to individuals with commonly occurring and recurring health problems. The graduates of the practical nursing program are provided an educational foundation for further study at the associate degree level.

At the completion of the PN certificate program students will be able to:

1. Apply components of clinical reasoning to formulate clinical judgment decisions to deliver safe, patient-centered care.
2. Contribute inter-professionally with the health care team to manage care across the healthcare continuum.
3. Apply the nursing process to achieve patient health outcomes.
4. Demonstrate professional core values congruent with the practice of practical nursing.

Associate Degree Nurse (ADN) Student Learning Outcomes

The practice of the associate degree nurse is directed toward prioritizing and managing care for clients with complex health issues. This care requires collaborative decision-making using the nursing process and can be rendered in acute care hospitals, long term/transitional care facilities and community- based settings. The graduates of the associate degree nursing program are provided an educational foundation to articulate for further study at the baccalaureate level.

At the completion of the ADN program students will be able to:

1. Synthesize components of clinical reasoning to formulate clinical judgment decisions to deliver safe, patientcentered care.
2. Collaborate inter-professionally with the health care team to manage care across the healthcare continuum.
3. Integrate the nursing process to achieve patient health outcomes.
4. Integrate professional core values congruent with the practice of registered nursing.

Program Evaluation

Nursing students at CSM are asked to evaluate the Nursing Programs on a regular basis to provide feedback on the effectiveness of the educational process. Many forms of evaluation are used that

include classroom and clinical instructor evaluations, clinical agency/setting evaluations, and course evaluations by students. Information communicated in these evaluations is used for program improvement.

Description of Nursing Programs

The College of Southern Maryland offers a career ladder nursing program which allows students to choose the associate degree option (ADN) or the practical nursing certificate option (PN).

PN Option
Students admitted to the PN option complete one non-clinical prerequisite nursing course prior to admission to the PN program and three clinical semesters. Coursework specific to practical nursing is taken during a summer session. Upon successful completion the student receives a certificate and is eligible to take the National Licensure Examination for Practical Nurses (NCLEX-PN).

LPN to ADN Transition Pathway
LPNs accepted into this program complete a transition course before entering the third clinical semester of the ADN curriculum.

ADN Option
Students admitted to the ADN option complete one non-clinical prerequisite nursing course prior to admission to the nursing program. Students complete four clinical semesters once admitted to the program. Upon successful completion, the student receives an associate of science degree and is eligible to take the National Licensure Examination for Registered Nurses (NCLEX-RN).

Content Organization

Nursing content is organized from simple to complex, as well as from general to specialized knowledge. During the non-clinical semester, students are introduced to nursing as a profession. This prepares the nursing student for the first clinical semester which integrates introductory concepts and the nursing process as well as the communication and psychomotor skills required in the delivery of nursing care. Students practice basic nursing concepts across the lifespan in selected wellness settings and apply their knowledge to older adults in long term care settings.
During the second clinical semester, the nursing process is used as a framework to discuss basic health alterations of adults. Students are introduced to the acute care setting. In the 2nd semester in the revised curriculum, students also engage in specialized nursing care related to behavioral health. At this point in the curriculum, students completing the Practical Nursing Certificate program exit and take the last course of that program.
The Associate Degree student continues to build upon the content base of the first year. During the third and fourth semesters students are introduced to complex health alterations in adults as well as the specialized nursing care related to care of the childbearing and childrearing family. Care of the childbearing family (OB) occurs in the third semester and care of the childrearing family (Peds) is a 4th semester course. In addition, students are exposed to basic principles of management, leadership, and transition to practice as they examine current trends in nursing, health care, and society. Throughout the program, students are introduced to a variety of nursing roles as they practice nursing in long term care, community based, and acute care settings.

The nursing curriculum design is based on outcomes achieved through behavioral objectives, learning experiences, and appropriate measures of students' progress. The curriculum reflects an integrated

learning strategy that encourages students to assume an active and responsible role in their own education and learning. The faculty strives to produce graduates capable of self-direction, who are willing to assume responsibility and accountability for their practice in the health care delivery system. The programs help to meet the diverse learning needs of our students in the communities of Southern Maryland. The students are of differing ages, cultures, and educational backgrounds and have varied family, home, and work commitments. These unique characteristics require that faculty use a variety of teaching strategies.

Content Delivery Methods

To prepare graduates of both programs for beginning practice, faculty have developed and implemented a nursing curriculum which includes activities in the classroom, college laboratory, and multiple clinical settings. The planned educational activities are designed to assist students in achieving program outcomes through academic and clinical laboratory experiences. When delivering direct client care, students are supervised by faculty. Simulation and instruction in the campus nursing laboratory are used to provide hands-on practice. Learning is facilitated by personal contact and by visual, interactive, and other multimedia stimuli. Courses have been carefully planned to provide the student with a continuity of learning experiences.

- Classroom Theory - Content and materials augmenting objectives are presented during class time each week. Class time may take place in a live classroom, online, or as a combination of both of these delivery methods. Classroom methodologies include didactic and active learning activities. Examinations and other assessments evaluate progress at the completion of one or more units and at the end of the course. (NOTE: One credit of class time requires a minimum of 15 contact hours [50 minutes each] of actual instructional time.)

- Campus Laboratory - Supervised times are provided for student practice and evaluation of specific skills. Lab skills frequently correlate with theory content. Attendance is mandatory. (NOTE: One credit of lab requires a minimum of 30 contact hours [50 minutes each] of supervised lab time.)

- Clinical Simulation Laboratory - Clinical Simulation Experiences – Clinical simulation experience provide learning opportunities that may not otherwise be available to students in the clinical facilities. They provide the opportunity to utilize principles being learned in each course. Clinical simulations used as a clinical experience are in a ratio of one hour in length is equivalent to 2 hours of required clinical course hours. Attendance is required for the entire simulation session to fulfill the course requirements. Missed clinical simulations are made up with an assignment equivalent to the specific course clinical hours. Clinical simulations include required pre-work designed to prepare the student for the focus of the simulation with the goal of increasing the student's success in the simulation experience. One element of required pre-work may be attendance for the entire theory class session of applicable content. Assigned pre-work must be completed prior to the simulation experience for the student to participate in the clinical simulation session. Students that have not prepared for a clinical simulation experience by completing the assigned pre-work will not be permitted to attend the clinical simulation thus resulting in a clinical absence.

- Clinical Practice - Faculty members select appropriate learning experiences in affiliating health care institutions and settings as well as in the community. Instructors supervise students in these experiences offering guidance, supervision, and evaluation of student performance. Attendance is mandatory. (NOTE: One credit of clinical practice requires a minimum of 45 contact hours [50 minutes each] of supervised student practice.)

Nursing Course Sequence

A student in the PN program begins in the fall or spring semester, and then completes the program with a final summer course.

A student in the transition pathway begins in the summer with a transition course, and then completes the program by joining the ADN students in the third semester for fall semester.

A student in the ADN program begins in the spring or fall semester and completes the program in a total of 4 semesters.

Students may choose to extend their completion time by taking fewer general education courses or nursing requirements each semester. The following tables detail the course sequence for completion of the PN, LPN-ADN, and ADN Programs.

College of Southern Maryland: School of Health Sciences

Nursing Curriculum: Certificate in Practical Nursing Course Sequence

The following is a recommended sequence for completion of the Practical Nursing program as a full-time student. See the College Catalog for required course pre-requisites and co-requisites.

Pre-Clinical Summer		Clinical Semester 1		Clinical Semester 2		Clinical Summer	
*NUR 1050: Introduction to Professional Nursing	2 cr	**NUR1175: Foundations of Professional Nursing Practice	4 cr	NUR 1250: Professional Nursing Practice: Care of the Person with Behavioral Health Needs	2 cr	NUR 1375: Practical Nursing Care and Transition to Professional Practice	3 cr
*PSY 1010	3 cr	**NUR1175L: Clinical Application: Foundations of Professional Nursing Practice	3 cr	NUR 1250L: Clinical Applications of Professional Nursing Practice: Care of the Person with Behavioral Health Needs	1 cr	NUR 1375L: Clinical Application of Practical Nursing: Advanced Care and Transition to Professional Practice	2 cr
English 1010	3 cr	BIO 2080/L	4 cr	NUR 1275: Professional Nursing Practice: Care of the Adult Person with Basic Health Needs	4 cr		
COM 1350	3 cr	PSY 2050	3 cr	NUR 1275L: Clinical Application of Professional Nursing Practice: Care of the Adult Person with Basic Needs	3 cr		
BIO 2170	4 cr			BIO 1650	1 cr		
Semester Total	**15 cr**	**Semester Total**	**14 cr**	**Semester Total**	**11 cr**	**Semester Total**	**5 cr**

Total Program: 45credits

* Students do not need to be admitted to the nursing program to take these courses. They are available to anyone in the college community.

**Admission to the Nursing Program is required before taking these courses. See Admission booklet for admission criteria.

School of Health Sciences
Nursing Curriculum: Associate Degree in Nursing Course Sequence

The following is a recommended sequence for completion of the ADN program in 5 semesters as a full-time student. See the College Catalog for required course pre-requisites and co-requisites.

Pre-Clinical Semester		Clinical Semester 1		Clinical Semester 2		Clinical Semester 3		Clinical Semester 4	
*NUR 1050: Introduction to Professional Nursing	2 cr	**NUR1175: Foundations of Professional Nursing Practice	4 cr	NUR 1250: Professional Nursing Practice: Care of the Person with Behavioral Health Needs	2 cr	NUR 2350: Professional Nursing Practice: Care of the Person with Childbearing Health Needs	2 cr	NUR 2450: Professional Nursing Practice: Care of the Person with Childrearing Health Needs	2 cr
PSY 1010	3 cr	**NUR1175L: Clinical Application: Foundations of Professional Nursing	3 cr	NUR 1250L: Clinical Applications of Professional Nursing Practice: Care of the Person with Behavioral Health Needs	1 cr	NUR 2350L: Clinical Application of Professional Nursing Practice: Care of the Person with Childbearing Health Needs	1 cr	NUR 2450L: Clinical Application of Professional Nursing: Care of the Person with Childrearing Health Needs	1 cr
MTH 1120	3 cr	BIO 2180	4 cr	NUR 1275: Professional Nursing Practice: Care of the Adult Person with Basic Health Needs	4 cr	NUR 2375: Professional Nursing Practice: Care of the Adult Person with Complex Health Needs	4 cr	NUR 2475: Professional Nursing Leadership, Management, and Transition to Practice	3 cr
ENG1010	3 cr	PSY 2050	3 cr	NUR 1275L: Clinical Application of Professional Nursing Practice: Care of the Adult Person with Basic Needs	3 cr	NUR 2375L: Clinical Application of Professional Nursing Practice: Care of the Adult Person with Complex Health Needs	3 cr	NUR 2475L: Clinical Application of Professional Nursing Leadership, Management and Transition to Practice	2 cr
BIO 2170	4 cr			BIO 2010/L	4 cr	COM 1350	3 cr	PHL 1410	3 cr
Semester Total	**15 cr**	**Semester Total**	**14 cr**	**Semester Total**	**14 cr**	**Semester Total**	**13 cr**	**Semester Total**	3 cr

* Total Program: 70credits Students do not need to be admitted to the nursing program to take these courses. They are available to anyone in the college community. **Admission to the Nursing Program is required before taking these courses. See Admission booklet for admission criteria

* Students do not need to be admitted to the nursing program to take these courses. They are available to anyone in the college community. **Admission to the Nursing Program is required before taking these courses. See Admission booklet for admission criteria

College of Southern Maryland School of Health Sciences

Nursing Curriculum: RN Transition Pathway

The following is a recommended sequence for completion of the ADN Transition Pathway as a part time student. See the College Catalog for required course pre-requisites and co-requisites.

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Pre- Pathway SEMESTER: Transition Summer		Pathway SEMESTER 1: ADN Clinical Semester 3		Pathway SEMESTER 2: ADN Clinical Semester 3		Pathway Semester 3: ADN Clinical Semester 4		Pathway Semester 3: ADN Clinical Semester 4	
**NUR-1975: Professional Nursing Practice: Transition to Registered Nursing	4 cr	*NUR 2350: Professional Nursing Practice: Care of the Person with Childbearing Health Needs	2 cr	*NUR 2375: Professional Nursing Practice: Care of the Adult Person with Complex Health Needs	4 cr	*NUR 2450: Professional Nursing Practice: Care of the Person with Childrearing Health Needs	2 cr	*NUR 2475: Professional Nursing Leadership, Management, and Transition to Practice	3 cr
** NUR-1975L: Clinical Application of Professional Nursing Practice: Transition to Registered Nursing	4 cr	*NUR 2350L: Clinical Application of Professional Nursing Practice: Care of the Person with Childbearing Health Needs	1 cr	*NUR 2375L: Clinical Application of Professional Nursing Practice: Care of the Adult Person with Complex Health Needs	3 cr	*NUR 2450L: Clinical Application of Professional Nursing: Care of the Person with Childrearing Health Needs	1 cr	*NUR 2475L: Clinical Application of Professional Nursing Leadership, Management and Transition to Practice	2 cr
		*COM 1350	3 cr			*MTH 1015	3 cr	*PHL 1410	3 cr
Semester Credits	8 cr	Semester Credits	6 cr	Semester Credits	7 cr	Semester Credits	6 cr	Semester Credits	8 cr

**Admission to the Nursing Program is required before taking these courses. Courses requiring a prerequisite or co-requisite
**Admission to the Nursing Transition Pathway is required before taking these courses.
Total Required Credits: 70   See Admission booklet for admission criteria.

Nursing Program Policies

NURSING PROGRAM POLICIES

Please refer to the College of Southern Maryland Catalog and College Student Policy Guide for information on the college's general policies. The following information describes policies and procedures specific for nursing program students.

Enrollment & Progression Policies

Advising and Counseling:

Program Advisor

Once enrolled in the nursing program, each student is assigned to a specific faculty member (program advisor) for on-going advice about courses and programs throughout the student's enrollment in the nursing program.

The nursing student and his/her program advisor are academic partners who work together to achieve the following:
1. Select courses for each semester.
2. Discuss adding or dropping courses.
3. Discuss academic progress in all courses.
4. Discuss any problems that affect academic performance.
5. Plan strategies for success.
6. Discuss graduation requirements.
7. Discuss career considerations.

It is the responsibility of the student to ensure that all graduation requirements are met prior to completion of the nursing program. It is expected that the student will have contact with the nursing program advisor at least once during every semester to review individual progression in the nursing program. Contact in person or via Zoom is preferred. Telephone and email options are available but not preferred.

The student is expected to schedule this meeting with their nursing program faculty advisor each semester. The following process is recommended:

1. Log into myLearning and Connect to Student Support
2. Click on "Health" as the Academic Area
3. Choose the name of your Nursing Program Faculty Advisor and go to that profile page.
4. Click on "schedule"
5. Review the dates and times available, choosing which one best fits the student's schedule.
6. If scheduling through Connect to Student support is not working, please use your advisors csmd.edu email address.
7. Include the reason for the meeting and whether it will be in person, via zoom, or via telephone. If the meeting is via telephone, include a current phone number.
8. The student will discuss nursing program progression with the nursing program advisor, including the identification of a need for additional resources for success.

Health Requirements-Nursing Program Admission:

Upon admission to the Nursing Program, all students will be required to undergo the routine health requirements as outlined below as a prerequisite. These requirements must be completed prior to student beginning their first semester of nursing program courses. More specific requirements may be required at the clinical course level or at the request of a clinical agency.

Students will be required to pay the costs for these requirements. A student's admission to the nursing program will be rescinded if all requirements are not met and submitted to the designated third-party vendor site prior to the date outlined in Nursing Program Acceptance Letter.

Health Requirements and deadlines will also be discussed in the **mandatory** Pre-Orientation Meeting. Students who fail to attend the Pre-Orientation Meeting as outlined in the acceptance letter will not be registered for the Nursing Program.

The college will not be responsible for any tuition, fees or other costs that may be charged or paid or lost due to an incomplete, untimely, or unsatisfactory completion of health requirements and/or student failure to attend Pre-Orientation Meeting.

The college is not responsible for the documentation found at the vendor's site.

Despite compliance with College of Southern Maryland requirements, the clinical site has the right to deny student entry based on site-specific requirements and deadlines. Students will not be permitted in the clinical agency unless clinical agency requirements are met.

Current requirements include, but are not limited to:
- Background check via designated third-party vendor o Results must be complete prior to deadline.
    - o Pending/ordered status at deadline will not be accepted.
    - o Results must meet standards established by clinical agencies.
- Drug Screening via designated third-party vendor. o "Dilute Urine" will not be accepted. Students are required to repeat the urine drug screen. o Drug screen result is positive for Controlled and Dangerous Substances
    (CDS). **PLEASE BE ADVISED:** CSM uses the **federal** guidelines for CDS as this is the requirement of our clinical partners. Any entity that receives federal funding is bound by federal drug laws. As such, Marijuana is still considered a Schedule 1 illegal drug under federal laws, despite the state of Maryland allowing recreational and medical marijuana usage.
    - o Pending/ordered status at deadline will not be accepted.
    - o Results must meet standards established by clinical agencies.
- Physical examination by a licensed health care provider with completion of the corresponding paperwork located within the third-party vendor site. This document includes the health care provider's statement documenting that the following requirements have been met:
    - o The student's mental and physical health is sufficient to meet the core performance standards of the program
    - o Immunization screening
    - o Tuberculosis screening
- Immunization requirements including, but not limited to:
    - o Current Flu Vaccine
    - o Current Covid-19 Vaccine
    - o Measles, Mumps, Rubella (MMR) Vaccine or documented positive titer.
    - o Varicella Vaccine or documented positive titer.
    - o Hepatitis B Vaccine or documented positive titer.
         If applicable, signed declination waiver for Hepatitis B vaccine.
    - o Current Tetanus, Diphtheria, Pertussis (Tdap) Vaccine
    - o Other vaccines as indicated at the program, course, or clinical site level.

- Current cardiopulmonary resuscitation (CPR) certification as outlined below: o Heart Association Basic Life Support Provider offered by the American Heart Association and American Red Cross Basic Life Support for the Healthcare Professional are the only certifications accepted by the Nursing Program.
- Any other requirements as outlined at the college, program, course, or clinical site level.

Nursing students are expected to attend the mandatory Pre-Orientation Meeting as outlined in Nursing Program Acceptance letter. The student who fails to attend this meeting will not be registered for nursing program courses. Students must complete all health requirements as outlined and submit documentation to the designated third-party vendor prior to date designated in Nursing Program Acceptance Letter. Failure to meet requirements by the deadline will result in the student's admission to the nursing program being rescinded. Students are also required to meet any additional requirement outlined at the college, program, course, or clinical agency level and maintain the required updates specific to each requirement.

Health Requirements-Nursing Lab/Clinical Course Progression:

All Nursing Program students enrolled in a clinical and/or lab course will be required to maintain current routine health requirements as outlined below. It is the responsibility of the student to maintain currency of all requirements. More specific requirements may be required at the college, program, clinical course level or at the request of a clinical agency.

Students will be required to pay the costs to maintain all requirements. Students will be unenrolled from upcoming Nursing Lab/Clinical courses if requirements are not approved by designated third-party vendor prior to the upcoming semester deadline date as established by the Nursing Program. Students will be notified of upcoming semester deadlines via current enrolled nursing course announcements and/or re-enrollment letter.

Students are expected to maintain currency of all requirements throughout Nursing Program enrollment. Requirements that expire during current Nursing Lab/Clinical course enrollment are to be approved in the designated third-party vendor prior to expiration date. Failure to renew expired requirements during the semester will result in student absence from clinical or lab courses until the requirement is updated. Students will be held to Nursing Program clinical attendance policy.

The college will not be responsible for any tuition, fees or other costs that may be charged or paid or lost due to an incomplete, untimely or unsatisfactory completion of health requirements.

The college is not responsible for the documentation found at the vendor's site.

Despite compliance with College of Southern Maryland requirements, the clinical site has the right to deny student entry based on site-specific requirements and deadlines. Students will not be permitted in the clinical agency unless clinical agency requirements are met.

Current requirements include, but are not limited to:
- Annual Background check via designated third-party vendor o Results must be complete prior to deadline. o Pending/ordered status at deadline will not be accepted.
  - o Results must meet standards established by clinical agencies.
- Annual Drug Screening via designated third-party vendor. o "Dilute Urine" will not be accepted. Students are required to repeat the urine drug screen. o Drug screen result is positive for Controlled and Dangerous Substances
      (CDS). **PLEASE BE ADVISED:** CSM uses the **federal** guidelines for CDS as this is the requirement of our clinical partners. Any entity that receives federal funding is bound by federal drug laws. As such, Marijuana is still considered a Schedule 1 illegal drug under

federal laws, despite the state of Maryland allowing recreational and medical marijuana usage.
  - o Pending/ordered status at deadline will not be accepted.
  - o Results must meet standards established by clinical agencies.
- Annual Physical examination by a licensed health care provider with completion of the corresponding paperwork located within the third-party vendor site. This document includes the health care provider's statement documenting that the following requirements have been met:
  - o The student's mental and physical health is sufficient to meet the core performance standards of the program. o Immunization screening.
  - o Annual Tuberculosis screening.
- Immunization requirements including, but not limited to: o   Annual Flu Vaccine o Current Covid-19 Vaccine o Current Tetanus, Diphtheria, Pertussis (Tdap) Vaccine o Other vaccines as indicated at the college, program, course, or clinical site level.
- Current cardiopulmonary resuscitation (CPR) certification renewed every two years as outlined below:
  - o Heart Association Basic Life Support Provider offered by the American Heart Association and American Red Cross Basic Life Support for the Healthcare Professional are the only certifications accepted by the Nursing Program.
- Any other requirements as outlined at the college, program, course, or clinical site level.

It is the student's responsibility to update all clinical requirements in the Exxat 3rd-party vendor site throughout their enrollment and progression in the Nursing program. Students must check frequently, know their expiration and renewal dates, and act in a timely manner to maintain currency of all clinical requirements.

All clinical requirements must be current in the Exxat 3rd-party vendor site by July 1 in order to register for Fall classes. Any upcoming Fall semester student with expired, pending, or non-approved requirements as of July 1 will be unable to register or will be administratively withdrawn from any lab or clinical course.

All clinical requirements must be current in the Exxat 3rd-party vendor site by Dec 1 in order to register for Spring classes. Any upcoming Spring semester student with expired, pending, or non- approved requirements as of Dec 1 will be unable to register or will be administratively withdrawn from any lab or clinical course.

Attendance:

Emphasis is placed on attendance. Students are expected to attend all classes, lab and clinical. Since the program moves rapidly and covers a large amount of material, it is difficult to make up missed work. Attendance for all didactic and/or theory classes is strongly encouraged and will be monitored.

The Nursing Program considers attendance in clinical and campus laboratory sessions to be an essential component of the student's nursing education that is not easily duplicated; therefore, attendance in clinical and campus laboratory is required.

Rules governing attendance of CSM Nursing Students follow:
- In the case of 15-week lab and/or clinical nursing courses, more than **2 (two)** absences will result in *failure of the course*.
- In the case of 7-week lab and/or clinical nursing courses, more than **1 (one)** absence will result in *failure of the course*.

- Attendance is required for the <u>entire</u> clinical day or campus lab session to fulfill the course requirements:
    - *Failure to attend the entire lab/clinical day (tardy or leaving early) may be determined as an absence at the discretion of the lab/clinical instructor based on extenuating circumstances.*
- All clinical absences will be made up with hour equivalent load.
- Nursing Program Orientation is considered a clinical day and attendance is REQUIRED.
- Orientation to the clinical facility and any hospital required training are considered clinical days and attendance is REQUIRED.
- Each course syllabus will provide detailed information about who to contact in the event of an absence from campus lab or clinical.
- Students cannot "bank" clinical days in preparation for absences.
- Exceptions to the above policy statements based on extenuating circumstances will be considered on an individual basis and must be approved by the Nursing Program Chair.
- It is the responsibility of the student to officially withdraw from any class that he/she is not attending. Failure to withdraw will result in a grade of "F".
- Students unable to attend a full day of clinical and/or lab session are to discuss circumstances with clinical faculty and will make up all clinical absences as outlined in the policy.

Grading Scale:

Final grades in theory nursing courses reflect a student's academic standing and are based on course assignments and examinations. Nursing theory course grades are computed on a percentile basis.

Students must receive a passing grade "P" in clinical and campus laboratory experiences in order to receive credit for clinical/lab courses.

The nursing programs use the following scale to compute grades for theory courses:

> 92.5 - 100 = A
> 82.5 - 92.4 = B
> 78.0 - 82.4 = C
> 66.5 - 77.9 = D
> 66.4 and below = F

The minimal competency for the final course grade is 78.0. The final grade before rounding must be 78.0 in order to receive a C in the course. A grade of C is required to pass the course.

If minimal competency is met, the final course grade is rounded to the nearest whole number and stands as calculated. Grades are rounded only once.

Incomplete grades may be given to students with extenuating circumstances; a contract must be delineated with the approval of the instructors and the program chair as outlined per College of Southern Maryland policy.

Students who receive an Incomplete ("I") grade may be in jeopardy of losing their Financial Aid.

Students should consult their individual course syllabi to determine how their final theory course grade and clinical/lab course grade will be determined.

Progression:

Students are to refer to the College of Southern Maryland Catalog for required course pre-requisites and co- requisites and are responsible for knowing the contents of the Catalog. Students are responsible for completion of the required pre-requisites and co-requisites.

Students may not progress in the nursing programs if the correct required pre-requisites and co-requisites are not completed successfully with a grade of "C".

Students must complete all CLEP exams prior to entering NUR 2475/NUR 2475L.

All nursing courses and required General Education courses must be passed with grades of "C" or better.

Failure of any single nursing course after two (2) attempts will make the student ineligible for re-enrollment. Failure of a total of three (3) separate nursing courses on the first (1st) attempt will make the student ineligible for re-enrollment.
If the student is failing a nursing course at the time of withdrawal, it will be considered a **course failure**.

Students receiving a "D" or "F" as a final grade in any required course must inform their Nursing Program Faculty Advisor immediately.

A student will be denied continued enrollment in the nursing program if the student cannot perform safely in clinical and laboratory practice. Performance in these areas is essential for satisfactory completion of the nursing curriculum.

The student will not be able to attend clinical/lab while contesting a failing grade. If the grade is reversed by the CSM Faculty Grade Review Committee and/or the Vice President of Division of Learning, the student will then be allowed to attend clinical/lab. Make-up work will be determined by the faculty member. Students who choose to change their program progression and do not plan to follow the recommended sequence for nursing courses as specified in the CSM College Catalog must meet with the Nursing Program Faculty Advisor to complete Nursing Program Course Sequence Modification Form.

Students will refer to the ***College of Southern Maryland Catalog*** for required course pre-requisites and co-requisites. Students may not progress in the nursing programs if the correct course sequence is not taken. Students will notify their Nursing Program Faculty Advisor immediately if they are earning a "D" or "F" as a final grade in any required course. A student will be denied continued enrollment in the nursing program if the student cannot perform safely in clinical and laboratory practice.

Change in Health Status:

Any student with a change in health status (severe illness, hospitalization, pregnancy, or any injury that restricts movement) that occurs after entrance into any theory or clinical Nursing Program course should notify his/her course faculty immediately. Course faculty may notify course coordinator and/or Nursing Program Chair, as necessary. Students must present written notification from their health care provider stating that they can participate in all aspects of class, lab, and clinical without restriction before being allowed to return to theory and/or clinical courses. In addition, clinical policies regarding health status must be followed.

Assignment of an Incomplete Grade:

The Nursing Program follows the College of Southern Maryland's criteria for the assignment of an incomplete grade for a course. This policy is located in the CSM College Catalog. If an incomplete is assigned for a theory course, prior to the completion of the co-requisite lab clinical course then an incomplete must also be taken in the co-requisite lab/clinical course. If the contractual requirements for the incomplete are not met by the date negotiated with the faculty, the incomplete will become an F. The student, then, will need to follow the re-enrollment guidelines.

In the case of an incomplete grade, course faculty and the student will complete the required documentation. Documentation is then distributed to the student, registrar, course faculty, and placed in current student filing system.

Emergency Health Considerations:

For any emergency, first aid treatment, or illness, the student will report to his or her own physician for treatment. Students will be required to have adequate insurance coverage.

It is inappropriate to report to clinical duty if one's own health is questionable and poses a potential or actual health danger to clients and other personnel. If a student has an elevated temperature or a known

communicable disease, he or she should not report for clinical duty. In other circumstances, individual discretion should be exercised.

Faculty may direct a student to leave the clinical area if the student is not either physically well or mentally competent to provide safe client care.

Behaviors that can lead to unsafe clinical practice will be discussed with the student, documented, reported to the course coordinator and, if appropriate, to the Nursing Program Chair. Behaviors that are actually or potentially detrimental to clients include knowledge deficits, psychomotor skill deficits, and suspected mental/physical health problems, substance use/abuse.

The Nursing Program Chair reserves the right to require a psychiatric evaluation and/or updated physical examination if there is evidence that the student may not be physically well or mentally competent to provide safe care. The student's admission to the Nursing Program will be suspended pending the results of the requested health evaluation. Students can appeal the decision of the Dean of the School of Health Sciences and/or Vice President of the Division of Learning.

If the student continues to exhibit behaviors that prevent him or her from performing in a safe manner, the student will be dismissed from the program.

Student will be made aware that faculty will report any accident occurring on school property or at a clinical facility immediately to the Nursing Program Chair and CSM Public Safety Department. If there has been a written report or documentation, a copy should be filed with the Nursing Program.

Dismissal from the Program:

Immediate **dismissal** from the program can result from, but is not limited to:

- Drug screen results are positive for Controlled and Dangerous Substances (CDS). CSM uses the federal guidelines for CDS and includes any marijuana usage; despite the state of Maryland allowing the use of medical marijuana. Federal guidelines are used as this is a requirement of our clinical partners.
- Falsification of records
- Consistently documented unsafe clinical practice

Students can appeal the decision of the Dean of the School of Health Sciences to Vice President of Division of Learning. The decision of the Vice President of Division of Learning will be final.

In the case of dismissal from the program, students may follow the appeal process as outlined by the College of Southern Maryland.

Withdrawal:

Course Withdrawal prior to official semester withdrawal date:

- Withdrawal procedures are initiated by the student and are outlined in the College of Southern Maryland Catalog:
  https://www.csmd.edu/about/policies/involuntary-withdrawal-policy.html

- Students withdrawing from any nursing theory course must also withdraw from the accompanying clinical course.

Involuntary Withdrawal:

> The Nursing Program follows the College of Southern Maryland's (CSM) criteria for involuntary withdrawal. This policy is located in the CSM College Catalog, at the following link: *https://www.csmd.edu/about/policies/involuntary-withdrawal-policy.html*

> If the student takes an involuntary withdrawal for a theory course, then an involuntary withdrawal must also be taken in the companion lab/clinical course.

> Students in competitive admissions programs who involuntarily withdraw may have their space in the program reserved for future re-enrollment. **The grade at the time of withdrawal will be considered for re-enrollment purposes.** Students must complete the re-enrollment form and meet with the Nursing Program Advisor prior to the re-enrollment deadline. Time elapsed from the last program course must not be more than three (3) years.

Students are expected to notify their Course Faculty and Faculty Advisor of their intent to withdraw prior to missing the next scheduled class and are expected to meet with the Nursing Program Advisor to complete the Nursing Program Withdrawal Form. Students either withdraw themselves through online services if prior to official semester withdrawal date; or are administratively withdrawn in the case of an involuntary withdrawal.

Re-enrollment to a Nursing Course is not Guaranteed:

Re-enrollment is considered on a space-available basis.

Selection Criteria for theory courses will be based upon:
a. Final numerical grade earned in the course for which the student is requesting re-enrollment
b. If students' final grades are equal, the highest GPA will be used to determine selection.
c. In the event the students' standing remains equal, the highest TEAS scores will be used to determine selection.

Selection Criteria for clinical courses will be based upon:
a. Overall Grade Point Average
b. If GPAs are equal, the highest TEAS scores will be used to determine selection.

Students may re-enter the nursing program twice; however, a student may re-enter a specific nursing course only once. That is, a student who fails or withdraws from the same nursing course two (2) times will no longer be considered for re-enrollment. The re-enrollment policies are further described in the Nursing Programs' Admissions Information Booklet found here:
https://www.csmd.edu/programs-courses/program-finder/nursing/hea_nursing-booklet_admissions_2023.pdf

Students accepted for re-enrollment into the Nursing Program are expected to meet all admission criteria in place at the time they re-enroll.

Appeal for Readmission:

Students should obtain Phase 1: Readmission Appeal Petition form from the Health Sciences Admission and Progression Coordinator. The student will independently complete the form and return form to the Nursing Program chair by the required date. Students may only submit one application for readmission for extenuating circumstances. The appeals committee will review phase 1 and advise whether extenuating circumstances exist to continue the appeals process. Extenuating circumstances include, but are not limited to, medical emergencies, death of spouse/parent/child, and loss of home due to circumstances beyond student control (See Appendix A for Petition Form and read Appendix B).

The approval to continue to Phase 2 will then be considered on an individual basis once petition and all supporting documentation is reviewed by the appeals committee. Once phase 2 is completed and approved, re- enrollment is on a space-available basis and the student becomes subject to the following policy related to program progression: (see Appendices B and C)

1. After readmission, failure to pass any single nursing course after one (1) attempt will make the student ineligible for re-enrollment.

2. Previous course failures will not be expunged when the student is readmitted.

3. The decision of the Appeals Committee is final.

4. The Nursing Program Chair will review the outcome with the student.

Examination Policies

Exam Preparation:

Students are responsible for being aware of exam dates as outlined in course calendars provided by course faculty and will refer to course calendars for specific dates for course exams.

Students are responsible for understanding exam content as outlined in examination blueprints provided by course faculty and will refer to examination blueprints for examination preparation.

Exam Administration:

All exams will be administered in the classroom or the testing center. **Registered students are eligible for a student loaner laptop each semester. Students should email the Help Desk, help@csmd.edu, and include their full name, CSM student ID#, and email address. Once registration is verified, the student will be notified they are approved for a student loaner laptop and will be given instructions on where to pick up the device.**

Students are responsible for completing course exams at times designated by course faculty and within defined time limits as outlined in course calendars. Students who log in late for a scheduled exam will not have full time allotted.

It is the responsibility of the student to be familiar with and registered with the web-based exam platform and online proctoring. The student is responsible for notifying course faculty as outlined in course syllabi in a timely manner for any technical difficulties experienced during the exam.

Students are responsible for knowing whether handheld or computer-based calculators are permitted per course syllabi or course examination directions. The type of calculator allowed on the exam will be at the discretion of the course faculty. Handheld calculators must be "simple" calculators without covers.

Cell phones, smart watches/glasses and programmable calculators or electronic devices are not permitted.

Students may use whiteboards during examinations. Scratch paper will not be permitted. Student must show clean whiteboard before and after exam. Student is responsible for providing whiteboard, marker, and eraser.

Students are not allowed to wear hats, headphones, or earbuds. Students may talk quietly to themselves during examinations.

Students are responsible for following additional examination directions provided by course faculty.

Students must notify course faculty as outlined in course syllabi of absence from exam for extenuating circumstances prior to exam administration time. Student will coordinate taking an alternate make-up exam with course faculty within 48 hours.

Exam Analysis:

Students will recognize that exam item crediting is based on established item analysis process.

Students will be informed of credited questions by course faculty once item analysis process has been completed.

Exam Grade Posting:

Exam grades will be available to students within one (1) week after all students have taken the exam.

Students will find their exam grades on the course learning management system site.

Students have two (2) weeks from the date of posting of exam grade to meet with their course faculty concerning exam review. Exams are not reviewed on an individual basis after that time.

Students should consult their individual course learning management system for exam grades and contact course faculty within two weeks of date of exam grade posting if an individual exam review is to be requested.

Student Exam Review:

Students are responsible for being aware of exam review process for nursing course, as determined by course faculty. No exam review will take place until all students have completed the exam.

Students are responsible for contacting course faculty as outlined in course syllabi within two weeks of exam date if individual exam review is desired.

Exam Remediation:

Nursing students who score 78% or lower on a course examination are strongly encouraged to complete an individual or group review with the course faculty. Students will use the Exam Debrief Grid during the exam review to identify patterns and why incorrect answers were chosen (see Appendix E).

Upon completion of the exam review, students will write a plan for improvement at the end of the Exam Debrief Grid and upload the completed grid to the assignment folder labeled "Study Strategies & Exam Review" in the course LMS. See Appendix D for the Study Strategies form.

During the exam review with course faculty, content review will be individualized, and study strategies will be discussed.

Nursing students who score <78% on an exam must complete an individual and/or group review with the Nursing Retention Coordinator, in addition to individual review with faculty. Students are responsible for scheduling this meeting.

Failure to comply with this policy may affect student's eligibility for re-enrollment and/or readmission.

Nursing Lab & Clinical Course Policies

Campus Lab: General Information and Expectations:

Students are responsible to be aware of assigned lab times, as well as open lab times for practicing and completing lab skills or participating in simulation experiences and will refer to the course calendar for lab skills dates and times.

Attendance in campus laboratory sessions is mandatory. Emphasis is placed on attendance. Students are expected to attend all classes, lab, and clinical.

Students who are absent from lab must arrange with the course faculty to complete the lab activities within the timeframe specified in the course syllabus.

Students will demonstrate learned skills to faculty individually for summative evaluation.

Students are responsible for knowing open lab times and process for signing up to use lab for practice.

Campus Lab: Laboratory Operational Policies:

The nursing laboratories are an environment equipped with technology that can create potential safety problems. In order to provide a safe environment for those using the labs, the following rules and regulations will be observed:

- Hours of availability will be posted for nursing students to use campus labs.

- The campus labs are authorized for use by registered students with specific assignments.

- Children under the age of 18 are NOT allowed in the laboratory unless authorized.
- Food or drinks are NOT permitted on or near the computers or high-fidelity mannequins.

- The supply cabinets and supply rooms at each campus are to be accessed ONLY by staff and faculty.

- Audiovisual (AV) equipment is to be used only after the student has successfully demonstrated competency with that equipment. A/V materials are NEVER allowed to leave the building.

- Equipment in the lab is complex and specific for learning situations. Therefore, it is usually used on laboratory manikins only.

Students will use campus labs only during posted hours and comply with campus laboratory operational policies as outlined above.

Campus Lab: Expectations for Summative Evaluation:

Attendance is mandatory for lab.

A student must demonstrate competency to pass the skill check-off. The student must complete mandatory practice time by appointment with faculty or the lab media coordinator. Re-demonstrations of the skill will be handled at the discretion of course faculty. Failure of the lab check-off on the 2nd attempt will result in course failure.

If a student fails a summative lab check-off and does not follow up with the mandatory practice and re-check-off within one week, this is considered the second failure of the skill and will result in course failure.

A student who fails two (2) or more initial lab check-offs during the course will be counseled and a conference form will be placed in the student's record.

The student will attend all labs as assigned and identified in course calendars. Students should come prepared to perform the designated skills in an independent manner, without faculty guidance. A student must demonstrate competency to pass skill check-off.

Simulation in Nursing Education (The Process of Debriefing):

Clinical simulation mimics the clinical setting and is included in the clinical hours. Clinical simulation:

- Requires completion of pre-work as described in specific courses for participation in the simulation experience. Failure to complete pre-work will result in a clinical absence.
- Absences in clinical simulation results in a clinical absence and requires the completion of a makeup assignment per the clinical absence policy.

The methods of simulation used in the CSM simulation center include:

- **High Fidelity Simulation:** an interactive experience using a computerized, programmable manikin that allows replication of changes in a patient's condition.
- **Standardized Patient or Participant (SP):** an interactive experience using actors to role play a patient's condition and family interactions.
- **Unfolding Scenarios** follows a patient across a continuum of time to replicate changes in a patient condition.
- **Inter-professional Experience:** an organized experience that conducts a full simulation exercise involving all health disciplines devoted to interprofessional communication.
- **Case Studies:** a nursing process focused case study that requires students to apply the nursing process and critical thinking to case study.
- **Web-based simulation platforms:** virtual simulations encourage students to care for specifically assigned clients/client populations that include simulated documentation exercises.

Students are expected to participate in the process of debriefing following clinical simulations. The process of debriefing is based on Tanner's Clinical Judgment Model for debriefing simulations. The model includes:

- **Emotional Response:** How did it feel?
- **Noticing:** Self-awareness of the situation
- **Interpreting:** the situation or cues
- **Responding:** Reviewing the course of action or what the action should have been • **Reflection:** Reflect on action and beyond
- **Take-away:** What did you learn?

Students will complete simulation pre-work as outlined by course faculty and attend clinical simulation as scheduled. If the student is unable to attend clinical simulation, student will notify course faculty as directed in course syllabus and arrange make-up work with course faculty.

Campus Lab & Simulation Uniform and Grooming Regulations:

Students are responsible for obtaining and maintaining a complete student uniform. Any student who fails to meet the following standards shall be dismissed from the campus lab or simulation and time lost will be considered an absence. The standards are as follows:

- While in the lab for practice or check-off, or in the simulation lab, students must wear either their clinical uniform or professional/healthcare attire as specified by course faculty with a white lab coat/jacket. Professional attire is defined in the Nursing Student Handbook glossary.
- Fingernails must be short, filed, and clean. Clear nail polish may be worn. Use of colored nail polish or gel polish and artificial nails is prohibited.
- Facial hair should be clean and under an inch in length for infection control and safety purposes.
- Visible tattoos must be covered where cover is possible.
- Hair should be arranged neatly off the face and should not touch the uniform collar or swing loosely. No unnatural hair color allowed (green, pink, purple, orange, and so forth).
- No jewelry is allowed with the exception of a wedding ring and watch. If ears are pierced, only one (1) pair of small stud earrings will be allowed. Jewelry is not allowed in any exposed pierced body part except the ears.
- Designated name pin is to be displayed on the upper left side of the uniform shirt or lab coat/jacket and must be worn at all times.

Culturally sensitive adjustments to this policy may be approved on a case-by-case basis after formal review.

Students are expected to have the following items with them when they come to simulation lab:

- Watch with a second hand
- Bandage scissors
- Stethoscope
- Hemostat
- Pocket flashlight
- Black and blue ink pens
- Small pocket notebook

The student will notify lab course faculty of any culturally sensitive considerations needed for uniform and grooming requirements. Otherwise, any student who fails to meet the standards above shall be dismissed from the simulation lab and/or campus laboratory and the student will be assigned an absence.

Clinical: Uniform and Grooming Regulations:

It is important for nurses to maintain a neat and well-groomed appearance while in uniform. Students are responsible for obtaining and maintaining a complete student uniform. Any student who fails to meet the following standards shall be dismissed from the clinical facility and time lost will be considered an absence. The standards are as follows:

- Designated student uniform: All students are to wear a green CSM scrub top and green pants or a green skirt. Students are encouraged and may be required to purchase a short white lab coat/jacket to be worn over the green CSM scrub top. Students are allowed to wear a short or long sleeve plain white T-Shirt under the green CSM scrub top, no turtleneck tops. A visible college chevron should be neatly sewn on the upper left front of the scrub top and/or the lab coat. In the event that the student is required to wear alternate attire for a clinical rotation, such as street clothes or surgical scrubs, the student will dress according to faculty discretion and the facility guidelines.
- Non-patterned white nylons or socks that cover the ankle with pants and black professional nonskid shoes are to be worn. Canvas sneakers or athletic shoes with colors are not acceptable.
- For purposes of infection control, hair should be arranged neatly off the face and should not touch the uniform collar or swing loosely. If barrettes or combs are used, they must be white or natural color. No unnatural hair color allowed (including but not limited to green, pink, purple, orange).
- Visible tattoos must be covered where cover is possible.
- Facial hair should be clean and under an inch in length for infection control and safety purposes.
- Fingernails must be short, filed, and clean. Clear nail polish may be worn. Use of colored nail polish or gel polish and artificial nails is prohibited, for purposes of infection control.
- No jewelry is allowed except for a wedding ring and watch. If ears are pierced, one (1) pair of small stud earrings may be worn. Jewelry is not allowed in any exposed pierced body part except the ears.
- Designated name pin is to be displayed on the upper left side of the uniform shirt or lab coat/jacket and must be always worn.
- Cosmetics, perfumes and after-shave lotion, if used, should be light and tastefully applied. Use of these items is strongly discouraged, for purposes of aesthetics and client safety.

Culturally sensitive adjustments to this policy may be approved on a case-by-case basis after formal review.

Students are expected to have the following items with them when they come to clinical:

- Watch with a second hand
- Bandage scissors
- Stethoscope
- Hemostat
- Pocket flashlight
- Black and blue ink pens
- Small pocket notebook

Student will notify lab course faculty of any culturally sensitive considerations needed for uniform and grooming requirements. Otherwise, student may be dismissed from clinical setting if non-compliant with uniform and grooming policy and assigned a clinical absence.

Employment & Clinical Assignment:

Students cannot be assigned to a clinical unit where they or an immediate family member are employed. Students and/or family members can be employed in the same facility, but on a different unit than is used for the clinical rotation.

The only exception to this policy is when the college has a single clinical site for a specific course and there is no other option.

Students will provide course coordinators with requested information about personal employment, family member employment, and schools attended by students' children to facilitate appropriate clinical placements.

Students are expected to plan ahead to register for a course section that will provide them with an appropriate clinical assignment.

Clinical Transportation:

Clinical experiences for the nursing programs are held at a variety of health care facilities and community-based locations. Students are responsible for providing their own transportation to all clinical experiences.

Clinical Agency Policy/Procedure Violations:

As students in clinical facilities, the students are considered as "volunteer employees" and fall under the same rules and policies as employees of the clinical agency.

Violations of the clinical agency's policy or procedures may result in the student being dismissed from the agency and/or the Nursing Program.

The nursing student will adhere to rules and policies of the clinical agency or the student may be dismissed from the agency and/or Nursing Program.

Privacy & Confidentiality in Clinical Education:

Students and program officials will maintain patient privacy and confidentiality in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines, college policies, and contractual agreements with clinical sites. This pertains to protected information or other information obtained from patients. Instruction in the federal HIPAA regulations is provided to students prior to attendance at clinical sites. However, it is the responsibility of the individual clinical sites to instruct the student in specific policies related to HIPAA and the site. Confidentiality related to the patient ensures that no information regarding a patient is released to anyone not entitled to know without a properly signed release, medical authorization, or a court subpoena. The laws in Maryland regarding patient confidentiality are very strict. In addition, the federal HIPAA regulations regarding privacy of electronically transmitted medical information went into effect in April 2003. Students are expected to abide by all legal and ethical policies related to patient information. It is important for students to note that any contact with patients should be handled in a confidential manner. Patient records are confidential and should not be discussed in an environment where they could be overheard by others. Students are expected to maintain confidentiality regarding patients, faculty, and co-classmates.

The first violation of the confidentiality policy will result in a course failure and may result in dismissal from the program. The second violation of the confidentiality policy will result in dismissal from the program. Clinical sites have the right to take any necessary sanctions they deem necessary when confidentiality policies of the site are violated. Such action may include suspension or dismissal of the student from the clinical site.

Clinical: Clinical Evaluation Tool:

A Clinical Evaluation Tool (CET) will be completed at the end of each nursing clinical rotation and filed electronically within the clinical course learning management system. Individual clinical evaluations will be scheduled at designated periods according to the course syllabus. Students will have access to their CETs through their course and academic advisors. The performance behaviors on each CET reflect learning objectives and are used to identify competencies and deficiencies. The CET is intended to:

- Serve as a guide for clinical performance during each rotation.
- Identify patterns of behavior or changes in behavior.
- Serve as a guide for growth of the student.
- Evaluate the student's level of performance during and at the completion of the rotation.

The Clinical Evaluation Tools are cumulative. Each course tool builds on the expectations from previous clinical courses. Students are **accountable for clinical competencies** from all previous courses.

At midterm the student and instructor may each complete a formative evaluation. Areas of critical concern will be brought to the student's attention immediately. A Formative Evaluation (CET) from the clinical instructor will provide feedback on areas of strength and those needing improvement.

At the end of the rotation, the student and instructor each complete a summative evaluation. The student and the clinical instructor will meet privately and discuss the summative evaluation (CET). The evaluation will be signed by the clinical instructor. The evaluation will also be signed by the student which indicates that the student received and read the evaluation. The student may disagree, either verbally or in writing, with the clinical instructor's evaluation.

Individual communication about clinical competencies is facilitated when the student and the clinical instructor view the student's progress as the clinical rotation proceeds. Clinical instructors and students will initially base their evaluation on the following four (4) Professional Expectations underlying clinical performance:

- Is compliant with uniform and grooming regulations.
- Maintains confidentiality of client information.
- Follows course requirements and policies as outlined in syllabus.
- Follows agency policies and procedures.

Any action or inaction which causes a violation in any of these areas may result in clinical failure or dismissal from the program.

In addition, students are expected to meet the required proficiency level specified on each course's summative evaluation. See individual course syllabi, CET rubric, and course CET for specific requirements.

The student is responsible for completing self-evaluations for formative and/or summative Clinical Evaluation Tool (CET) as outlined in course syllabus and/or course calendar prior to meeting with course instructor for instructor evaluation. The student's self-evaluation must be substantiated with comments on at least 50% of evaluation criteria that support self-ratings.

<div align="center">

Professional and Ethical Behavior Policies

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Academic Honesty & Nursing Code of Ethics:

Ethical conduct, academic integrity and civility are to be upheld throughout the nursing curriculum.

Students are expected to perform their own work. Cheating, plagiarism, and other forms of academic dishonesty are extremely serious offenses.

Each student is responsible for understanding and adhering to the College of Southern Maryland Student Code of Conduct Policy, found at the link below:
https://www.csmd.edu/about/policies/student-code-of-conduct.html

In addition to academic honesty, nursing students are to uphold the Nursing Code of Ethics as identified by the American Nurses Association: https://codeofethics.ana.org/provisions

Nursing students are also expected to uphold the values of the nursing profession as established by the National League for Nursing:
https://www.nln.org/about/about/core-values

Student violations will be referred to the Student Conduct Administrator as outlined in the College of Southern Maryland Student Code of Conduct Policy found here: *https://www.csmd.edu/about/policies/student-code-of-conduct.html*

Once the violation is reviewed by CSM, the Nursing Program reserves the right to take more stringent action, up to and including dismissal from the Nursing Program.

Cell Phone Use:

Cell phones must either be turned "off" or to "vibrate" during class, lab and clinical times. Phones may not be used during examinations. Some clinical facilities will not permit the use of cell phones.

Use of cell phones for class activity engagement may be allowed in class at the discretion of course. Refer to Course Syllabi for additional information regarding cell phone use in lab/clinical settings.

Audio, Video, & Photography Guidelines in Clinical Settings:

Live-streaming or any other real-time broadcasts [i.e. texting] are a breach of confidentiality and are, therefore, strictly prohibited in the clinical setting. Recording of any kind with electronic devices, including but not limited to computers, cameras including picture taking, videos and/or audio recorders, cell phones and other devices, is strictly prohibited in the clinical setting. These actions may result in disciplinary action which may result in dismissal from the program.

While students may share non-identifiable information for courses to enhance learning, no information of any kind should be shared outside instructor moderated confidential settings of the course. There should be no reference to a clinical site, faculty member, student, staff member, medical staff, patient, or family; even if information is de-identified, it should never be shared electronically via email or on social networking sites.

The student will refrain from using any audio, visual, or photography recordings in the clinical settings as outlined in the policy. Violations will be handled as specified above.

Audio, Video, & Photography Guidelines in Theory and Lab Settings:

Live-streaming or any other real-time broadcasts in any course including theory and lab are permitted only when prior permission is obtained from the faculty member who is presenting the content. Recording of any kind with electronic devices, including but not limited to computers, cameras including picture taking, videos and/or audio recorders, cell phones and other devices in any course including theory and lab is permitted only when prior permission is obtained from all participants and/or the faculty member who is presenting the content. Use of any electronic devices to store/enter/distribute course information as designated within this policy is a violation of the College of Southern Maryland's Student Code of Conduct and may result in disciplinary actions which may result in dismissal from the program.

In the case that a student has approved accommodation which allow for audiotaping, said student will be allowed to audiotape any presentations and learning activities linked to course objectives, in which notetaking is allowed. Audiotape recordings are for said student's personal use only to enhance learning and are not to be shared with those whom the recording and accommodation are not granted. **Misuse of the electronic recording is a violation of the College of Southern Maryland's Student Code of Conduct and may result in disciplinary actions which may result in dismissal from the program.**

While students may share non-identifiable information for courses to enhance learning, no information of any kind should be shared outside instructor moderated confidential settings of the course. There should be no reference to a clinical site, faculty member, student, staff member, medical staff, patient, or family; even if information is de-identified, it should never be shared electronically via email or on social networking sites. Refer to College of Southern Maryland's Student Policies & Procedures here: *https://www.csmd.edu/about/policies/index.html*

The student will only use any audio, visual, or photography recordings in the theory and/or lab settings as allowed in the policy above. Violations will be handled as specified above.

Social Networking Sites:

All communication on social networking sites (i.e., wall posts, etc.), and other online venues (such as blogs, image hosting, and discussion boards) should be kept in accordance with the same standard professional legal and ethical practices accorded to protected health care information by established legal and ethical practice. No individual, group or organization is authorized to use the college name without the express authorization of the President of the College of Southern Maryland except to identify the college affiliation. Students may only refer to the College of Southern Maryland as a location.

In your professional role as a caregiver:
- Do not present the personal health information of other individuals. 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. These are all HIPAA covered identifiers.
- Do not present yourself as an official representative or spokesperson for the College of Southern Maryland Nursing Program. Do not post any confidential or proprietary information about CSM, any affiliated health care agency, faculty, or client.
- Individuals should make every effort to present themselves in a mature, responsible, and professional manner. Discussion should always be civil and respectful. The actions listed below are strongly discouraged:
  1. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
  2. Presentation of information that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

Exercise sound ethical judgment and adhere to all College, and Nursing Program policies and requirements, as well as State, ANA, and HIPAA legal and ethical guidelines. Inappropriate, unethical or unprofessional posts, pictures, comments, etc., will result in disciplinary action which may result in dismissal from the program.
- The first identified incident of unprofessional posts, pictures, or comments, which violates the social networking policy or confidentiality policy, will result in a course failure.
- The second identified incident of unprofessional posts, pictures, or comments, which violates the social networking policy or confidentiality policy, will result in dismissal from the program.

The student will refrain from misuse of social media sites as outlined above. Violations will be handled as specified above.

Committee Representation:

Students from the nursing program are offered the opportunity to serve as representatives on select nursing program committees.

Students with an overall GPA of 3.0 or greater and who are currently enrolled in at least one Nursing Program course may apply to represent the student body on selected committees for the current academic year.

The responsibilities of student committee members are as follows:
- Students are expected to attend committee meetings or notify the chair of their absence in advance.
- The appointment for student representative is for a period of one (1) year from appointment.
- Students are active, important members of the committees.
- The role of the student is to address student issues specific to the committee assignment.
- Students may be excused from all or part of committee meetings because of sensitive agenda items at the discretion of the committee chair.

If the nursing student is interested in participating on a committee, the student completes an application (see Appendix F) and submits it to the chair of the committee to which they are applying prior to the deadline outlined on the application. Once accepted to a program committee, student will actively participate in committee activities and fulfill responsibilities as outlined in this policy.

Miscellaneous Program Information

MISCELLANEOUS PROGRAM INFORMATION

Laptop Loaner

Registered students are eligible for a student loaner laptop each semester. Students should email the Help Desk, help@csmd.edu, and include their full name, CSM student ID#, and email address. Once registration is verified, the student will be notified they are approved for a student loaner laptop and directions will be provided on where to pick up the device.

Learning Management System (LMS):

All nursing courses use MyLearning. This means that the nursing course has a web site through which faculty and students interact. At the beginning of the nursing program, students receive an orientation to the MyLearning program. This internet-based program allows students to have access to handouts from faculty members, take quizzes, read and post discussions, have chats "online," view grades of exams, send email, as well as many other functions. Each nursing student will have a private secure password to enter the course web site. MyLearning can be accessed at anytime from anywhere via the Internet. It is expected that all students will take advantage of and keep up to date via the MyLearning course site.

Cancellation of Classes due to Inclement Weather:

It may become necessary to close the college because of severe weather, adverse road conditions, or other emergencies. Closing of the college also includes cancellation of off- campus activities, including clinical experiences and field trips. Each campus stands independently, so closure of one campus does not infer closure of all campuses. Each course syllabus provides specific guidelines for cancellation of clinical. Students must take responsibility as to the status of their individual campus assignment. It is the student's responsibility to contact the campus closing hotline at 301369-1999, their clinical instructor. Consult the CSM web site or CSM text alert for further weather and emergency closing information.

Communication:

Students should direct those who need to communicate with them (e.g., family members) to call the School of Health Sciences Administrative Assistant. The Administrative Assistant will notify the appropriate faculty member, who will in turn notify the student. Clinical instructors will outline more specific guidelines when students are assigned to a specific clinical area. Each nursing course syllabus will have more detailed information.

Financial Aid & Scholarships:

There are many scholarships available to nursing students. Information can be obtained at *https://www.csmd.edu/costs-aid/scholarships-financial-aid/index.html*. Scholarship information at this web-site is updated on an annual or as needed basis. Scholarship information will also be posted on Nursing Web-CT course sites throughout the year. Many scholarships have specific requirements and deadlines that need to be met. Financial assistance is also available through federal work-study, Pell Grants, and student loans. Details on these programs are available in the college's financial assistance brochure and at the college's Web site, or by visiting a Financial Assistant Advisor at each campus.

Graduation, Recognition, Nursing Program Pin, Honors and Awards:

Alpha Omega Chapter of the OADN Alpha Delta Nu Honor Society

- A national honor society of the Organization for Associate Degree Nursing (OADN)
- The Honor Society for Associate Degree Nursing students at CSM

Program Completion Requirements:

- A certificate of completion of the Practical Nursing program will be awarded to a student who has a minimum of 42 credit hours of prescribed academic work.
- An Associate of Science degree will be awarded to a student who has a minimum of 70 credit hours of prescribed academic work of which at least are 18 credit hours are taken at College of Southern Maryland.
- A minimum grade point average (GPA) of 2.0 is required for graduation. Nursing students must achieve grades of "C" or better, or in the case of clinical courses, a grade of "Pass", in all courses that are required in the nursing curriculum.
- See the ***College of Southern Maryland Catalog*** for complete information on graduation requirements.

The culmination of nursing education at College of Southern Maryland is the awarding of academic degrees or certificates. Graduation is a college-wide activity that offers students recognition and the opportunity to celebrate their achievements with family, friends and peers.

The School of Health Sciences also has an end-of-program event in which the nursing graduates are recognized and receive the nursing program pin. The College of Southern Maryland pin is specific to either the Practical Nurse Program or the Associate Degree Nursing Program. The student is responsible for purchasing the pin of choice for his other program.

Students are selected from each ADN graduating class to receive various awards and honors. These awards are presented at the end of the semester either during graduation, Honors Convocation or during the Nursing Recognition Event.

Academic Achievement in Nursing: This award acknowledges the graduates(s) with the highest grade point average (GPA) for courses completed at the College of Southern Maryland.
Achievement in Nursing: Faculty selects these award recipients based upon the following criteria:
- Academic achievement, as indicated by grade point average.
- Clinical competence, as demonstrated by the way the graduate provides nursing care.
- Service to others, as demonstrated by their efforts in the community.
- Support of their classmates, as demonstrated through active involvement in a wide variety of class activities.

Maryland Nurses Association (MNA) District 9 Nursing Student of the Year: This award is selected by members of the MNA, District 9 and presented at an MNA function. As the College of Southern Maryland is included in District 9, nursing graduates are eligible for this award. Faculty members nominate students based on the following criteria:
- GPA.
- Potential for leadership and participation in nursing.
- Impact of the nominee's clinical performance, potential and clinical competence to the nursing profession.
- Contribution to community during course of study.

Licensure:

Successful completion of all course requirements in the nursing program, as described in the ***College of Southern Maryland Catalog***, renders the student eligible for either the Practical Nurse Certificate or the Associate of Science degree from the College.

- The National Council of State Boards of Nursing (NCSBN) is responsible for the development of the National Council Licensure Examinations (NCLEX-RN and NCLEXPN).
- During the final semester of the program, students will receive information about the current licensure application procedure. Once a student has met eligibility for licensure and has submitted the request to the School of Health Sciences, the Dean will provide the authorization for the student to complete the licensure application to the requested State Board of Nursing.
- Students must make individual arrangements to take the NCLEX-RN or NCLEX- PN after completion of the nursing program. The current procedure and applications are made available during the last semester of the appropriate nursing program. After the student candidate has applied and is determined to be eligible to take the examination, the student candidate will receive an

  Authorization to Test (ATT) notification. The candidate will be given information about where and how the examination is administered and may select the location, testing time, and date.
- Further information regarding licensure and NCLEX testing is available at the National Council of State Boards of Nursing website (*www.ncsbn.org*).
- **Each State Board of Nursing determines the eligibility for entrance into the licensing examination. The Board may withhold, deny, revoke, suspend, or refuse to renew the license of a nurse or an applicant for a variety of reasons.**

Malpractice Insurance:
 A lab fee to cover malpractice insurance is included in registration and course fees.

The College enrolls the student in a blanket professional liability policy with a major insurance carrier. This policy provides $1,000,000 limits of liability for each medical incident and $3,000,000 aggregate. Premiums are included in tuition. The student's blanket professional liability policy covers the student while participating in clinical activities which are a requirement of the student's curriculum. The insurance will pay a patient's claim if the patient is injured by a student participating in an HEA Program

Nursing Student Association:
All nursing students may join the Nursing Student Association (NSA). Participation in its numerous activities expands students' awareness of the many facets of nursing and enhances their service opportunities. An active association benefits students, their nursing program, and their communities.

NSA meetings are held each month. Elected officers, with the assistance of a faculty advisor, arrange for speakers, plan meetings and conduct the Association's business. The NSA constitution and by-laws are available in the School of Health Sciences office.

Service Learning:
Service Learning is a show of support by the College and its students for the community. The Chair, faculty and staff of the School of Health Sciences believe it is best accomplished through volunteerism. Evidence of service learning is required for many scholarships, awards, and for certain areas of continuing education. The School of Health Sciences highly encourages students to take advantage of service-learning opportunities to expand their knowledge about the community and to further develop skills in leadership and caring. CSM supports service learning and has dedicated a college employee as the Service-Learning Coordinator. Information can be found at the college web site: *https://www.csmd.edu/programs-courses/credit/service-learning/index.html*

Unauthorized Person in the Workplace:
These guidelines, in compliance with liability insurance requirements, apply to all students and employees and seek to ensure a safe environment for students and employees; safeguard the

integrity of the classrooms, laboratories, and offices; and promote efficient and effective work in the college. While instruction occurs most frequently in classrooms, laboratories, and offices; the guidelines apply to all settings in which college-sponsored instruction takes place, including field trips and clinical or community settings. The CSM Student Policy Guide states:

"The college strongly discourages students from bringing unauthorized persons into the classroom or laboratory while instruction or testing is ongoing. If childcare difficulties, for example, prevent you from attending class you are encouraged to comply with the instructor's policy on absenteeism, including informing the instructor and arranging to make up the work missed...It is important to recognize, however, that your grade may be jeopardized as a result of excessive absences, regardless of the reason for them."

Written Assignments:

The nursing faculty believes that written papers are an expression of the individual. It is expected that all written work will reflect clear, correct, and responsible use of language and grammar. All written assignments must be prepared according to the following criteria, unless otherwise specified by the individual instructor:

1. Paper and bibliography format should follow guidelines taught and used in English courses. APA is acceptable.
2. Each written assignment should include a title page. The content of the paper begins on the page following the title page. The information on the title page is placed in the lower right corner and requires the following:
   - Student's name
   - Instructor's name
   - Course title and number
   - Assignment due date
3. All written assignments should be in APA format.
4. All papers must be typed and double-spaced.
5. The pages should be numbered consecutively.
7. Sources of paraphrased sentences and direct quotations <u>must</u> be cited completely in APA format. **The use of another person's words or ideas without acknowledging their source is plagiarism.**

Papers must be submitted by the due date to the course LMS, or as directed by course faculty.

BLOOD BORNE PATHOGEN EXPOSURE CONTROL PLAN

Nursing students may be exposed to their client's blood and other body fluids during clinical experiences. All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, Hepatitis B (HBV) and other blood-borne pathogens.

The following guidelines are provided to assist students in preventing the transmission of infection in the clinical setting. These techniques are to be used in all campus laboratory and clinical settings when performing nursing skills.

Use Infection Control/Standard Precautions, or the equivalent, for the care of all clients.

Handwashing
- Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, regardless of whether gloves are worn. Wash hands immediately after gloves are removed, between client contacts, and when otherwise indicated to avoid transfer of microorganisms to other clients or environments. It may be necessary to wash hands between

tasks and procedures on the same client to prevent cross contamination of different body sites.
- Use a plain (non-antimicrobial) soap for routine hand washing.
- Use an antimicrobial agent or waterless antiseptic agent for specific circumstances as defined by the infection control program.

Gloves
- Wear gloves (clean nonsterile gloves are adequate) when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves before touching mucous membranes and non-intact skin.
- Change gloves between tasks and procedures on the same client after contact with material that may contain a high concentration of microorganisms.
- Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another client. Wash hands immediately to avoid transfer of microorganisms to other clients or environments.

Mask, eye protection, face shield
- Wear a mask and eye protection of a face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and client-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.
- N95 Respirator Fit Testing will be completed by the Nursing Program prior to the student starting clinical rotations.

Gown
- Wear a gown (a clean nonsterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and client-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions or cause soiling of clothing.
- Select a gown that is appropriate for the activity and amount of fluid likely to be encountered.
- Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other clients or environments.

Client-care equipment
- Handle used client-care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms toother clients and environments.
- Ensure that reusable equipment is not used for the care of another client until it has been appropriately cleaned and reprocessed and single-use items are properly discarded

Linen
- Handle, transport, and process used linen soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and avoids transfer of microorganisms to other clients and environments.

Occupational health and blood-borne pathogens

Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Never recap used needles or otherwise manipulate them using both hands, and any other technique that involves directing the point of a needle toward any part of the body. Rather, use either a one- handed "scoop" technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand, and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in appropriate puncture- resistant containers located as close

as practical to the area in which the items were used. Place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.

Use mouthpieces, resuscitation bags, or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

Exposure to blood borne pathogens is considered to have occurred if blood or potentially infectious substances are introduced through the skin (parenterally) or by contact with eyes, nose or mouth (mucous membrane).

In the event that a student is exposed to blood borne pathogens, the following procedure should be followed:

<u>**First Aid:**</u>
   Start immediate first aid. Any emergency care needed should be provided by the clinical agency where the incident has occurred and **<u>at the student's expense.</u>**

<u>**Parenteral Exposure**</u>
   EXPOSED PERSON: Should complete the following:
      1. Soap and water wash for one minute.
      2. Allow injury to bleed while washing.
      3. Follow with disinfectant, such as betadine, iodine, or alcohol.

   EMERGENCY DEPARTMENT: Agency should follow protocol as follows:
      1. Administer tetanus vaccine, if there has been none received in the past five (5) years.
      2. Follow agency protocols for <u>Hepatitis and HIV exposure follow-up.</u>
      3. Wound care as per emergency department protocols.

<u>**Mucous Membrane Exposure**</u>
   EXPOSED PERSON: Should complete the following:
      1. Flush with a heavy stream of normal saline or water immediately and for 4 to 5 minutes.

   EMERGENCY DEPARTMENT: Agency should follow protocol as follows: Follow agency protocols for <u>Hepatitis and HIV follow-up care.</u>

- As soon as feasible, the incident should be reported to the College of Southern Maryland clinical instructor and the RN in charge of the area where the student is assigned for clinical experiences.

- The following procedures should be completed by the exposed student and the clinical instructor:
  o The incident must be reported directly, whether it has occurred on or off campus, to the Public Safety Department at Ext. 7754 or Ext. 7909. o This report should also be communicated within a reasonable timeframe (24 to 48 hours) to the Dean of the School of Health Sciences.
  o If there has been a written report or documentation, a copy should be filed within the Nursing Program.

- The policies and procedures of the agency in which the student is assigned for clinical should be followed by the student with the assistance of the RN in charge and the clinical instructor. The exposed student and the clinical instructor will complete an incident report (or the appropriate documentation) for the clinical agency.

- The RN in charge will make arrangements to gain consent and test for the source individual's blood if the source is known. The student may be responsible for the expense of the blood

testing. Results of the source individual's blood testing will be made available to the exposed student. The student will be informed that he or she is prohibited by law from disclosing the identity of the source individual.

- The exposed student will be referred to his or her private physician for follow-up care. This follow-up care will be at the student's expense. The student will be provided with the following information for his or her physician by the Program Chair:
  - o A copy of the Exposure Incident Report (if one has been completed) which includes documentation of the route(s) of exposure and circumstances under which exposure occurred.
  - o A description of the student's duties as they relate to the exposure incident. o Results of the source individual's blood testing if available

- It is the student's responsibility to get follow-up care from his or her private physician following an exposure incident and to pay for the cost of that care.

CORONAVIRUS (COVID-19) PROCEDURES

College of Southern Maryland will use a data-driven, phased approach to gradually return to working and offering classes on campus. **Our goals are to protect the health of students and employees; help ensure the well-being of the community; and carefully and deliberately resume campus operations in a safe manner.** The college uses information from the CDC, our local health departments, the Maryland Governor's Office, and other sources to make changes to our Operational Status. The college maintains the updated status for Coronavirus at *https://www.csmd.edu/ready/*

Students are to refer to their course syllabus for the most current Coronavirus protocols.

For clinical courses, Covid-19 Restrictions and Precautions, including vaccination requirements, will be adhered to based on clinical site requirements. Students will be notified of these requirements by course faculty based on clinical placement.

Glossary

Term	Definitions
Academic Honesty	Students are expected to perform their own academic work. Plagiarism and other forms of academic dishonesty are considered extremely serious offenses. Students are personally responsible for understanding the various forms of academic dishonesty as they are explained in the Student Code of Conduct in the *Student Policy Guide*. Ignorance of any requirement for academic honesty will not constitute an excuse from disciplinary proceedings. *https://www.csmd.edu/about/policies/student-code-of-conduct.html*
Accrediting Commission for Education in Nursing (ACEN)	The ACEN is the entity that is responsible for the specialized accreditation of nursing education programs. *http://www.acenursing.org/mission-purpose-goals/*
American Psychological Association (APA)	APA style is a set of rules and guidelines for writers in the social sciences, business, education and nursing courses. (Hacker, D. & Sommers, N. (2013). *A Pocket Style Manual*. 6th ED. Boston: Bedford/St. Martin's)
Alpha Delta Nu Honor Society of the Organization of Associate Degree Nurses (OADN)	A national honor society of the Organization for Associate Degree Nursing (OADN). *http://www.oadn.org/index.php?option=com_content&view=article&id=240&Itemid=506*
Alpha Omega Chapter	The Honor society for Associate Degree Nursing students at CSM.
Assessment Technologies Institute (ATI)	The company who administers a standardized self-assessment in the Pre-nursing course, NUR1050, and a comprehensive examination in the final nursing semesters for Practical Nursing and Associate Degree Nursing.
Associate of Science Degree in Nursing:	The degree awarded to graduates of an approved 2 year community college nursing education program. The Associate Degree graduate is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).
Blood borne Pathogen Exposure Control Plan	A set of guidelines to assist students in preventing the transmission of blood borne infection in the lab and clinical settings.
Breach of Confidentiality	A violation of one's privacy.

Change of Health Status	A student who has a health status deviation from what is on the original Physical Examination Form on admission to the Nursing program.

CLEP Exam	College Level Examination Program Exams help students receive college credit for what they already know. *https://clep.collegeboard.org/*
Clinical Evaluation Tool (CET)	A list of competencies that state the expected behaviors of a student in a clinical course; the rubric used to assess student performance.
Clinical Placement Coordinator	The function of this role is to act as a liaison between the Nursing Program and clinical sites. In addition, this role monitors nursing student compliance with clinical site requirements and tracking in the third-party vendor site.
Clinical Reasoning	Being able to logically/critically think through a clinical/lab situation to arrive at a reasonable conclusion regarding a patient situation.
College of Southern Maryland (CSM)	Official name of the college.
Conceptual Framework	The primary concepts and sub-concepts that nursing faculty use to focus nursing content within the curriculum.
Course Coordinator	The instructor responsible for planning, organizing, coordinating, evaluating course(s) and serving as a leader for course faculty.
Critical Thinking	The process of reflective and reasonable thinking that allows the student to conceptualize, analyze, synthesize, or evaluate information for the purpose of solving problems relevant to the discipline of nursing. The process can be taught by faculty and learned by students.
Distance Learning	A telecommunications system which facilitates distance learning (DL) Enables faculty to teach from any location while interactively broadcasting to the other campuses.
Exxat	Third party vendor who manages health requirements, criminal background checks, and drug screenings required for students in the School of Heath Sciences.
Formative Evaluation (CET)	At midterm during a clinical rotation, the Instructor provides feedback to the student on areas of strength and areas that need improvement.
General Education courses	General education courses set the foundation of a higher education curriculum and provide coherent intellectual experiences.
Health Insurance Portability and Accountability Act of 1996 (HIPAA)	These are federal guidelines which students and program officials must maintain to protect patient privacy and confidentiality.

Lab Skills Formative Check Offs	The Instructor/Student provides feedback on areas of strength and areas that need improvement when performing a new skill.
Lab Skills Summative Check Offs	With the final check off on select skills, the Instructor will evaluate the student's performance as pass or fail.
Maryland Board of Nursing (MBON)	The Board of Nursing functions under the Maryland Nurse Practice Act, Health Occupations Article, Section 8. It has authority to adopt regulations as may be necessary to carry out the provisions of the law. The Board is mandated to regulate the practice of registered nurses, licensed practical nurses, nurse anesthetists, nurse midwives, nurse practitioners, nursing assistants, medication technicians, and electrologists. The mission/purpose of the Board of Nursing is to advance safe quality care in Maryland through licensure, certification, education and accountability for public protection. *http://mbon.maryland.gov/Pages/mission-statement.aspx*
Maryland Nurses Association (MNA)	The Maryland Nurses Association is the professional association for nurses in the state of Maryland. *https://mna.nursingnetwork.com/page/73731-history-mission-vision*
Metaparadigm	A metaparadigm represents the worldview of a discipline, the most global perspective and the central concepts with which the discipline is concerned. There is considerable agreement that Nursing's metaparadigm consists of the central concepts of person, environment, health, andnursing.
Multimedia	The technology for presenting material in visual, audible, and verbal forms.
MyLearning	The Learning Management System used at CSM, powered by BrightSpace, Desire to Learn.
NANDA International	This is the organization that promotes, reviews, and endorses the current list of nursing diagnoses used by practicing nurses.

National Council of State Boards of Nursing (NCSBN)	NCSBN is a not-for-profit organization whose members include the boards of nursing in the 50 states, the District of Columbia and four U.S. territories. NCSBN is the vehicle through which boards of nursing act and counsel together to provide regulatory excellence for public health, safety and welfare. *https://www.ncsbn.org/about.htm*

National League for Nursing (NLN)	The National League for Nursing was the first nursing organization in the United States. It advances the field of nursing education through professional development, research, student exam services, nurse educator certification, public policy, and networking. *https://www.nln.org/about/about/mission-and-strategic-plan*
NCLEX – PN NCLEX – RN	Two examinations developed by the National Council of State Boards of Nursing (NCSBN) that "test the entry- level nursing competence of candidates for licensure as registered nurses and as licensed practical/vocational nurses. These examinations, the NCLEX-RN and NCLEX-PN examinations are administered with the contractual assistance of a national test service" (NCSBN).
Nursing Diagnosis	Nursing diagnoses define the scope of nursing practice by describing conditions the nurse can independently treat.
Nursing Intervention Classifications (NIC)	A comprehensive classification of nursing interventions. Nurses use NIC activities to provide nursing care across the patient continuum at the individual, family, and community level.
Nursing Outcomes Classifications (NOC)	A comprehensive classification of nursing outcome measures. Nurses use NOC indicators to evaluate nursing care across the patient continuum at the individual, family, and community level.
Nursing Program Faculty Advisor	Each student is assigned to a specific faculty member (faculty advisor) for on-going advice about courses and programs throughout the student's enrollment in the nursing programs.
Nursing Programs Outcomes	Five standard outcomes set by accrediting body, ACEN as part of the systematic plan of evaluation for our education unit. The required program outcomes are: NCLEX exam performance, program completion, graduate program satisfaction, employer program satisfaction and job placement rates.
Nursing Program Student Learning Outcomes (SLO)	Statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of a course and/or program. Learning outcomes are measurable, learner-oriented abilities that are consistent with standards of professional practice. *http://www.acenursing.org/accreditation-manual/*
Nursing Program Student Learning Outcomes Plan (SLOAP)	The systematic collection of information about academic offerings and analysis thereof, for the purpose of improving student learning.

Nursing Student Association (NSA)	This is the Nursing Student Association for students in the Nursing Programs. NSA is a chapter of the national student organization, Nursing Student National Association. (NSNA). The primary role of NSNA is dedicated to fostering professional development of nursing students. *https://www.nsna.org/about-nsna.html*
Nursing Student Handbook	This is a Nursing Handbook of information, policies, rules, and regulations to guide students while they are enrolled as a nursing student at CSM.
Organization of Associate Degree Nurses (OADN)	OADN is an organization that has established the OADN Alpha Delta Nu Nursing Honor Society and has made provisions for the establishment of Institutional Honor Society Chapters. The primary goal of OADN is to promote scholarship and academic excellence in the profession of nursing. *http://www.oadn.org/index.php?option=com_content&view=article&id=240&Itemid=506*
Practical Nurse Certificate	The academic credential awarded to graduates of an approved 1-year practical nursing education program. The Practical Nurse graduate is eligible to take the National Council Licensure Examination for Practical Nurses. (NCLEX-PN).
Professional Attire	Wearing conservative clothing (such as, collared shirt, dress shirt, sweater, dress pants, khakis, intact jeans) that is clean, wrinkle free, fits properly, of suitable length and is in good condition is considered professional attire. Clothing **and** hair styles should be worn to prevent contamination or cause a safety hazard(s).
Quality and Safety Education for Nurses (QSEN)	The Quality and Safety Education for Nurses (QSEN) is a project that addresses the challenge of preparing future nurses with the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. *http://qsen.org/about-qsen/*
Remediation	The process of identifying the need to take action on previously taught content and skills to improve student outcomes in current or future coursework.
School of Health Sciences	This is a division within the CSM's organizational governance and where the Nursing Programs are located.
School of Health Sciences Admissions and Progression Coordinator	Manages admission and progression processes for School of Health Sciences programs.
School of Health Sciences Dean	The academic administrator responsible for the programs in the School of Health Sciences.

Simple calculators	Calculators with NO memory, storage function(s) or internet access.
Simulation	Interactive activity that allows the learner to experiment with a hypothetical situation by changing many variables. This allows the user to learn relationships and principles for themselves in a risk-free environment.
Social Networking Sites	Any public websites used as a means of communication.
Student Policy Guide	This guide includes policies and regulations that students must abide by while enrolled at CSM.

Student Life and Support Services	The College's Student Life and Support Services offers a comprehensive network of academic support workshops, success strategy resources, one-on- one and group tutoring, self-help materials, and testing services. Services are available in a supportive environment for all types of learners. https://www.csmd.edu/student-services/index.htm
Summative Evaluation (CET)	At the end of the clinical rotation, the Instructor will evaluate the student's performance using this rubric.
Universal Onboarding Self Learning Online Packet	Self-learning online module prepared by the clinical agencies; available within the LMS.
Universal Onboarding Completion certificate	Upon fulfilling the requirements of the Universal Onboarding modules, the student will receive a completion certificate. This certificate needs to be uploaded to the Exxat site.
Vice President of Division of Learning	CSM academic officer responsible for the management of the Division of Learning.

Appendices

Appendix A

College of Southern Maryland School of Health Sciences: Nursing Program

Phase I: Readmission Appeal Petition

Directions: *An eligible student seeking to appeal for readmission, must submit this form along with appropriate substantiating documentation to support the appeal to the Health Sciences Admission and Progression Coordinator.* **A Petition that does not have substantiating documentation, will not be reviewed. Once petition is submitted NO additional documentation will be accepted, NO EXCEPTIONS ALLOWED.**

Date form provided to student in person: _____.
Students should independently complete this form and return it to the Health Sciences Admission and Progression Coordinator. This form must be **returned within 45 days of receipt**. *If this Readmission Appeal Petition is not returned to the Health Sciences Admission and Progression Coordinator by _____, the Petition will not move forward to be reviewed by the Appeals Committee.*

Timeline for the appeal process: *Appeals will be considered twice a year. In order to be considered for the* **first** *phase of the appeal process, this form and supporting documentation must follow the requirements as listed below and be submitted by the following dates.*

- *Petitions submitted by June 30th will be reviewed during the Fall semester. Students will be notified of the Petition's status by the end of the Fall semester.*
- *Petitions submitted by February 28th will be reviewed during the Spring semester. Students will be notified of the Petition's status by the end of the Spring semester.*

Student Name: _____   Date: _____

ID Number: _____   Last NUR Course Taken: _____

Current Student E-mail: _____
(This email will be used to notify the student of the Nursing Student Support Committee's decision.)

List all Nursing Courses that have been failed and reason for failure:

Nursing Course	Semester Failure Occurred	Reason for Each Course Failure
1.		
2.		
3.		

Reason for Appeal:

A Petition that does not have substantiating documentation, will not be reviewed. Once petition is submitted NO additional documentation will be accepted, NO EXCEPTIONS ALLOWED.

Check All That Apply	Reason for Appeal		The Minimum Substantiating Documentation Includes the Following:
	Diagnosed learning disability	-	- Official documentation from a medical professional detailing the learning disability. - Documentation showing that the student has discussed accommodations with CSM's ADA office.
	Medical illness/emergency		Official medical provider's (doctor/PA/NP) documentation with details to support reason for each course failed.
	Hospitalization		Official medical provider's (doctor/PA/NP) documentation with details to support reason for each course failed.
	Personal crisis	-	- Documentation from student explaining personal crisis for each course failed. - Supporting documentation from secondary source to support reason for each course failed. For example, doctor/psychiatrist/counselor, etc.
	Military duty		Documentation from student and commanding officer explaining how military duty caused failures for each course failed.
	Death of a family member	-	- Documentation from student with supporting documentation from secondary source to support reason for each course failed. For example, death certificate/obituary. - Documentation from doctor to support care was needed for terminal family member, etc.
	Other extreme emergencies (provide explanation)		Case by case, but documentation at least from student and other secondary source to support student's explanation for each course failed.

*If the **first** phase of the Appeal process is approved, students may progress to the second phase of the appeal process. Directions for the second phase of the Appeal process will be included in the email notification from Health Sciences Admission and Progression Coordinator.*

Student Signature _____ **Date:** _____

_____

_____ Readmission Appeal request <u>approved</u> to move to the <u>second</u> phase of the Appeal Process *
   This first phase approval does <u>not</u> guarantee admission to the ADN or PN programs. See the <u>current</u> Nursing Student Handbook for specific Nursing Program Policies.

_____ Readmission Appeal request <u>denied</u>

Reason(s) for denial: **_____**

Nursing Chair Signature: _____Date: _____

Appendix B
College of Southern Maryland
School of Health Sciences: Nursing Program
Readmission Appeals Process Detail

Phase I: Readmission Appeal Petition

1. Student contacts Health Sciences Admission and Progression Coordinator to receive Phase I: Readmission Appeal Petition paperwork. Student is to complete this step without assistance of Nursing Program staff or faculty within 45 days of receiving Phase I: Readmission Appeal Petition paperwork, this date will be displayed on the phase 1 documentation from the Health Sciences Admission and Progression Coordinator.

2. Health Sciences Admission and Progression Coordinator sends Phase I: Readmission Appeal Petition - Instructor Report form to each Course Coordinator of classes that the student has failed, once the student returns Phase I: Readmission Appeal Petition paperwork.

3. Phase I: Readmission Appeal Petition - Instructor Report forms are returned to Health Sciences Admission and Progression Coordinator within two (2) weeks.

4. Health Sciences Admission and Progression Coordinator notifies the chair of the nursing program who then notifies the appeals committee that a Phase I: Readmission Appeal Petition needs review.

5. The appeals committee meets to discuss Phase I: Readmission Appeal Petition and Petition and Instructor Reports.

6. A. If Phase I: Readmission Appeal Petition is approved, an email is sent to the student from the nursing program chair with paperwork to start Phase II: Readmission Appeal Action Plan.

    B. If Phase I: Readmission Appeal Petition is denied, the nursing program chair certified letter to the student stating the reason(s).

Phase II: Readmission Appeal Action Plan

1. Student initiates an appointment to meet with the Retention Coordinator to work on an action plan within 60 days of Phase I: Readmission Appeal Petition approval.

2. An individualized approved assessment, (designated by the Appeals Committee), is completed by the student and reviewed by the Retention Coordinator.

3. Nursing Retention Coordinator sends completed documentation for Phase II: Readmission Appeal Action Plan to Nursing Chair and appeals committee. The action plan MUST be approved by the appeals committee prior to full implementation, the appeals committee has 30 days, (within the academic calendar year), to return the decision to the Nursing Retention Coordinator.

(3a) Specific area for action plan to be worked on, (in reference to phase 2 form): The student should complete 1-5 and both the student and the nursing retention coordinator completes 6 and 7 on the phase 2 form.

4. The Nursing Retention Coordinator will email a copy of Phase II: Readmission Appeal Action Plan containing the Committee's decision/comments to the student.

5. (A) If Phase II: Readmission Appeal Action Plan is approved, the student makes an appointment with the Nursing Retention Coordinator to begin work to complete the Action Plan.

   (B) If Phase II: Readmission Appeal Action Plan requires revision, (by the appeals committee), the student nursing retention coordinator will then provide the student(s) with an updated action plan and the student will complete the action plan.

6. When Phase II: Readmission Appeal Action Plan has been completed, the Nursing Retention Coordinator will return Phase II: Readmission Appeal Action Plan and all supporting documentation to the Appeals Committee.

7. The Appeals Committee will make the final decision whether to accept or deny the completion of Phase II: Readmission Appeal Action Plan.

8. The Chair of the nursing program emails the final decision to the student if they are accepted to re-enroll into the program and sends a certified letter if they are denied.

9. Phase I: Readmission Appeal Petition form, Phase II: Readmission Appeal Action Plan form, and any summaries on remediation are placed in student's file by the Appeals Committee.

Final Approval: 3/31/2017;
Revised 1/21/2022, 2/9/24

Appendix C
College of Southern Maryland
School of Health Sciences: Nursing Program

Phase II: Readmission Appeal Action Plan

Student Name: _____ **Date:** _____

ID Number: _____ **Last NUR Course Taken:** _____

<u>**Part I**</u>
I. **List all Nursing Courses that have been failed and reason for failure: (This area is met to have a tracking history of the students' progress in the nursing program.)**

Nursing Course	Semester Failure Occurred	Reason for Each Course Failure
1.		
2.		
3.		

II. **Nursing courses taken more than once: (**Circle the grade earned in the course.)

Courses	Semester	1st Grade		2nd Grade				
		D	F	A	B	C	D	F
		D	F	A	B	C	D	F
		D	F	A	B	C	D	F

III. **Past academic course grades (**Circle the grade earned in the course and provide an unofficial transcript with the form).

Courses	A	B	C	D	F
BIO 2070	A	B	C	D	F

BIO 2070L	A	B	C	D	F
BIO 2080	A	B	C	D	F
BIO 2080L	A	B	C	D	F
BIO 2010	A	B	C	D	F
BIO 2010L	A	B	C	D	F
Math _____	A	B	C	D	F

IV.   Current GPA: _____

V.   Student to identify cause(s) of course failures.

Check All That Apply	Reason for Each Course Failure
	Family/social support changes
	Financial problems
	Health situation
	Poor academic performance
	Poor time management
	Undiagnosed learning disability
	Work related
	Other (Specify)
	Other (Specify)

VI.   Nursing Retention Coordinator documents key points from meeting with the student in order to develop an Action Plan to succeed in the Nursing Program.

a.
b.
c.

d.	
e.	
f.	
g.	
h.	

VII.   **A Specific Action Plan with time lines will be developed.** The type of required documentation will differ based on the student's individual situation. Documentation needs to provide proof of successful accomplishment of Action Plan items. Students are responsible for all costs related to the Action Plan items (ie. CEUs, content review workshops, etc.). Specific dates for follow up meetings with the Retention Coordinator will be scheduled as the Action Plan is finalized.

Action Plan Items	Expected Date of Accomplishment	Supporting Documentation	*Follow up dates
a.			
b.			
c.			
d.			
e.			
f.			

*   The Retention Coordinator will keep notes on all follow up meetings. The notes will be submitted to the Appeals Committee along with supporting documentation from the student demonstrating that Action Plan items have been successfully completed.

==<mark>This form is returned to the Appeals Committee for review and approval of the Action Plan BEFORE the Action Plan is implemented.</mark>==

==

Acceptance of Action Plan Items

	Date:	
Nursing program chair Signature:		**_____ Accepted** **_____ *Rejected**

*   Should an action plan need revision, return to the appeals committee with the following requirements:

Requirement(s):   Timeline:

Part II

I.   Student has attached substantiating documentation as proof that the following Action Plan items have been successfully accomplished.

Date Accomplished	Action Plan Items	Name of Attached Supporting Documents

II.   Retention Coordinator's objective notes from the follow up meetings with the student are attached.

III.   Retention Coordinator: Summary of successful accomplishment or update on progress for EACH item on the Action Plan.

Student Signature	**Date:**
Nursing Retention Coordinator's Signature	**Date:**

III. Summary of the Appeals Committee Decision:

**Approval for academic progression will be considered on an individual and space available basis.

Nursing Program Chair Signature:	**Date:**	**_____ Accepted** **_____ Rejected**

SSC, Fall 2015, Approved 12.16.2016, Revised 1/21/22, 2/9/24

School of Health Sciences
NUR
Study Strategies Form

Name: _____   _____ **Date:**   **Exam:**

This form is to be completed after Exam 1 and uploaded to the assignment dropbox labeled "Study Strategies &

Exam Review." Please select all strategies that you utilize when studying for NUR exams.

_____Read the textbook

_____ Read the notes and/or PPT slides

_____Listen to the recordings if available

_Use additional resources provided by individual course (i.e. electronic/print textbook supplements, online case study resources)

_____Use online quizzing resources

_____Study with a study group

_____Utilize the tutors

_____Contacted the Nursing Retention Coordinator

_____Use YouTube

_____Use ALLY

_____List other strategies utilized:

   a.
   b.
   c.
   d.
 Student Signature: _____Date:_____

Exam Debrief Grid: Identifying Patterns in Test Errors

Taking an exam is actually a learning opportunity! Unlike what you may have experienced in non-nursing courses, you are not finished with the material that you have just been tested on. In fact, you need to know EVERYTHING that you were just tested on at the time of the final for this class, AND you will need to know it next semester. Identifying **why** an incorrect response was selected gives you the opportunity to make changes in the test-taking approach before the next exam. **Download this debrief grid prior to your exam review with your Professor. Once the review is complete, add a plan of action to better prepare for future exams and upload the completed form to "Study Strategies & Exam Review" assignment dropbox in your course.** Based on your Exam Debrief, list the two specific changes you will make in preparing for the next exam; including how and when you will make the changes.

COURSE: NUR _____	EXAM #: _____
REASON FOR SELECTING THE INCORRECT RESPONSE	**TALLY # OF QUESTIONS INCORRECT**
DID NOT UNDERSTAND OR REMEMBER SUBJECT MATTER	
FAILED TO IDENTIFY KEY WORDS OR DISTRACTORS	
READ INTO THE QUESTION	
NARROWED THE RESPONSES DOWN TO THE BEST TWO (2) BUT DIDN'T PICK THE CORRECT ONE (1)	
CHANGED THE ANSWER	
OTHER	

School of Health Sciences
Nursing Program
Student Application for Committee Membership

Committee Information

Nursing Student Support

• Establish and regularly review academic standards for the Nursing Program inclusive of the following: o Admission criteria

o Criteria for progression in programs o Readmission Appeal criteria o Graduation requirements o Criteria to receive advanced academic standing o Student handbook policies o Examination policies

Nursing Program Outcomes

- Monitor program compliance according to criteria established by accrediting agencies and the College of Southern Maryland evaluation system
- Evaluate outcomes achievements as they relate to program effectiveness
- Communicate program effectiveness to faculty, staff, college committees, and accrediting agencies
- Recommend faculty and staff who are responsible for measuring, reporting, and recommending changes based on outcome evaluation
- Present recommendations from responsible faculty and staff for program changes related to outcomes achievement

Nursing Curriculum

- Develop curriculum standards and make recommendations for modification and revision of the curricula for the department programs
- Monitor curricula for appropriate content placement within courses
- Review syllabi for all new courses
- Maintain Master Curricular document of course content and objectives.
- Review course content changes which must be submitted to this committee using the "Procedure for Submitting Curricular Changes"

Nursing Faculty Support

- Establish and regularly review resources utilized in the nursing program by faculty and students.

- Establish and regularly review faculty standards for the Nursing Program inclusive of the following: o Faculty policies and procedures o Updates for faculty credentialing o Examination policies o Faculty simulation/learning resources

Requirements for Student Participation on Committees

- Any student with an overall GPA of 3.0 or higher is eligible for appointment to standing committees with student representation.
- Student representatives must be currently enrolled in at least one Nursing Program course during their committee tenure.
- Nursing Students must be currently enrolled in the Nursing Program

Responsibilities of Student Committee Members

- Students are expected to attend scheduled committee meetings or notify the chair of their absence in advance.
- The appointment for student representative is for a period of one (1) year.
- Students are active, important members of the committees.
- The role of the student is to address student issues specific to the committee assignment.
- Students may be excused from all or part of committee meetings because of sensitive agenda items at the discretion of the committee chair.

Application Process

- Interested students must complete the application on the last page of this document and submit it to the appropriate committee chair.
- Applications are accepted twice a year as below:
    - o Fall Semester Applications: Due September

    30th o Spring Semester Applications: Due

    February 28th
    - • The committee chair will notify the student of her/his appointment no later than two weeks following application deadline.

School of Health Sciences
Nursing Program

Student Application for
Committee Membership

Date: _____

Name: _____

Nursing Program course(s) in which you are currently enrolled:

_____

Check the box next to the committee for which you are applying:

☐Nursing Student ☐Nursing Program   ☐Nursing ☐Nursing Faculty
Support   Outcomes   Curriculum   Support

*Please include **brief statement** about your desire to participate in the committee