STUDENT HANDBOOK

2025/2026

Nursing Program Core Values

Excellence Integrity Innovation Compassion Respect
Life-long Learning Student-Centered Leadership

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Welcome to the Saddleback Nursing Program!

Dear Nursing Students,

It is my pleasure to welcome each of you—new, continuing, and returning students—to the Saddleback College Nursing Program. You are now part of a community of future nurses known for excellence both locally and beyond. We are proud of the reputation our students have earned through their professionalism, compassion, and commitment to high standards of care.

Our program is dedicated to fostering a diverse, inclusive, and supportive learning environment. Our experienced faculty are deeply committed to providing innovative, high-quality education designed to prepare you for success in both the classroom and the clinical setting. We are here to challenge, guide, and support you every step of the way.

Please take time to carefully review your Student Handbook. It contains essential information about our program's philosophy, conceptual model and framework, as well as important policies and procedures. These guidelines align with college standards and accreditation requirements and will serve as a valuable resource throughout your time in the program. I encourage you to keep it accessible for reference.

We are excited to support you on your journey toward becoming a registered nurse. Please do not hesitate to stop by, introduce yourself, or reach out if you need assistance. We are here for you.

Wishing you a successful and rewarding semester ahead,

Sincerely,

Dr. Linda Call, DNP, MSN, RN
Assistant Dean of Health and Wellness / Director of Nursing
Saddleback College

NURSING ADMINISTRATION FACULTY AND STAFF

TITLE	NAME	OFFICE LOCATION	EXTENSION (Dial 949-582 first, then extension)
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Clinical Placement Specialist	Cheryl Regan cregan@saddleback.edu	HS 235	4701
Student Success Coach	Michael Mencer mmencer@saddleback.edu		4701
Evaluators			
Admissions & Records Evaluators	scadmissions@saddleback.edu	SSC 102	4555

SADDLEBACK COLLEGE ASSOCIATE DEGREE NURSING PROGRAM (Policy1.1)

MISSION, PHILOSOPHY, AND STUDENT LEARNING OUTCOMES

The Saddleback College associate degree nursing program's mission, beliefs, philosophy, and outcomes are congruent with that of Saddleback College and South Orange County Community College District.

THE SADDLEBACK COLLEGE NURSING PROGRAM MISSION IS TO:

- Provide high quality, innovative, equitable, and inclusive education to a diverse student body.
- Support student success.
- Instill in the learner the need for life-long learning and professional development.
- Prepare competent entry level registered nurses to provide quality patient-centered care.

The Saddleback College Associate Nursing Program Mission is aligned with the mission, vision, values, strategic goals and directions of Saddleback College. In addition, the nursing program's philosophy subscribes to the following beliefs about people and health, nursing, education, and educators, and the teaching/learning process in nursing.

Beliefs about People and Health

- A person is a complex being with biopsychosocial needs that can adapt to internal and external changing environments.
- A person's health status exists along a continuum.
- Maslow's hierarchy of human needs is used to prioritize health care needs.
- Erikson and other developmental theorists are used to determine and prioritize psychosocial needs.
- Health status is influenced by the person's development stage, their individual needs, lifestyle choices, culture, race, ethnicity, and gender.
- The nursing faculty affirms their belief in the worth and dignity of all persons and the right of the health care consumer to make informed choices regarding personal health.

Beliefs about Nursing and Nursing Process

- Nursing is an art and science integrating the biological and behavioral sciences as well as the humanities.
    - Nursing encompasses caring practices, ethical principles, and advocacy within the framework of the nursing process.
    - Nursing utilizes theoretical concepts to apply the principles of critical thinking, clinical reasoning, and clinical judgment to apply the nursing process to promote safe, high-quality patient-centered care.
- Nursing provides culturally competent care to diverse populations in the United States.

- Nursing recognizes that quality patient-centered care encompasses the whole person: body, mind, and spirit.
- The nurse promotes physical, mental, and spiritual wellness by teaching and through example.
- The goal of nursing is to provide safe patient-centered care to promote effective outcomes using the nursing process.
- The nursing process is a systematic, dynamic approach to provide care that includes assessment, diagnosis, planning, implementation, and evaluation.
- Nursing integrates effective communication skills (verbal, nonverbal, interpersonal, and communication technology) into the professional nursing role.
- Nursing stresses health education, health promotion, and illness prevention for the individual and family across the health/illness continuum.
- Nursing functions effectively with inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Beliefs about Education and Educators

- Education inspires and develops a community of diverse learners dedicated to achieving their full potential in a global society.
- Educators provide access to learning opportunities that promote student success, intellectual growth, individual expression, and character development.
- Educators have a responsibility to recognize previous education and experience of the learner.
- Educators promote and foster lifelong learning.
- Education takes into consideration the learner's cultural and ethnic background, learning abilities, life experiences, and disability related needs.
- Educators stress high ethical standards, moral values, and integrity that provide a strong foundation upon which to develop professional and personal behaviors.
- Education promotes a dynamic environment of innovation and collegiality.
- The educational process occurs through a variety of methods such as the use of technology, simulation, role modeling and role-playing, mentoring, coaching, collaborative teaching and learning, lecture/discussion, case studies, laboratory, and experiential learning.
- Educators provide students with a general education that gives them an opportunity to develop to their fullest potential- personally and professionally.
- Educators support the freedom to teach and the guarantee of equal educational opportunity for all persons.
- Beliefs about the Teaching/Learning Process in Nursing
- It is the right and responsibility of nurse educators to utilize their knowledge and skills freely to assist students to reach their highest potential.

- Students are expected to bring to the nursing program a desire to learn, initiative and self–direction, an open and inquiring mind, a commitment to the profession, and a belief in the worth and dignity of all persons.
- Students are responsible for their own learning; the instructors' major role is to coach, facilitate, role model, and mentor.
- Differences in learning styles and in the rate of learning must be considered in the educational process.
- The most effective learning environment is created by a collegial relationship between faculty and students.
- Teaching and learning in nursing is built on evidence-based practice and the transfer of information from theory to practice utilizing the nursing process.
- Nursing education fosters critical thinking with the development of clinical reasoning and judgment to make clinical decisions.
- The nursing faculty accepts the responsibility to maintain expertise in current nursing practice and application of educational theory.
- The nursing faculty is responsible for the development and evaluation of the nursing curriculum.

STUDENT LEARNING OUTCOMES

Course Student Learning Outcomes are learner-oriented expectations written in measurable terms that describe the knowledge, skills, or behaviors students should demonstrate at the end of the course. Course student learning outcomes are aligned with program student learning outcomes and support students' achievement of *End of Program Student Learning Outcomes* and overall *Program Outcomes.*

End of Program Student Learning Outcomes describe the knowledge, skills and behaviors derived from the program mission, philosophy and beliefs, organizing framework, curriculum and clinical experiences that students should be able to demonstrate, with or without accommodation at the end of the program. Four end of program student learning outcomes are the culmination of nursing education in the associate degree nursing program at Saddleback College.

Program Outcomes are described in the annual Nursing Program Evaluation, aka, Systematic Evaluation Plan, and represent key measurable assessments of program quality and effectiveness and plans for improvement.

I. End of Program Student Learning Outcome

The graduate will integrate biopsychosocial concepts and theories, critical thinking, clinical reasoning, and clinical judgment to apply the nursing process to promote quality patient-centered care.

First Year Student Learning Outcomes

The student will:

- Utilize biopsychosocial concepts and theories and principles of critical thinking, critical reasoning, and clinical judgment to apply the nursing process for beginning level clinical decision making.
- Apply the nursing process and principles of health teaching, health promotion, illness promotion, illness prevention, and restorative or end of life care to provide quality nursing care to the individual health care consumer.

Second Year Student Learning Outcomes

The student will:

- Integrate biopsychosocial concepts and theories, critical thinking, critical reasoning, and clinical judgment to apply the nursing process to make clinical decisions for managing the care of individuals, families, and groups of health care consumers.

- Synthesize the nursing process with principles of health teaching, health promotion, illness prevention and restorative or end of life care to provide quality nursing care to the individual healthcare consumer and family members across the life span.

II. End of Program Student Learning Outcome

The graduate will promote and maintain a safe environment by integrating current evidence-based practice, the nursing process, and skill competency to deliver quality health care.

First Year Student Learning Outcomes

The student will:

- Apply evidence-based nursing principles to safely provide nursing care and skills.

Second Year Student Learning Outcomes

The student will:

- Apply evidence-based nursing principles to safely provide comprehensive nursing care for patients and families in acute and complex care situations.

III. End of Program Student Learning Outcome

The graduate will communicate effectively with patients, families, and the inter-professional health care team to achieve quality patient care.

First Year Student Learning Outcomes

The student will:

- Utilize communication skills (verbal, nonverbal, interpersonal, and communication technology) as he/she learns to practice in the professional nursing role, and
- Apply principles of time management, organization, delegation, and priority setting to provide care for the health care consumer in collaboration with other members of the inter-professional health care team.

Second Year Student Learning Outcomes

The student will:

- Integrate communication skills (verbal, nonverbal, interpersonal, and communication technology) into the practice of the professional nursing role.
- Use information technology to communicate, manage knowledge, mitigate error, and support decision-making.

- Collaborate with inter-professional health care team members to manage and coordinate care for patients and families across the health/illness continuum and healthcare continuum.

IV. End of Program Student Learning Outcome: the graduate will demonstrate the knowledge, skills, and attitudes required of the professional nurse as defined by the California Nurse Practice Act and standards of nursing practice.

First Year Student Learning Outcomes

The student will:

- Assume responsibility and accountability for learning and nursing actions as they are guided in the role of the professional nurse
- Utilize developmental theories, concepts of diversity, and culturally competent care for cultural groups in the United States to apply the nursing process to patients
- Recognize and report legal and ethical dilemmas and potential barriers to safe quality care and
- Act as a patient advocate

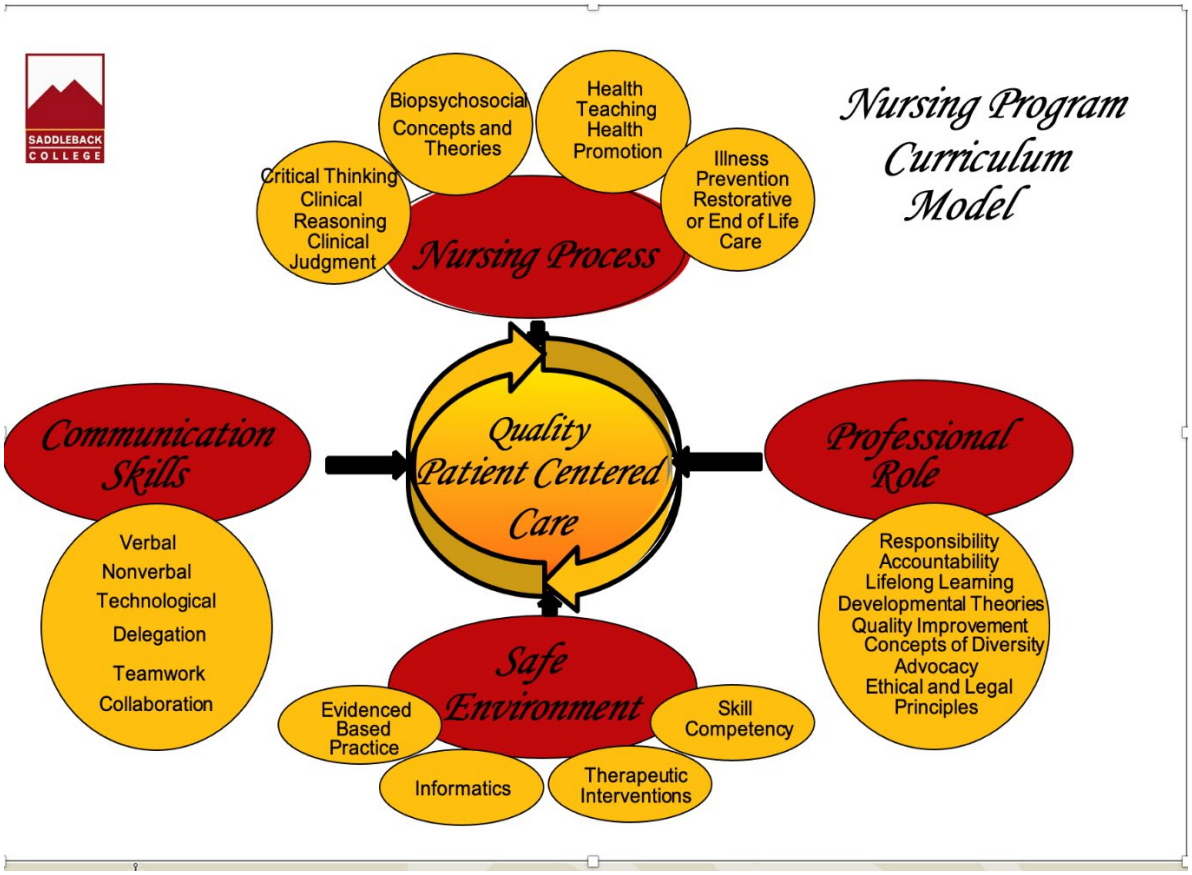
Second Year Student Learning Outcomes

The student will:

- Assume responsibility and accountability for lifelong learning and nursing actions as they take on the role of the professional nurse,
- Synthesize developmental theories and concepts of diversity, and culturally competent care for cultural groups in the United States to apply nursing process to patients and families across the life span,
- Continuously improve the quality and safety of health care by recognizing and reporting potential areas of risk or harm, including legal and ethical dilemmas, and, integrate critical thinking, clinical reasoning, and clinical judgment to make clinical decisions that support and advocate for patients and families based upon ethical and legal principles.

SADDLEBACK COLLEGE NURSING PROGRAM CONCEPTUAL MODEL FRAMEWORK

The Saddleback College Curriculum model is a graphic representation of the program mission, which is to prepare competent entry-level registered nurses to provide quality patient centered care. The model's constructs of nursing process, professional role, safe environment, and communication skills are interrelated and represent the End of Program Student Learning Outcomes. Each construct integrates the knowledge, skills and attitudes required to practice as an entry-level registered nurse. The philosophical underpinnings of Knowles Adult Learning Theory guide the teaching and learning process supporting the program mission.



ASSOCIATE DEGREE NURSING PROGRAM CURRICULUM

Required prerequisites prior to Nursing Clinical Sequence **Total Units:** 17.0

Course ID	Title	Units
BIO 11 *	HUMAN ANATOMY	4.0
BIO 15 *	GENERAL MICROBIOLOGY	5.0
BIO 12 * ***	HUMAN PHYSIOLOGY	4.0
SELECT ONE		
ENGL C1000 * **** **OR**	ACADEMIC READING AND WRITING	4.0
ENGL C1000H * ****	HONORS ACADEMIC READING AND WRITING	4.0

Required Nursing Courses and Clinical Sequence

Semester I		15.0
N 160 * **	PHARMACOLOGY FOR NURSING	3.0
N 165 **	LIFECYCLE 1, FUNDAMENTALS OF AGING	1.5
N 170 *	NURSING PROCESS	3.0
N 170L * #	NURSING PROCESS LAB	4.5
N 171 *	MENTAL HEALTH NURSING	2.0
N 171L * #	MENTAL HEALTH NURSING LAB	1.0
Semester II		13.0
PSYC C1000** **OR**	INTRODUCTION TO PSYCHOLOGY	3.0
PSYC C1000H **	HONORS INTRODUCTION TO PSYCHOLOGY	3.0
N 161 **	LIFECYCLE 2, GROWTH AND DEVELOPMENT	1.5
N 172 *	MEDICAL-SURGICAL NURSING	3.5
N 172L * #	MEDICAL-SURGICAL NURSING LAB	5.0
Semester III		7.0
N 173 *	NURSING CARE OF CHILDREN AND FAMILIES	1.5
N 173L * #	NURSING CARE OF CHILDREN AND FAMILIES LAB	2.0
N 174 *	WOMEN'S HEALTH NURSING	1.5
N 174L * #	WOMEN'S HEALTH NURSING LAB	2.0
Semester IV		11.0
COMM C1000 * **	COMMUNICATION FUNDAMENTALS	3.0

OR		
COMM C1000H * ** **OR**	HONORS COMMUNICATION FUNDAMENTALS	3.0
COMM 5 **	INTERPERSONAL COMMUNICATION	3.0
N 176 *	ADVANCED NURSING	3.0
N 176L * #	ADVANCED NURSING LAB	5.0

***** Course has a prerequisite, corequisite, limitations, or recommended preparation; see course description.

****** Courses can be taken prior to entry into the program (we recommend taking these prior if possible)

******* Human Physiology must have been completed within the last 7 years.

Clinical course

******** Freshman Composition 3-unit equivalent course will be accepted

Associate of Science Degree

Complete a minimum of 60 units including the total number of units described above **and the General Education requirements** with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College. The courses above do not include General Education requirements.

General Education Requirements for Associate Degrees

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in the college catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

Total units do not include all units required for the degree. Total: 63.0

Recommended* Courses for Pre-Nursing* and Nursing Students*

HSC 104*	MEDICAL TERMINOLOGY	3.0
HSC 217*	CARDIAC DYSRHYTHMIAS	2.0
HSC 222NC*	BASIC LIFE SUPPORT-CPR FOR HEALTHCARE PROVIDERS	0.0
HSC 223*	BASIC LIFE SUPPORT-CPR FOR HEALTHCARE PROVIDERS RENEWAL	0.0
HSC 227*	PEDIATRIC ADVANCED LIFE SUPPORT	2.0
HSC 291**	MANAGEMENT OF AGGRESSIVE BEHAVIOR IN HEALTHCARE SETTINGS	0.5
N 202**	SUCCESS STRATEGIES IN NURSING	1.0

N 204*	BEGINNING NURSING CONCEPTS	2.0
N 280**	NURSING CARE PLANS & MAPS	1.0
MA 280*	HEALTHCARE ORGANIZATION PRACTICES	3.0

PROVISIONS OF THE CODE OF ETHICS FOR NURSES *

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, in establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

*****This is an abbreviated version of the Nurses Codes of Ethics. Detailed statements can be found in the *Code of Ethics for Nurses Book with Interpretive Statements* published by the American Nurses Association.

INFORMAL AND FORMAL GRIEVANCE PROCESSES

Students who wish to file a grievance may follow due process guidelines found in the program's handbook (informal) and/or District AP 5530 (formal). The three scenarios described below trigger the Nursing program's process. Students are encouraged to access these rights and responsibilities if the student received an adverse action while in the program.

Students have a right to continue in their educational progress. No student may be "dismissed" from a program unless the assistant dean or dean have been notified and the student has been afforded due process as outlined below. Notwithstanding that a student may be removed from a clinical site and would fail the course, students may not be compelled to drop or withdraw a course. Students should meet with their program chair or nursing director to be advised with the best course of action depending upon the situation.

Formal AP 5530

The District AP 5530 (See Appendix) is the formal grievance process and is applicable District's enumerated issues (i.e. grades, student disciplinary actions). Students have the option to use the SCHOOL OF HEALTH AND WELLNESS informal process before using the formal District process.

Program Formal Grievance Process

Student conduct may initiate sanctions and grievances processes that are not covered under District AP 5530. This occurs when a student breaches the department policies and regulations (i.e. dismissals for patient safety violations, failures in the remediation processes, HIPAA, professional violations, LOA breaches, re-admission denials and so on). The procedural due process outlined below ensures both fair and equitable outcomes for all students.

Dual Grievance Processes

Students should be aware that parallel processes for disciplinary matters can occur, and they must file responses through both processes. For example, if a student is impaired and cannot perform safely at a clinical site, AP 5530 is triggered along with the program's policy (i.e. breach of behaviors at the clinical site, violation of patient safety). In such a case, a student could be dismissed from the program while also going through the district disciplinary process and receiving District related sanctions. In these cases, students may need to address the district disciplinary process and grievance procedures while also activating the School of Health and Wellness grievance process for a program dismissal.

Deans, directors, and chairs will assist students when separate grievance processes occur and how to proceed through the processes. The Health Sciences and Human Services guidelines outlined below are instituted to ensure students receive procedural due process ensuring both fair and equitable outcomes for all health science students.

School of Health and Wellness Due Process

The School of Health and Wellness' due process is as follows and should be reflected in all handbook and program materials:

1. Students who have a grievance should first address the issue with his/her faculty member ***within five (5) instructional days of when the event occurred or when the student became aware of the issue***. The student must inform the director/chair/dean of a possible negative effect due to a five-day delay and ask for an expedited review if applicable. If additional time is necessary to complete a full investigation, the student will be informed.

2. The process may be accelerated due to exigent circumstances. The student, faculty, and/or director should inform all individuals if a fast-track process is needed and explicitly agree upon a timeline that will not irreparably harm the student's progress in the program. All efforts should be made not to negatively impact a student's progress if at all possible while the grievance process is occurring

3. The faculty shall meet with the student within two (2) instructional days but no longer than ten (10) instructional days and respond to the student within two (2) instructional days but no longer than ten (10) instructional days unless the student would be irreparably harmed by a delay. If so, the student and the faculty shall consult with the program director/chair for guidance. If the student is not satisfied with the outcome, the student shall have two (2) instructional days but no longer than ten (10) instructional days to grieve to the program director/chair.

4. The chair shall meet with the student within two (2) instructional days but no longer than ten (10) instructional days and respond to the student within two (2) instructional days unless the student would be irreparably harmed by a delay. If so, the student and the program director shall consult with the dean for guidance. If the student is not satisfied with the outcome, the student shall have two (2) instructional days but no longer than ten (10) instructional days to grieve to the assistant dean. Appointments shall be coordinated through the senior administrative assistant, who will ensure due process has been followed and provide the student with a form to complete in advance of their meeting with the assistant dean.

5. The assistant dean shall meet with the student within five (5) instructional days and respond to the student within five (5) instructional days unless the student would be irreparably harmed by a delay. If the student is not satisfied with the outcome, the student shall have two (2) instructional days but no longer than ten (10) instructional days to grieve to the dean. Appointments shall be coordinated through the senior administrative assistant, who will provide the student with a form to complete in advance of their meeting with the dean.

6. On the day of the scheduled meeting, the student will be asked to report 10-15 minutes prior to the scheduled meeting time and submit their completed form upon check-in. During this time, the dean will review the student's written narrative of the factual events and the requested remedy during the first meeting. The dean shall conduct a complete thorough investigation and respond to the student within five (5) instructional days unless the student would be irreparably harmed by a delay.

7. At no point will the process take longer than 45 days.

8. In the department process, the dean's decision if final.

9. In the informal AP 5530 process, if the student is not satisfied with the outcome, the student shall then proceed with the district's formal process found in AP 5530. Students shall be notified at every step in the informal AP 5530 process of the next step and the option to file a formal grievance. Note the 45-day limitation to start the district's formal process.

10. The Division and Department due processes do not supersede any process or policy found in other District publications, policies, or procedures. If conflicts occur, the district process shall supersede the Division process.

11. If a student perceives that he/she cannot discuss the matter with either the faculty member chair of director, the student must explain why in the written narrative to the assistant dean or dean.

12. This process is not used for any Title IV, IX, or ADA complaints. Students are recommended to reach out to the assistant dean or dean for guidance in these cases or review the district's resources and policies (see, Board Policies). These shall be fast-tracked, and the assistant dean or dean shall meet with the student within one business day.

13. Students have 45 days from the incident to start the informal/formal grievance due process. The time starts when the student knew or should have known about the incident.

Informal Grievance Process - Health Science Program Candidate or General Public

If a program candidate or someone from the general public wishes to grieve or file a complaint, the following process will apply.

- If requested, the assistant dean shall meet with the individual within five (5) instructional days and respond to the individual within five (5) instructional days unless the delay would cause irreparable harm. The individual must inform the assistant dean of a possible negative effect due to a five-day delay and ask for an expedited review. If

additional time is necessary to complete a full investigation, the individual will be informed.

- Appointments shall be coordinated through the senior admin, who will provide the individual with a form to complete in advance of their meeting with the assistant dean.
- On the day of the scheduled meeting, the individual complainant/grievant will be asked to report 10-15 minutes prior to the scheduled meeting time and submit their completed form upon check-in. During this time, the dean will review the written narrative of the factual events and the requested remedy during the first meeting.
- If the individual is not satisfied with the outcome, the individual shall then proceed to meet with the dean. The dean shall confer with the assistant dean prior to the meeting. If the complainant/grievant is not satisfied with the dean's decision, he/she/they shall proceed with the College's formal process depending upon the issue.
- Alternately, if the individual wishes to remain anonymous, he/she/they may complete the form and email the document to schoolofhealthandwellness@saddleback.edu or drop it off to the Health Sciences and Human Services office located on the campus.

This information shall be posted on the Saddleback School of Health and Wellness website.

ACADEMIC HONOR CODE

Saddleback College students are responsible for regulating their own conduct in accordance with the Code of Conduct set by the District Board of Trustees. The Code of Conduct is outlined in the Saddleback College Student Handbook, pp. 49- 51. It is each student's responsibility to adhere to an academic honor code, which upholds the integrity of the institution and the educational process so that all students have an equal opportunity to demonstrate their academic abilities.

Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to cheating, plagiarism, falsification/fabrication.

Cheating

Cheating is any act or attempted act of fraud, deception or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material. Cheating includes, but is not limited to:

- The use of unauthorized sources of information during tests. This would include, but is not limited to, crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the instructor. It also includes any act or the use of any item which would be deemed as cheating by a reasonable person.
- Looking at another student's exam or using another's exams, assignments, or other work, or allowing another student to do so.
- Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for oneself.
- Altering graded class work and resubmitting that work for reconsideration.
- Engaging in any kind of unauthorized assistance or communication with another person during an exam.
- Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other class work.

Plagiarism

Plagiarism is the inclusion in total or part of another's words, ideas, work, material, or data as one's own. Plagiarism includes, but is not limited to:

- Quoting or paraphrasing materials without citing the source in some acceptable manner and submitting those materials as one's own work.
- Copying, using or borrowing another's ideas, assignments, test answers, lab work, research, report, term paper, computer program, file or data, etc., and submitting it as one's own work or allowing another student to do so.
- Submitting as one's own work, work prepared by others or prepared in collaboration with others.

- Reproducing another's work so closely that any reasonable person would, after careful evaluation of the circumstances, conclude that plagiarism has occurred.

Falsification/Fabrication

Any act of inventing or altering information to deceive is considered falsification or fabrication. Falsification or fabrication includes, but is not limited to:

- Inventing and submitting falsified, fabricated, or fictitious information or falsely attributing the source as coming from another person or material.
- Falsifying signatures on required forms or other academic records.
- Using another person's identification, falsifying one's identification, or representing oneself as another person. Changing official academic records or documents, without going through a proper approval process.
- Knowingly misrepresenting successful completion of prerequisites.

Cheating, plagiarism, or falsification of any kind may result in failure of a course and removal from the RN program. Reentry is not guaranteed if there is a violation and is subject to the discretion of the enrollment committee with the nursing director and Dean.

AI Use
The use of AI for coursework may or may not be allowed by your instructor. Refer to course syllabi for direction. If you are allowed to use AI, you must cite and reference the information to avoid plagiarism and academic dishonesty.
Be aware that it is not uncommon for AI-content generators such as ChatGPT to create hallucinations, i.e., fabricated information in the absence of an authentic source for answering your question. Therefore, it is imperative for you to always validate the information using a reliable source such as your textbook.

Sherpath AI
Sherpath AI differs from other AI sources as it draws information from your assigned textbooks. Although rare, hallucinations may still occur. If your instructor allows the use of Sherpath AI, ***you must validate the information*** and cite the original source.

APA 7th edition Example:

Citation
(Harding et al., 2023, p. 745, as cited in Sherpath AI, 2025)

Reference
Elsevier. (2024). Sherpath AI [Large language model].

https://evolve.elsevier.com/education/training/sherpath-ai/

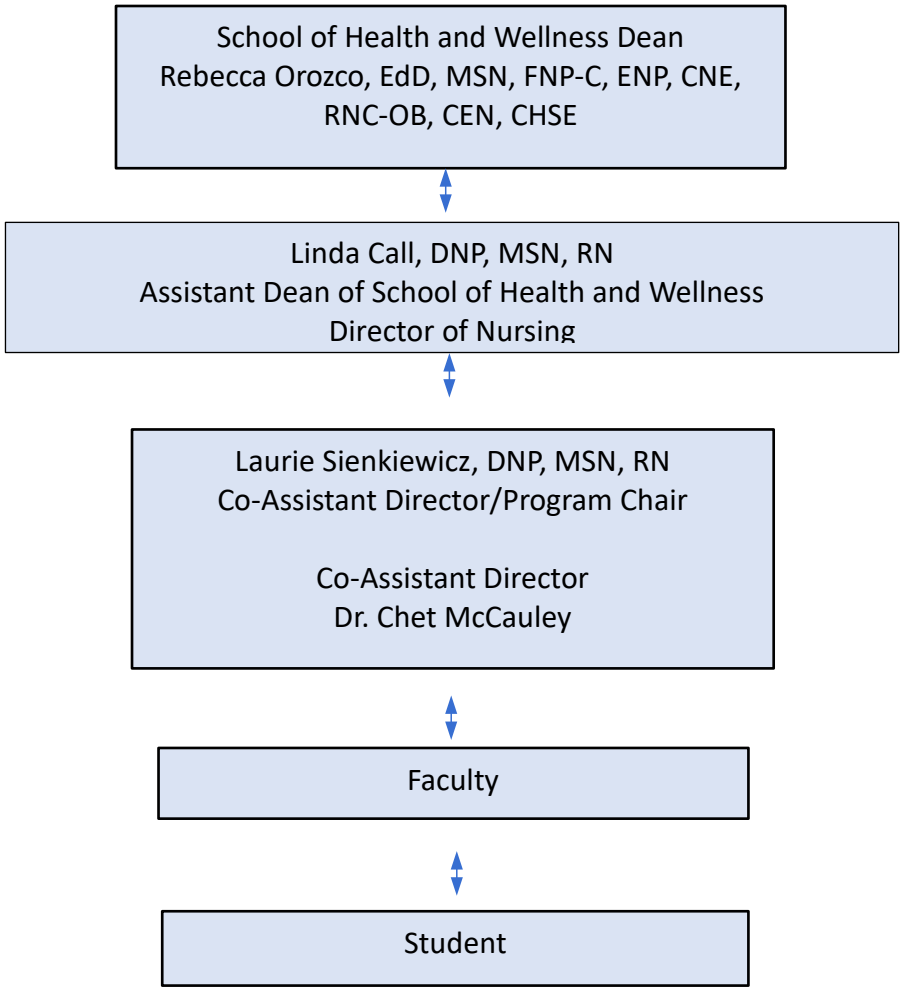
Conduct

Professional conduct requires that the nursing student represent himself/herself as a professional student when involved in authorized ADN Program activities. See the Nursing Uniform and Professional Appearance policy III.3. This includes wearing the uniform with an emblem, name pin and picture ID card when representing Saddleback College. Nursing students are expected to adhere to the ANA Code for Nurses. South Orange County Community College District (SOCCCD) also has an Administrative Regulation Board Policy 5500.

To maintain a safe environment for the patient and the student the instructor has the unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct, safety, and performance. Any student whose conduct, clinical performance, or health is in question will be asked to leave the clinical facility.

Students will abide by individual clinical agency policies and procedures. Students are directly responsible to the instructor for all assigned time. Students are not permitted to leave the clinical site during the clinical day, unless a specific disability related accommodation has been previously approved. Should there be an emergency, students should report to their faculty member about needing to leave the clinical facility. Upon returning to the clinical site, the student should report directly to the faculty member.

SADDLEBACK COLLEGE NURSING PROGRAM COMMUNICATION CHANNELS



SPECIAL ACCOMMODATIONS

Saddleback College recommends that students with disabilities discuss academic accommodations with their professors and the disability services office prior to the first day of class as accommodations are not retroactive. Clinical accommodation must be discussed with Disability Services and the Clinical Placement Director well in advance. Please refer to Nursing Program Policy III.16 for further clarification.

CLINICAL PLACEMENT REQUIREMENTS

Policy: No student shall be assigned to a facility without verifying he/she/they have met all standards and requirements of the facility. These verifications shall be in writing and shall be stored for two years after the student has completed the program (i.e. Health Center Attestation, First Aid Card, and so on). No program may impose additional requirements for students that are not grounded in Title 5 § 58106 (Program and Course Approval Handbook, 7th Ed.).

"These sections allow the college to restrict students from enrolling in a course when the following are true: Prerequisites, co-requisites, or other advisories on recommended preparation have been established for the course and/or health and safety considerations, facility limitations, faculty availability, funding limitations, or other constraints have been imposed by statutes, regulations, or contracts."

Purpose: The purpose of this policy is to ensure all School of Health and Wellness students adhere to all affiliate facilities requirements to begin training at the facilities and that all agreements are within active timeframes and department standards.

All nursing students must meet the deadlines for submitting clinical placement documents. Failure to do so may require the student to be removed from the program and/or take a leave of absence. Students who cannot comply within the stated deadlines must meet with the director of nursing before the deadlines.

Nursing students should strive to maintain a high level of wellness. To fulfill objectives for the ADN Nursing Program, students should expect to come in contact with or be assigned to care for individuals with a variety of communicable diseases including acquired immune deficiency syndrome and hepatitis. Students who receive a non-compliance notice from the Student Health Center must meet with the director of nursing for guidance. After receiving acceptance into the program, students are expected to contact the Student Health Center for a telehealth appointment, even if students choose to use their own health care provider for the immunizations and physical. Whenever there is any change in the health status of a student, he/she is responsible for notifying the student health center with current information. The student is also expected to keep the ADN Faculty and Director informed in writing when there is any need for on-going health care. Additional tests or records may be required as necessary to verify satisfactory health status during the program. (See Policy III.6).

Clinical Placement and Health Requirements

Students assigned to clinical rotations SHALL meet the health requirements mandated by the clinical facilities. The following health requirements shall be completed and maintained throughout the clinical rotation:

- Immunizations:
- Flu Shot (Declinations may not be permitted in some facilities)

- Hepatitis B
- TB-Required yearly must carry through the subsequent semester
- Titers
- Tetanus
- COVID vaccination-no exemptions due to clinical facility requirements
- Current American Heart Association BLS card-cannot expire during semester
- Background Check
- Fingerprints
- HIPAA Signed Form
- Background
- Drug Testing
- Physical Exam-Needed Yearly-Must carry through subsequent semester
- Professional Liability Coverage-Renews yearly must carry through subsequent semester
- Medical Insurance Coverage
- CPR – BASIC LIFE SUPPORT REQUIREMENTS

Students who do not meet the health requirements established by the clinical facilities shall not be permitted to attend clinical rotations. Failure to complete the required clinical hours shall result in an inability to successfully complete the course. It is the student's responsibility to ensure all health requirements are met by the deadlines provided.

For any questions or concerns regarding these requirements, students should contact the nursing program clinical coordinator/ nursing program office as soon as possible.

Each student has the responsibility to become certified in basic life support for healthcare providers (CPR), American Heart Association, by the beginning of the program. It is also the student's responsibility to renew the certificate and maintain its currency annually throughout the course of the program (see Policy III.2).

Transportation

Each student is responsible for his/her own transportation and parking. Instructors are not permitted to transport students in their private cars. Students are encouraged to carpool and should not rely on only one means of transportation Student assignments to the hospital and clinical cannot be made based on carpools.

Changes In Name, Telephone Number and/or Address

Any change of name, address, or telephone number must be done through MySite. Also notify the division office so changes can be made to the files. All communication from faculty, the staff, the Director and Dean, to students should be via the students' Saddleback email account.

BACKGROUND CHECK/DRUG TEST

Background Placement Policy: School of Health and Wellness

Rationale

Having a felony / misdemeanor conviction may preclude an applicant from being accepted into the program. Additionally, Saddleback College and the program have clinical affiliation agreements with hospitals, clinics, and health organizations that provide the terms and conditions for clinical placement. As such, students with a felony / misdemeanor conviction or charge may be unable to continue in the program due to the inability to participate in the clinical component of the program.

Background Check Procedure

The School of Health and Wellness will designate an approved vendor(s) to conduct criminal background checks. All issues will be reported from the vendor(s) directly to the appropriate designee in the School of Health and Wellness Dean's office. Results from vendors other than those designated by the School of Health and Wellness to conduct criminal background checks will not be accepted. Applicants / students must contact the designated vendor(s) and comply with instructions in authorizing and obtaining criminal background checks. A background check may be requested at any time during a student's time in the program in addition to the initial background check. All background checks and associated expenses are at the student's expense. Background results are considered confidential and will only be viewed by the Dean and Director/Assistant Director of the program. Students will have ownership of the report, and the school will have viewing rights.

Report Results

Negative Criminal Background Results: The names of all applicants and current students with negative criminal background checks will be reported to the assigned designee through the authorized procedures in the School of Health and Wellness. No further action by the applicant / student or school is required.

Positive Criminal Background Results: Any applicant / student whose report indicates a positive result in their criminal background check will receive notification by email from the School of Health and Wellness office within seven (7) business days. Applicants / students will be required to schedule a time to discuss the findings with the Dean/ designee within five (5) business days of the emailed notification.

Program Candidates

At the meeting with the Dean/ designee if the individual is a candidate for the program, the candidate will be informed that they may either proceed in the process, request a deferral, or informed that they are not eligible to enter the program. If an Action Plan is created, a copy will

be given to the Candidate and the original placed in the student's file. The candidate shall conform to all the requirements in the Action Plan. If the candidate fails to conform to the terms and conditions in the Action Plan, they may not be eligible to enter the program.

Admitted Students

If the individual is a student in the program, the student will be informed at the Dean/ designee's meeting whether the student may continue in the program, receive a suspension while the matter is being adjudicated, or is dismissed from the program. If an Action Plan is created, the student shall conform to all the requirements in the Action Plan. If a student fails to conform to the terms and conditions in the Action Plan, they may be immediately dismissed from the program

If a student, who is currently in the program, on deferral, or in remediation status, is charged with a felony / misdemeanor, they shall report the occurrence to the Dean of Health Sciences within 36 hours of being charged or before the next clinical rotation. * The student shall call the Dean's office and report the issue(s) in addition to emailing the Dean and Director/Chair of the program. Providing false or incomplete information is subject to dismissal from the program. The Dean of Health Sciences will meet with the candidate / student to discuss the occurrence. An Action Plan will be completed at this meeting and a copy will be given to the student with the original placed in the student's file. The Action Plan shall address any changes to a student's scheduled clinical schedule.

The student shall conform to all the requirements in the Action Plan. If a student fails to conform to the terms and conditions in the Action Plan, they may be dismissed from the program.

Appeal Process

Should an applicant / student disagree with the decision of the Dean/ designee, the student shall follow the appeal process. The applicant/ student must submit in writing the reason for the appeal, including any extenuating circumstances, and the remedy the student is requesting. The appeal must be submitted and received by the Dean's office within five (5) business days of the initial meeting. Upon receipt of the appeal, a meeting will be convened consisting of the Dean, the Director, a health science faculty member selected by the student, and the student within five (5) business days. Any additional evidence must be submitted for consideration three (3) business days prior to the meeting. A decision will be reached and provided to the student in writing within ten (10) business days of the meeting.

All dates must be complied with by the student. Any deviation from the dates must be approved by the Dean in writing.

1. Upon acceptance into a program with a clinical requirement, students will be required to obtain a criminal background check and drug test. The School of Health and Wellness

will provide guidelines and due dates to the student on how to apply for their background check/drug test and the cost.

2. Students will be given a deadline date by which the background check/drug test results, etc. must be submitted to their CastleBranch account. Failure to meet deadlines will result in no entry into the program.

3. Students who do not complete a background check/drug test by the deadline date will not be allowed to register for classes.

4. In the event a student withdraws from a program with a clinical requirement, the background check/drug test must be repeated upon re-entry into the program if out of the program for longer than one semester.

FINANCIAL OBLIGATIONS

1. The Financial Aid/Extended Opportunity Program & Services (EOPS) Office helps students who might otherwise be unable to continue their education because of financial problems.

2. Students in need of financial assistance should immediately contact the Saddleback College Financial Aid Office (949) 582-4860. Some information about nursing scholarships is available on the college website, and the division office.

3. The expenses for the first semester nursing student can average $2500 or more. The entire program may cost up to $4800 or more. At the completion of the program, the cost for the Board of Registered Nursing Application, Licensure Exam, Interim Permit, Fingerprinting and RN License will cost approximately $500.

How can I get Financial Help for Nursing School?

Many students can qualify for enrollment and health fee waiver through Financial Services or EOPS. Contact Financial Aid office for information, (949) 582-4860.

The form is FAFSA on-line at www.fafsa.ed.gov (This website is free). Do not go to the .com one as that site charges you to apply. Beginning in October 1, 2017, you will be able to file for 2017-2018 FAFSA in October rather than January. This is also the first step to qualifying for the California College Promise Grant. Follow this link for application forms and detailed information regarding this grant that allows you to attend college without enrollment fees (You do have to pay the material's and health fees).

When you get your answer as to "need" and if you feel that it does not reflect your current situation, there is a "special circumstances" appeal process for FAFSA (if income or circumstances have changed drastically) that students can also file. The Financial Aid office is available to help you with any of this process.

Scholarships

Scholarships are awarded based on need, academic success, and performance. To apply online for general College Scholarships and for more information, go to the Saddleback College scholarship webpage.

The deadline for scholarship applications is usually in February or March for distribution in May. Criteria for scholarships are listed on the applications.

The most limiting factor for some of our new students to receive College Scholarships is that you must have completed 12 units at Saddleback College.

Additional funding sources are available for nursing students if you don't meet the 12 units at Saddleback College, or even if you do. The Nursing Division office located in HS 235 has a list of scholarships for nursing students from other sources.

The Sue J. Gross Foundation Nursing Scholarship is usually offered until the beginning of March.

CAMPUS RESOURCES

- Career and Re-entry Center (949) 582-4575
- Counseling – Counselors are available to assist students in the areas of academic advisement, career planning, and personal counseling. (949) 582-4572
- Child Development Center – The Child Development Center offers educational opportunities and services for registered nursing students with preschool children.
- Escort Service – Security escort service between classrooms and other areas of campus. Campus police can be reached (949) 582-4585 or on any campus pay telephone, *80.
- Extended Opportunities Programs & Services is an outreach and retention program designed to assist financially and educationally disadvantaged students in achieving a college education. (949) 582-4620
- Financial Aid Office – The Saddleback College Financial Assistance Program is involved in assisting students with federal, state, and community awards from numerous state and local foundations. (949) 582-4860
- Health Center – Staffed by medical physicians, clinical psychologists, and nurses to provide professional services in the areas of prevention, recognition, and early treatment of illnesses. (949)582
- Disabled Student Programs and Services (DSPS This resource provides support services and specialized instruction for students with permanent or temporary disabilities. Arrangements for support services accommodations such as note taking, math study groups, interpreter services, and mobility orientation, and test taking must be scheduled in advance. (949) 582-4885
- Transfer Center – The Transfer Center provides information and assistance to students who are preparing to transfer to a 4-year college or university. (949- 582-4328
- Tutoring – provides free tutoring for Saddleback College students. (949) 582-4519
- Student-Faculty Conferences – The Nursing faculty maintain five (5) office hours per week to consult with students.
- Veterans Administration Education Benefits-provides assistance to students in the completion of required paperwork for benefits; provides support services for vets and their families, counseling, scholarship assistance, etc. (949) 582-4252

Credit for Previous Nursing Related Education/Experience, Policy II.7

1. Saddleback College grants credit for college units earned at any regionally accredited institution of higher education as determined by the office of admissions and records.

2. The course instructor and/or the nursing program director/assistant director and the office of admissions and records will review the applicant's previous education and experience. Credit will be given for nursing education and clinical experience that are equivalent to requirements in the Saddleback College NursingProgram.

3. All nursing program courses may be challenged. See college catalog and Policy III.12 Credit by Examination.

4. LVNs who wish to receive credit for N170 and /or N172 should make an appointment with the director at least 12 weeks prior to applying to the program and provide proof of licensure. Students wishing to receive credit for any of these courses will need to produce a syllabus from the course they wish to receive the credit. The director or assistant director will review the syllabus to ensure that the course from the LVN program meets the standards for the RN program, (content, hours, units, etc.). The following materials will be available to the applicant once authorization for challenge is cleared:

    a. course syllabus, including course objectives,
    b. content outline,
    c. bibliography and textbook lists, and
    d. example of style and format of examination.

5. Licensed Psychiatric Technicians will receive credit for N171. Proof of currentlicensure is required.

6. Students will be asked to take a math test appropriate to the course for which they want to receive credit. Students will take a written challenge exam, and a clinical exam (check off skills in the lab) appropriate to the course to receive credit. Students will need to pass the written challenge exam with at least 75% and to satisfactorily pass the clinical exam, skills check off. Students will need to pass the math test with at least 85% on the first take. No retesting is permitted. If students have taken ATI or HESI exams in Fundamentals and/or beginning med surge within the last year and achieved a level 2 on the ATI or at least 850 on the HESI, these tests can be used in place of the written exam. Students will need to meet all the requirements for entrance into the program, including completion of designated prerequisites and the Test of Essential Academic Skills (TEAS).

7. LVNs applying to the generic program or for advanced placement may petition to waive

N160, N161 and N165. Students should follow the procedure for petition courses. Petitions may or may not be granted for these courses, petitions are subject to content experts in these disciplines or faculty teaching the courses. If petition is granted to waive N160, LVNs will be asked to submit their syllabus from Pharmacology, proof of employment for at least one year where the student has been responsible for medication administration and be required to take a written challenge exam and pass with at least 75%. No retesting will be permitted. If the student had taken HESI or ATI in Pharmacology and passed with an 850 in HESI or level 2 in ATI, within the last year, this may be used for the written exam.

Military Personnel Challenge/Advanced Placement Policy II.8

Individuals who have held military health care occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) may achieve advanced placement into the nursing program with documentation of qualifying education and experience within the last 2 years.

1. Applicants must meet all requirements per SOCCCD policy 4235 Credit for Prior Learning.

2. Applicants must meet all general entrance requirements of the associate degree nursing program, including completion of designated prerequisites and the Test of Essential Academic Skills (TEAS).
   - Interested candidates must request an appointment with the program director at least four weeks prior to the application period (See Saddleback College Nursing Website) to discuss eligibility requirements.

3. Acceptance of military challenge students into the Saddleback College Associate Degree Nursing Program is contingent upon space availability.

4. For each course challenged, requirements include successful completion of the final course exam with a minimum score of 75%, a dosage calculation quiz for the course with a minimum of 85%, and a skills competencies evaluation based on the skills competency checklists for each course challenged, in this specified order, within eight weeks of the start date. (see nursing policy III.12 Credit by Examination).

5. Applicants must be successful on their first attempt; no retesting allowed.

6. Applicants must have been released from the military with an honorable discharge.

Faculty-Student Ratio [CCR 1424(k)], Policy II.9

The Saddleback College Nursing Program faculty-student ratio complies with the Board of Registered Nursing regulations.

In theory courses, the number of students is determined by the program director and dean. The class size is determined each semester based on grant requirements, availability of clinical agency placements, and funding.

In the clinical courses, the faculty-student ratio may be up to a 1:8 ratio based on facility requirements.

1. The faculty-student ratio in the clinical setting is based on requirements stated in CCR1424(k), and the clinical agency. Per CCR 1424(k), the following mut be considered:

    - acuity of patient needs
    - objectives of the learning experience
    - class level of the students i.e. student needs
    - geographic placement of students
    - teaching methods
    - requirements established by the clinical agency

Second Year Transfer Student Requirements, Policy II.10

1. Students transferring to the nursing program are required to complete at least one semester in residence (and a minimum of 12 units) in order to graduate from the Saddleback College Nursing Program.

2. Saddleback College School of Nursing accepts students transferring from other programs for the associate degree nursing. Transfer students will be admitted only when space is available.

3. A student requesting transfer will be required to submit the following documents to the Director of the Nursing Program:
    - Cover letter requesting transfer to the ADN program explaining the reason for the request and standing in the previous program.
    - Official transcripts of all colleges attended. These will be used to document successful completion of all requisite courses and will be evaluated by counselors.
    - Transcript grades of last term attended
    - A letter from the Nursing program of the previous school, regarding applicant's standing in the program
    - Copies of all clinical evaluations from the previous program

4. Students transferring into the second year of the nursing program are required to satisfactorily complete:

    - N 245 IV Therapy Techniques for Nurses (waived if already IV certified),

    - additional coursework may be required based on prior academic achievement.

5. Students seeking entry must submit their request and supporting documentation by April 1st for fall entry and November 1st for spring entry. All health and safety clinical requirements must be completed met prior to acceptance into the Nursing program.

6. Students may be accepted into either second, third or fourth semesters if they transfer in

good standing from another program and their transfer into the program is contingent upon space availability. Students seeking transfer into the program will need a letter from the Director of the program that they are leaving stating that they are in good academic standing and that they are clinically safe.

7. Students seeking transfer will need to take a written challenge test, a skill competency check-off in the lab and a math dosage calculation test. Students must pass the written exam with at least 75%, achieve an 85% on the math test on the first take and satisfactorily pass the skills competency check off in the lab. Students who have taken the HESI or ATI assessments comparable to the course that they want to enter and achieved a level 2 on the ATI or at least 850 on the HESI may use tests for the written exam if taken in the last year.

8. Transfer students seeking entry into the ADN Nursing Program who have failed in another nursing program are not eligible for transfer/advanced placement. These students may request program entry upon consultation with the Director and the development of a remediation plan. Upon completion of the remediation plan, the student will be evaluated for eligibility to apply and will be admitted if the student is successfully evaluated and is contingent upon space availability into the first semester of the program.

9. Prioritization for entry of students entering after the first semester is as follows:
    1) Re-entry students from the Saddleback Nursing Program
    2) LVN to RN students
    3) Transfer students
    4) International RN's

10. Students are ineligible for enrollment in the Saddleback College Nursing Program if they have been dismissed from any program for any of the following circumstances:
    - Positive drug screen for cause
    - Criminal background issue during program
    - Unsafe clinical practice
    - Gross negligence resulting in actual or potential harm to client or family
    - Verbal threat of physical harm (assault)
    - Physical violence (battery)
    - Falsifying the medical record
    - Carrying a weapon or illicit drugs/drug paraphernalia
    - Stealing from clinical site, college, or faculty
    - Rejection for clinical placement by a clinical affiliate

11. Students who withdraw for academic insufficiency or a non-academic failure during any semester of the Nursing Program after having entered with a history of failing from another nursing program, are not eligible for re-enrollment. Participation in and/or dismissal from another nursing program must be disclosed upon initial application to the program.

Transfer Credit Process

1. Transfer credit will be given for all general education courses demonstrated to be equivalent to those required in the Associate of Science Degree curriculum or the Vocational Nursing requirements. **Students considering transfer must make an appointment to meet with a counselor to discuss GE requirements.**

2. Transfer credit for nursing courses will be evaluated on an individual basis. Nursing courses that have been **completed within the last two (2) years** and demonstrated to be equivalent will be given units and credit providing all prerequisites have been met. Transfer students must meet the same prerequisite course requirements as students in the semester they are seeking placement.

3. Equivalency evaluation for nursing courses is completed by the program director and course faculty based on the catalog description, course outline, and verification of successful completion by official transcript.

Examination and Exam Review Process, Policy III.1

1. Students are expected to be present at every quiz/exam.
2. Students may not be able to leave the classroom during testing once the test has been distributed. Students must leave electronic devices, including personal phones, watches, laptops, and tablets, in the classroom if they need to leave the room during the exam.
3. All personal belongings will be placed as directed by the instructor.
4. Exams are never removed from the classroom or faculty office.
5. If it is apparent to the instructor that cheating has occurred, the student will receive a grade of zero for the exam and may be subject to dismissal from the program.
6. The nursing faculty will follow the Saddleback College Academic Honor Code as reflected in the current Saddleback College Catalog.
7. Students may not use any other paper during testing except paper provided by faculty.
8. Students may not use cell phones, smart watches, or other electronic devices during exams unless they are testing online. These devices must be removed from the testing area.
9. See course syllabuses for specific guidelines for testing.
10. Students must remove distracting attire such as hats, hoodies, and scarves at the discretion of the instructor.
11. Distracting behaviors during an exam will not be tolerated. These behaviors include, but are not limited to talking, tapping pencils, smacking gum, gestures, or other verbalizations.
12. Once the student has completed and turned in their exam, they will exit the room and not return until class resumes or as directed by the instructor.
13. Once outside the room, the student must leave the hallway of the classrooms and keep his/her voice to a whisper.

Exam Review:

1. Exam review is at the discretion of the instructor.
2. Exam review typically covers frequently missed concepts. The entire exam will not be displayed to the whole class.
3. Students may not use any writing, recording, or communication devices during exam review.
4. Exam materials may never be removed, recorded, or copied.
5. Sharing exam information is prohibited.

6. Students may not attend an exam review for any exam that has not been taken and/or completed.

Make-up Examinations:

1. A student is expected to take regularly scheduled examinations. However, it is recognized that there are occasional, justifiable, extenuating circumstances for missing an examination. These will be handled on an individual basis by the course instructor. Proof of emergency/illness may be required at the discretion ofthe instructor.

2. Students must review the course syllabus for specific make-up examination guidelines for each course.

3. It is the student's responsibility to make arrangements for make-up examinations with the instructor according to the instructions in the course syllabus. Instructors are not required to offer make-up exams.

4. An exam that is made up may receive a maximum grade of 75%.

Personal Cell Phone Use Policy III.4

1. Student cell phone use is restricted to non-patient care areas and for communication with faculty member (per faculty guidelines). Student cell phone use in clinical is limited to the following situations only:
    a. Contacting the current clinical instructor either by texting or calling,
    b. Using the calculator application,
    c. Using any medical applications such as a drug guide, and
    d. Phone is in vibration mode or off.

2. The following is never allowed during clinical time:
    a. Accessing any social media applications including, but not limited to, Facebook, X, Snapchat, Instagram, TikTok,
    b. Using the camera,
    c. Personal texting, and
    d. Personal calls.

3. Personal calls may be made during breaks and mealtimes but only outside of patient care areas. Out of courtesy for others, personal voice calls must be made from hearing range of other people.

4. At no time is the use of a cell phone permitted in or near patient's room or other patient care areas.

5. Cell phone use during clinical is subject to faculty supervision. Should a student misuse the cell phone during clinical, the following will occur:
    - First violation is a verbal warning or written warning,
    - Second violation is a written warning with:
        - Possible elimination of cell phone during clinical and/or
        - Possible clinical failure.

6. At all times, guidelines of the individual clinical agencies must be followed.

7. Cell phone use during lecture is limited to recording lecture or other activities per faculty guidelines.

8. Refer to HIPAA and confidentiality guidelines for further requirements.

Student Attendance Policy III.5

Regular and timely attendance in the classroom and clinical area is necessary for students to meet the stated objectives of each course. Additionally, regular attendance demonstrates professional behavior and responsibility (See also “Attendance Policy” in Saddleback College Catalog).

1. Absences may make it impossible for a student to meet course objectives and result in failure of the course. Any absence may require, at the instructor’s discretion, and/or per course policy, a make-up assignment. Students who find it necessary to be absent from class or clinical lab are to notify the instructor/facility, prior to the beginning of class or lab, according to directions given by the course instructor.

2. Tardiness results in unsafe patient care due to lack of or abbreviated shift report. Students are considered tardy if they arrive later than the designated start time at the designated location as defined by each clinical instructor. At the discretion of the clinical faculty, the student may be sent home. Three (3) episodes of tardiness will be counted as one (1) absence. Refer to course syllabus for tardy/attendance requirements in less than full semester courses.

3. Students are expected to attend all clinical days including community health. If the student is absent, clinical time is expected to be made up Students who miss more than 1 day of clinical lab per course may be at risk of not meeting course objectives.

1. Students with a clinical absence will receive a Counseling Flow Sheet advisement. If a student is not meeting the clinical objectives of the course, this may result in course failure. Students may also be referred to the nursing program director or assistant director for counseling.

4. Due to policies, computers, safety issues and clinical expectations unique to each clinical setting, attendance on the first clinical day (orientation) and any other orientation requirements of each rotation is mandatory. Failure to attend hospital orientation and/or mandatory computer training may result in dismissal from the program.

5. Students who are late for lecture or clinical may be dismissed for the day at the discretion of the instructor.

6. Students are not to leave the clinical facility during clinical hours. Disciplinary actions will occur if a student leaves the clinical site for any reason without notifying the instructor. Exceptions, such as: field trips, skills or simulation labs, or specialized clinical.

Student Illness or Injury Policy III.6

1. For the protection of students, patients, clinical personnel, and faculty, the following must be adhered to:

2. Injury in the classroom or clinical setting must be reported immediately to the nursing instructor to facilitate completion of medical care and necessary forms.These forms will be submitted to the Saddleback College Risk Management Department.

3. A student may be required to submit a medical release from a licensed health care provider that states the student may return to school without limitations or restrictions. (See Policy III.7 Student Health Clearance)

4. Students must meet the technical standards per the student handbook policy.

5. A student may opt to disclose pregnancy to the clinical instructor so that appropriate clinical assignment can be made, avoiding oncology hazards such as chemotherapy and radiation therapy, or radiology departments.

6. For suspected or positive COVID-19, follow guidelines set by the Saddleback College Student Health Center.

7. A student must be physically and emotionally able to meet the objectives of the course in any instructional setting. This includes care of patients requiring lifting, moving, or transferring and/or moving of equipment (See Policy III.8 Emotional Health).

8. Students with acute or chronic illnesses that require use of prescribed medications may be allowed in the clinical setting. Students who are impaired by the use of these medications will be sent home.

9. Students who are ill or exhibit signs of excessive fatigue and/or emotional instability during the clinical day may be sent home at the discretion of the instructor.

10. If a student requires medical clearance to return to lecture or clinical, they must have a licensed medical provider provide a written medical release. Once the medical release is completed, the student must turn in the release to their clinical instructor and the director of the nursing program within 24 hours of returning to clinical.

Impaired Nursing Students, Policy III.7

A student who exhibits behavior that raises concerns about substance use may be considered impaired. Substances such as, but not limited to, prescription and over-the-counter drugs, CNS depressants, narcotics, marijuana, illicit drugs, alcohol, and other chemicals, may impair a student's ability to function safely in the clinical setting.

1. Impairment may result in disciplinary action.

2. A student suspected of being under the influence of any substance that impairs safety will not be allowed inthe clinical setting. Students may also be requested to leave lecture at the instructor's discretion. Any student suspected of being impaired may be required to find alternative transportation from the site. A student excluded from class or clinical must report to the nursing program director or designee within 24 hours or when it is safe to do so. Students may not return to class or clinical until authorized to do so by the director or designee. At the conclusion of this meeting, any student deemed to have a probable substance abuse problem may be dropped from the nursing program. The director or designee will refer the student to the Vice President of Student Services for Saddleback College policy violation.

3. Students dropped from the nursing program under this policy may be considered for re-entry, but it is not guaranteed.

4. Readmission is on a space available basis.

5. See Policy III.8.

Emotional Health Policy III.8

The signs and symptoms of emotional distress may affect one's clinical or academic performance. These may include, but are not limited to:

- extreme anxiety resulting in the inability to focus, concentrate, or perform clinically or academically,
- agitation, hyperactivity, severe apprehension, flight of ideas, grandiosity, loose associations, or excessive verbalization,
- multiple somatic complaints that impair the student's functioning,
- excessive fatigue,
- errors in judgment due to anxiety or indecisiveness,
- auditory or visual hallucinations,
- extreme sadness, tearfulness, or psychomotor retardation,
- self-destructive behaviors, including but not limited to suicidal ideation orattempts,
- pessimism, feelings of hopelessness and helplessness, or loss of interest ormotivation,
- delusions, including persecutory, grandiose, religious, or nihilistic,
- disorganization of thought processes,
- attention seeking or overly dependent behaviors,
- manipulative behaviors,
- angry, aggressive behaviors or verbalizations,
- failure to participate in activities required to meet objectives, and pervasive distrust and suspiciousness, pervasive pattern of detachment, pervasive pattern of low self-image, identity disturbance, and impulsivebehavior that is potentially injurious to self or others.

1. Faculty responding to students displaying behaviors consistent with emotional distressor illness will follow *Saddleback College's Faculty Guide: Responding to Distressed,Disruptive or Threatening Students*. Measures that may be taken by faculty may include referral to the Saddleback College Crisis Intervention team, Student Success Coach, Health Service, or notification of Campus Safety.
   - If a patient and/or student safety is compromised, the nursing faculty has the responsibility and the authority to take immediate action, which mayinclude:
     - removing the student from the setting,
     - requiring the student to find alternative transportation from thefacility,
     - writing up a Counseling Flow Sheet and give to student,
     - referring the student to the assistant director and/or nursingprogram director, and
     - referring the student to the Vice-President of Student Services.
   - The faculty will document the incident in the student's file and complete a Saddleback College Unusual Occurrence Report.

2. A student dropped from the nursing program under this policy may be considered forre-entry, but it is not guaranteed.

Preceptorship Policy and Procedure Policy III.11

Purpose

Preceptorship is a component of the N 176 Advanced Medical Surgical Nursing clinical course. The purpose of preceptorship is to provide students with a clinical experience that is supervised by the nursing program faculty and assists the students in making the transition from the student role to the entry level professional RN role.

1. **Outcomes**

   The student will:

   - integrate biopsychosocial concepts and theories, and principles of critical thinking, clinical reasoning and clinical judgment to apply the nursing process to make clinical decisions for managing the care for acute and critically ill patients, families and groups of patients,
   - apply evidence-based nursing principles to safely provide comprehensive nursing care for patients and families in acute and complex care situations,
   - communicate effectively with patients, families, and the inter-professional health care team to achieve quality patient care, and
   - demonstrate the knowledge, skills, and attitudes required of the professional nurse as defined by the California Nurse Practice Act and Standards of Nursing Practice.

2. **Procedure**

   Program Preceptor Requests

   - Nursing program director and/or clinical faculty requests preceptor placements per individual requests and/or the Orange County Long Beach (OCLB) Nursing Consortium guidelines in clinical agencies utilized by the N 176 Advanced Medical Surgical Nursing course and,
   - program requests for preceptorship are approved in the preceding academic year and maintained by the nursing program director.

   Requesting Unit Specific Preceptorship Placements for N 176

   - requests will be made for preceptorship assignments in the students' current clinical agency,
   - under no circumstances are students allowed or encouraged to secure their own preceptors outside of the designated process in this policy and per Orange County Long Beach Consortium guidelines,
   - faculty will consider student request, clinical performance, theory grade,

strengths, weaknesses and learning needs prior to development of a preceptorship overview list of preceptorship placement needs to the director of education at the assigned clinical facility,

- if students have a theory score of ≥ 85%, and have taken EKG and/or ACLS it may be possible to precept in and ICU, CCU, or ED,
- for the student who requests a PICU preceptorship, PALS is required, PALS is recommended for ED preceptorship placements,
- preceptors will be identified by the director of education, unit directors or clinical agency designees and must meet the following requirements:
    - an active, clear license issued by the BRN;
    - clinically competent, and meets the minimum requirements specified in section 1425(e);
    - employed by the health care agency for a minimum of one (1) year; (in clinical area where preceptorship will take place) and
    - completed a preceptor orientation program (may be provided by clinical faculty member) prior to serving as a preceptor.
- in addition, ideally preceptors:
    - have attended a preceptor training course or have experience with precepting students or nursing education and
    - are seen as clinical experts and
- once preceptor's names have been provided to clinical faculty, each clinical faculty member will assign a preceptor to each clinical student and will inform the student of the best way to contact the preceptor.

3. Contacting and Orienting Preceptor

- first contact should be made by the clinical faculty who reviews objectives of preceptorship and orients the preceptor to the preceptorship, and has the preceptor sign the Preceptor Contract-Conferences Worksheet,
- clinical faculty and preceptor complete the Saddleback College Nursing Program Educational & Employment Vitae and Preceptorship Overview table and uploads to SharePoint,
- clinical faculty verify preceptor nursing license on the BRN website,
- faculty will offer the *Saddleback College Preceptorship Self Learning Module* to preceptors and upon completion of the module, quiz and evaluation 6 CEUs are awarded to the preceptors.

4. To Progress to Preceptorship, Students Must:

- meet all clinical objectives of the N 176 Advanced Nursing clinical at mid clinical,
- have and maintain a minimum of 72% theory grade for N 176, and
- attend the preceptorship orientation and review policy and procedures for preceptorship.

5. Roles of Preceptorship

Preceptor Role

- attends preceptor workshop and/or is oriented to preceptorship by clinical faculty, as applicable,
- shares work schedule and phone number or email with preceptee and clinical faculty,
- reviews preceptor packet with preceptee,
- assists clinical faculty in arranging a substitute or back up preceptor as needed,
- discusses preceptee's weekly objectives and guides his/her learning through selection of increasingly complex duties in order to meet nursing objectives,
- supervises and teaches the preceptee in the clinical area and is present and available on the patient care unit during the entire time the student is in his or her preceptorship rendering nursing services,
- confers with the faculty liaison on the preceptee's progress in meeting clinical objectives,
- utilizes clinical faculty for consultation as needed or desired,
- gives the preceptee daily feedback, and documents preceptee's ability to meet clinical objectives on the Preceptorship Performance Evaluation,
- recognizes that when a conflict between students for patients in the clinical unit occurs, the goal is for both students to be able to "peacefully coexist," contacting clinical faculty if a conflict should occur,
- please notify clinical faculty whenever a concern over student performance exists; the sooner the faculty is alerted to a potential problem the sooner the faculty will be able to intervene in order to try to remediate the student and facilitate their successful completion of the course,
- completes the Preceptorship Performance Evaluation with the preceptee and
- in the event the assigned preceptor is unavailable to meet the student's scheduling needs, a relief preceptor will be identified; the relief preceptor must meet the same requirements as the assigned preceptor.

Preceptee Role

- requests desired unit according to instructions by clinical faculty,
- reviews preceptor packet with assigned preceptor prior to the first day of preceptorship,
- provides preceptor packet, personal phone number and email as well as phone number and email of clinical faculty with preceptor,
- works 96 – 108 hours to complete preceptorship based on selected preceptorship option,
- back-to-back days are expected when at all possible,

- students are expected to work a minimum of 1 day per week over a minimum of 4 weeks,
- develops clinical schedule based on preceptor's workdays
- schedule MUST be given to clinical faculty prior to clinical days,
- days WILL NOT be counted if clinical faculty is NOT notified in advance of working day,
- works under the supervision of the preceptor or their "designee", and is able to appropriately use other personnel in the setting for supervision or consultation,
- reviews the Preceptorship Performance Evaluation prior to preceptorship and works with the preceptor throughout the rotation to identify learning needs and to seek out opportunities to meet the majority of clinical objectives, as experiences are available,
- completes or contributes to and implementing a minimum of one patient plan of care
- achieves objectives jointly determined by the preceptee/preceptor and clinical faculty at a satisfactory level,
- contacts preceptor and clinical faculty in advance for absences,
- completes the master needs list and the terminal objectives and provides a copy to the preceptor and clinical faculty,
- completes the critical thinking reflection log after each preceptorship day,
- demonstrates the ability to manage 75% of the preceptor's patient care assignment using the preceptor as a resource by the end of the preceptorship rotation,
- completes the Preceptorship Performance Evaluation with the preceptor (note N176 faculty realize that it may not be possible to meet all of the listed clinical objectives due to the availability of experiences.)
- it is expected that the preceptee modify/personalize the clinical objectives as needed and,
- evaluates preceptor upon completion of preceptorship.

Clinical Faculty Role

- submits requests to clinical agency designee,
- will consider student request, clinical performance, theory grade, strengths, weaknesses and learning needs prior to development of a preceptorship overview list of preceptorship placement needs to the director of education at the assigned clinical facility,
- completes the Preceptorship Contract/Conferences form prior to and throughout preceptorship rotation; this form is attached to the final evaluation, which is uploaded to SharePoint,
- assists preceptee/preceptor by:
  - identifying learning experiences needed for individual students,
  - reviewing preceptee's written or verbal goals,

  - communicating with preceptor on a regular basis to assess preceptee progress,
  - being a resource and support person for the preceptor and preceptee,
  - communicating each shift with preceptee/preceptor regards progress towards meeting goals,
  - being available to the preceptor and student during the entire time the student is involved in preceptorship 24 hours/day 7 days/week by phone and in person if requested,
  - being physically present on site with the student nurse and preceptor to review and document student progress towards meeting goals at least once a week or every other shift, and
  - helping with the evaluation process throughout the preceptorship
- encourages feedback from preceptor focusing on preceptees' clinical experiences, and progress toward meeting goals and objectives of preceptorship,
- clinical faculty will assist the preceptor in problem solving with regards to planning, implementing, and evaluating the preceptee learning experiences,
- meets with hospital personnel prior to preceptorship to facilitate understanding the goals, objectives and roles of the participants in preceptorship,
- reviews the preceptorship performance evaluation with the preceptor/preceptee,
- faculty member completes the final evaluation of the student with input from the preceptor; and
- faculty collects evaluations of preceptors, and reviews evaluations to determine if preceptors will be utilized for future students.

Credit by Examination Policy III.12

The purpose of credit by examination is to allow a student to gain credit for a specific nursing course by demonstrating mastery of the subject matter. Proficiency in subject matter and/or clinical skills shall be assessed through examination and/or skill demonstration and must be at the level expected of students who have successfully completed the course at Saddleback College.

1. The student must meet the eligibility requirements for credit by examination established by Saddleback College (see current catalog). In addition, the student:

    - shall only be allowed to petition to receive credit by examination one time per course,
    - may not petition for credit by examination for a course in which they have previously enrolled and received a grade,
    - may not petition for credit by examination for a course in which they have been enrolled after the first two weeks of a semester, except under special circumstances as determined by the director and appropriate faculty,
    - must complete a written comprehensive examination and a clinical simulation for all nursing courses with a lab component,
    - must satisfactorily pass both theory and clinical performance challenges for credit to be given for the course, may not challenge a course that they have taken and failed in the nursing program and
    - must have completed, with a grade of "C" or better, all courses prerequisite to the course she/he wishes to challenge.

2. Procedure
    - the student obtains a Credit by Examination petition form from the Office of Admissions and Records which will determine eligibility,
    - the student applying to take the challenge exams must be currently enrolled at Saddleback College and taking at least 12 units,
    - the student contacts the lead faculty for the course for which Credit by Examination is requested and provides written documentation of the student's knowledge and skills,
    - if it is the judgment of the faculty that the student possesses sufficient background, previous training, and/or skills to attempt the examination, the faculty signs the form,
    - the faculty forwards the signed form to the director of the nursing program for signature,
    - following division endorsement, the request is forwarded to the vice president of instruction for signature,
    - the nursing office staff and/or course faculty shall notify the student of the examination arrangements,

- information concerning course modules, textbooks, and supplementary reading materials shall be provided to the student prior to the date of the examination,
- the lead faculty for each course will be responsible for setting up the standard performance objectives,
- the lead faculty for the course prepares, administers, and grades the examination,
- examples may include a combination of standardized testing or faculty prepared exam
- upon satisfactory completion of the theory challenge, the student will take the clinical challenge based on the course content
- examples may include clinical skills demonstration and/or clinical simulation
- the grade for clinical performance will be satisfactory / unsatisfactory. Students must achieve a passing score in both the theory and clinical challenge,
- a grade of pass (P) or no pass (NP) will be assigned. Upon passing, the course will be identified as “Credit by Examination” on the student’s transcript,
- if credit is granted, the admissions office shall record credit for the course on the student's official transcript,
- the petition shall be filed in the student's folder,
- the nursing office shall notify the student of the results and
- the student will pay the required unit tuition and associated course fees.

POLICIES WITH REQUIRED STUDENT SIGNATURE SHEETS

SADDLEBACK COLLEGE SCHOOL OF HEALTH AND WELLNESS PROFESSIONAL BEHAVIORS

The Nursing Program requires that students must demonstrate accountability and responsibility for their own behavior in the classroom, and during externships, field experiences and clinical rotations. In their professional role, students are expected to model the values of human dignity and integrity in all care rendered and in all professional relationships.

a. When a student's personal behaviors constitute a conscious disregard or indifference to the health, safety and/or well-being of a patient, client, family, instructor, or colleague, the student may be dismissed from the class and the division program.
b. When the student's behaviors include, but are not limited to, one or more of the following unprofessional behaviors, Administrative Regulation 5401 will be followed and the student will not be eligible for readmission to the Saddleback College SCHOOL OF HEALTH AND WELLNESS Division Program:
    a. violation of HIPAA, or client or patient confidentiality
    b. academic dishonesty as defined in the Saddleback College student handbook
    c. assault, battery or intent to harm another person
    d. disruption or distraction in the educational setting; willful disobedience
    e. harassment or threatening behavior; defiance of authority
    f. emotional outbursts such as yelling or use of expletives in clinical/field care settings
    g. misrepresentation of oneself in a field experience, facility or patient care setting
    h. Failure to meet the end of course/program learning outcomes and essential competencies.

Student Name: _____ Signature: _____

Date: _____

Background Screening Policy

Rational

Having a felony / misdemeanor conviction may preclude an applicant from being accepted into the program. Additionally, Saddleback College and the program have clinical affiliation agreements with hospitals, clinics, and health organizations that provide the terms and conditions for clinical placement. As such, students with a felony / misdemeanor conviction or charge may be unable to continue in the program due to the inability to participate in the clinical component of the program.

Background Check Procedure

The School of Health Sciences and Human Services will designate an approved vendor(s) to conduct criminal background checks. All issues will be reported from the vendor(s) directly to the appropriate designee in the School of Health Sciences Dean's office. Results from vendors other than those designated by the School of Health Sciences to conduct criminal background checks will not be accepted. Applicants / students must contact the designated vendor(s) and comply with instructions in authorizing and obtaining criminal background checks. A background check may be requested at any time during a student's time in the program in addition to the initial background check. All background checks and associated expenses are at the student's expense. Background results are considered confidential and will only be viewed by the Dean and Director/Assistant Director of the program. Student will have ownership of the report and the school will have viewing rights.

Report Results

Negative Criminal Background Results: The names of all applicants and current students with negative criminal background checks will be reported to the assigned designee through the authorized procedures in the School of Health Sciences. No further action by the applicant / student or school is required.

Positive Criminal Background Results: Any applicant / student whose report indicates a positive result in their criminal background check will receive notification by email from the School of Health Sciences office within seven (7) business days. Applicants / students will be required to schedule a time to discuss the findings with the Dean/ designee within five (5) business days of the emailed notification.

Program Candidates

At the meeting with the Dean/ designee if the individual is a candidate for the program, the candidate will be informed that he/ she may either proceed in the process, request a deferral, or informed that he/ she is not eligible to enter the program. If an Action Plan is created, a copy will be given to the Candidate and the original placed in the student's file. The candidate shall

conform to all the requirements in the Action Plan. If the candidate fails to conform to the terms and conditions in the Action Plan, he / she may not be eligible to enter the program.

Admitted Students

If the individual is a student in the program, the student will be informed at the Dean/ designee's meeting whether he/ she student may continue in the program, receive a suspension while the matter is being adjudicated, or is dismissed from the program. If an Action Plan is created, the student shall conform to all the requirements in the Action Plan. If a student fails to conform to the terms and conditions in the Action Plan, he / she may be immediately dismissed from the program

If a student, who is currently in the program, on deferral, or in remediation status, is charged with a felony / misdemeanor, he/ she shall report the occurrence to the Dean of Health Sciences within 36 hours of being charged or before the next clinical rotation. * The student shall call the Dean's office and report the issue(s) in addition to emailing the Dean and Director/Chair of the program. Providing false or incomplete information is subject to dismissal from the program. The Dean of Health Sciences will meet with the candidate / student to discuss the occurrence. An Action Plan will be completed at this meeting and a copy will be given to the student with the original placed in the student's file. The Action Plan shall address any changes to a student's scheduled clinical schedule.

The student shall conform to all the requirements in the Action Plan. If a student fails to conform to the terms and conditions in the Action Plan, he / she may be dismissed from the program.

Appeal Process

Should a(n) applicant / student disagree with the decision of the Dean/ designee, the student shall follow the appeal process. The applicant/ student must submit in writing the reason for the appeal, including any extenuating circumstances, and the remedy the student is requesting. The appeal must be submitted and received by the Dean's office within five (5) business days of the initial meeting. Upon receipt of the appeal, a meeting will be convened consisting of the Dean, the Director, a health science faculty member selected by the student, and the student within five (5) business days. Any additional evidence must be submitted for consideration three (3) business days prior to the meeting. A decision will be reached and provided to the student in writing within ten (10) business days of the meeting.

All dates must be complied with by the student. Any deviation from the dates must be approved by the Dean in writing.

Student Name: _____ Signature: _____

Date: _____

Acceptance Statement Policy II.6

As a nursing student at Saddleback College, I accept, understand, and agree to the following statements:

1. The program abides by ethical and legal responsibilities of nursing defined within the Nurse Practice Act.

2. Dishonesty and/or plagiarism will not be tolerated in either the theory or clinical component of any course. All assignments are to be individually completed and, in the student's, own words with appropriate documentation of references. If faculty identifies an incident of dishonesty or plagiarism, the student will receive a zero for the assignment/test and will be required to meet with the nursing program director. (See College Catalog, Code of Conduct).

3. Nursing program orientation day is mandatory for all students accepted into the nursing program, which occurs prior to the start of N 170.

4. All students, in good standing with the nursing program, must register as assigned for the theory class and for the corresponding lab section for each nursing course (N170- N176).

5. All nursing courses must be taken in the required sequence and completed with a minimum grade of "C" (75%) prior to or concurrent with the semester for which they are listed. Students not meeting this requirement will not be allowed to progress to the next sequenced course.

6. Each nursing course has critical objectives identified in the course syllabus. Failure to comply with critical objectives may result in failure of the clinical component of a course (See Policy IV.1).

7. In addition to critical objectives listed, students may be dismissed from the clinical lab for the following list, which is not exhaustive:

    a. removal of unauthorized syringe, needle, medication, supplies or equipment from any clinical facility for any reason or,

    b. any violation of HIPAA or patient privacy or

    c. any violation of patient safety (physical, psychological) or

    d. any violation of the policies and procedures of a clinical site or

    e. any violation of a patient's health rights or

    f. any violation of the Student Code of Conduct

8. No hospital generated medical record that may be traced back to a particular patient may be removed from any facility. Removal of any patient information by any means, such as, but not

limited to, faxing, copying, duplicating, emailing, photographing or using any electronic method is prohibited.

9. Strict adherence to the Social Media and Use of Technology Policy (Policy III.13) must be followed at all times.

10. Strict adherence to the Skills Lab Policy (Policy IV.3) must be followed at all times.

11. Students/Saddleback College/Faculty periodically record events with the nursing program through photography and/or videography. Students may request in writing to opt out of such activities.

12. A student must pass both theory and clinical in order to progress in the nursing program. (See Policy III.15)

13. Students who have an identified deficiency, in either theory or clinical, will be given a "Counseling Flow Sheet", and counseled by an instructor and/or nursing program director. As time allows, the student will have two (2) clinical weeks to improve the identified deficiency(ies) for 16-week courses and 1 (one) clinical week for less than 16-week classes. **If the deficiency identified is a critical objective of the course or the program, the student may be dismissed from the course at any time** (See Policy IV.1). Official withdrawal from a course is the responsibility of the student.

14. A student who withdraws from the nursing program, and is eligible for re-entry, must notify the division office, meet with the nursing program director or designee at the time of the withdrawal and complete a petition requesting re-entry to the program (See Policy II.11).

15. Students are expected to attend each class and clinical lab. In order to continue in the nursing program students must attend the first clinical day (orientation) and any other orientation requirements of each rotation. On any other clinical day, students who find it necessary to be absent from class or clinical lab are to notify the instructor/facility <u>prior</u> to the time class or lab begins according to directions given by the course instructor. Promptness is required (See Policy III.5).

16. In the event of illness or injury greater than 1-week duration, the student must provide a medical clearance to the nursing director before returning to class or clinical lab. (See Policy III.6).

17. All students in the nursing program are required to have a current American Heart Association Basic Life Support (BLS) Provider Card that does not expire in the middle of any nursing course (See Policy III.2).

18. Students **must** follow standard precautions at all times. This is a critical element for all clinical courses in the nursing program (See Policy IV.2)

19. Students are **required** to follow the Nursing Uniform and Personal Appearance Policy (See Policy III.3).

20. If at any time a student's physical and/or emotional health, attitude, or conduct displays potential harm to the personal well-being or well-being of others, the student may be removed from the clinical setting and counseled verbally and in writing (See Policy III.8).A student suspected of being under the influence of any substance will not be allowed in the clinical setting or during any nursing program sponsored activity. Students may also be requested to leave lecture at the instructor's discretion (See Policy III.7).

21. Make-up exam/quiz, if allowed, will be at the discretion of the instructor. Make-up examinations/quizzes may generate a maximum score of 75%. Students must refer to the individual course syllabus for examination guidelines (See Policy III.9).

22. Any concern that a student may have regarding theory or clinical lab should be resolved by first seeking a conference with their respective instructor. If the problem is not resolved, the student, the instructor, or both may request a conference with the nursing program director.

23. All students have the right to contact the Board of Registered Nursing and the National League for Nursing Accrediting Commission regarding concerns about the educational program offered at Saddleback College.

24. Student input is welcome throughout the semester. A formal meeting with faculty is scheduled at the end of each course (See Policy I.3).

25. During the nursing program, each student will have the opportunity for experience at a variety of healthcare facilities. It is each student's responsibility to obtain transportation to the assigned clinical facility.

26. Students may have assignments on any shift and may be assigned on any day, including Saturday and Sunday. After registration is complete, students may be changed to a different clinical site at the discretion of the nursing department.

27. Most clinical classes require extensive pre-planning and assignment preparation time. Students must commit to these unassigned hours in order to meet course requirements. Typically, this will involve a trip to the hospital on the day before the regularly scheduled clinical lab. Plan for 2-6 hours for patient selection and research. Any student who comes to the clinical lab unprepared to care for a patient safely, may be asked by the instructor to leave the clinical setting. This is considered an unexcused absence.

28. In N176, students will be assigned to a specific preceptor and may not make assignments on their own. The student will work the same shifts, days or nights, as the assigned preceptor. These shifts may vary from week to week. Selection and assignment of clinical facilities and preceptors during N176 is made by the instructor. Students are **NOT** to attempt to make any arrangements for themselves.

29. All students are strongly encouraged to register for the skills lab course.

30. All nursing program courses may be challenged. See college catalog and Policy III.12 for information on Credit by Examination.

31. In order to be certified as a graduate of Saddleback College with the Board of Registered Nursing, the student must take at least 12 units in residency at Saddleback College.

32. In order for a nursing student to receive a Saddleback College Nursing program pin, the student must have satisfactorily completed all courses required in the BRN approved nursing curriculum. (See Policy V.2).

33. All students are required to take the content mastery series exams as part of the nursing program. These tests are administered intermittently throughout the program. They will be administered according to the individual course instructor. Test feedback and remediation is available online for students after each test.

34. Students must maintain malpractice insurance through the duration of the program.

35. Health clearance is required for all students. All students must complete and pass a background and drug testing prior to entry into the program. If a student is charged or convicted of a crime after the completion of the background, they have an affirmative duty to notify the Director of Nursing of the issue. Students may be required to complete a second background.- See Policy III.17 Student Health Clearance.

36. All students must maintain academic honesty, professional behavior and patient confidentiality requirements (HIPAA) in order to successfully complete the Saddleback College Nursing Program.

37. All students must agree to and sign the Saddleback College Nursing Program Assumption of Risk, Release of Liability and Acknowledgement Agreement Health Sciences' Skills Lab or contact the nursing director (see attached).

I have read and accept all the above statements. I will take responsibility to read all policies in the student handbook on a yearly basis. I will research policies prior to addressing problems to the Division Office. I will abide by these statements and policies and accept the responsibilities of my role as a Saddleback College nursing student.

Student Name: _____ Signature: _____

Date: _____

Witness: _____

Note: A copy of this acceptance statement is in the student handbook.

Student Health Clearance Policy III.17

Background

The protection of students' health is critical to resist illness and prevent transmission of diseases to patients. Students are required to have a current American Heart CPR card, proof of malpractice insurance, an annual physical, and all required immunizations and health screenings. These regulations are based on hospital policies, the compliance tracking system (i.e. CastleBranch), and the Saddleback Nursing Department.

Policy

1. After acceptance into the program multiple immunization/testing requirements must be met. This information can be found on the Saddleback Nursing Home Page: Saddleback RN Admission Requirements. Please see the Mandatory Health Assessment Packet document listed under Program Health Requirements.
2. A physical and TB screen are required annually and prior to entering third semester.
3. Students have the responsibility of uploading documentation to the compliance tracking system per clinical agency requirements.
4. Students must contact the Saddleback Student Health Center for medical clearance.
    a. Students may see their own healthcare provider instead of the Saddleback Student Health Center, but they are still required to fax all documents to the Student Health Center for clearance.

Any student who does not meet deadlines for these requirements may be dismissed from the program.

Student Name: _____ Signature: _____

Date: _____

Social Media and Use of Technology Policy III.13

Background: Saddleback College Associate Degree Nursing Program is committed to protecting the health information of every client with whom a student comes in contact, as well as the education information of every student. Distribution of sensitive and confidential information is protected under HIPAA whether discussed through traditional communication channels, technology or through social media.

The nursing department at Saddleback College supports the appropriate use of social media and technology, thereby recognizing that connecting, collaborating, and communicating with the learning community are important for professional growth. The department acknowledges the value of sharing and communicating one's opinion and supports such communication between students and faculty. The nursing program also requires that students check their Saddleback College email and learning management system regularly. Email correspondence must be through a Saddleback College email account. Cell phone use is also a part of technology that is regulated within the program (see Policy III.4 regarding cell phone use).

The internet may be searched periodically for breaches of confidentiality.

The student must follow the clinical agency's policy regarding the use of laptops, tablets, or other electronic devices.

A. In the professional role as **a nursing student, you must not**:

1. exchange personal information, of any kind, between you and a patient,

2. present the personal health information of any individual on any social site. Removal of an individual's name may not constitute proper de-identification of protected health information, including telemetry strips. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a medical photograph may still allow the reader to recognize the identity of a specific individual, including, but not limited to, faxing, copying, duplicating, emailing, photographing, or using any electronic method is prohibited.

3. post or discuss any classroom or clinical information or experiences regarding faculty, other students, clinical agency and its staff, and clients/patients with use of technology or on any internet and/or social media site. Examples include, but are not limited to the following:

    - blogging and/or podcasting including photos or video hosting
    - social media networking including bookmarking and tagging

4. present yourself as an official representative or spokesperson for the Saddleback College Nursing Department,

5. discuss any information regarding exams or quizzes in an electronic format or in social media,

6. display language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, religious beliefs or sexual identity, and

7. present information that may be interpreted as condoning irresponsible use of alcohol, substances, or sexual promiscuity.

B. Any student who violates the Social Media and Use of Technology Policy will:

1. meet with the nursing program director to determine disciplinary actions and further eligibility in the program, and

2. be subject to disciplinary actions by the clinical site, and/or Saddleback College.

Students are legally responsible for anything posted through use of technology or in social media forums. Individuals should make every effort to present themselves in a mature, responsible and professional manner. Discourse should always be civil and respectful. Nursing students are preparing for a profession which provides services to the public and expects high standards of behavior and professional communication. Students need to remember that their online presence should reflect them as a professional. Ultimately, each individual has the sole responsibility for what they post.

Caution should always be used to protect privacy and all confidential information.

Student Name: _____ Signature: _____

Date: _____

Math Competency Policy III.14

Assessment of math competency is a component of clinical, not lecture, and isn't part of the lecture grade.

1. In order to provide for patient safety and validate student proficiency, a medication/fluid administration calculation competency will be administered each semester by week 2.

2. The designated faculty for N170, N172, N173, and N176 are responsible for generation and administration of the competency for their respective course.

3. The competency will assess math skills necessary for safe and effective medication/fluid administration required for each individual course and students may not administer medications until the math competency test is passed.

4. Students must score a minimum of 85%.

5. A student receiving a score less than 85% may retake the competency one time. Prior to the retake, the student is required to review math errors and seek appropriate assistance to meet their learning needs with a retest no later than week 3.

6. Students in N170, N172, N173, and N176 who score less than 85% on the retake must withdraw from the clinical and theory courses as a failure.

7. All students must remediate according to directions from the nursing program director, or designee before re-entry into the program. Students must also follow Policy II.11.

8. All students are required to review the course syllabus for specific instructions.

Student Name: _____ Signature: _____

Date: _____

Academic Progression and Grading, Policy III.15

1. Generic students must take core nursing classes with a clinical component in the following sequence:

    - Semester 1: N 170 and N171
    - Semester 2: N 172
    - Semester 3: N 173, N 174
    - Semester 4: N 176
2. Additional core nursing classes must be completed within the following sequence:

    - N160 & N165 prior to or concurrently with semester 1
    - N161 prior to or concurrently with semester 2

3. LVN/transfer students will complete core nursing courses in the sequence determined during pre-admission advisement with the nursing program director or assistant director.

4. Theory grades are based on objective examinations and written assignments per each course syllabus. The grading scale for all "N" courses is:

A	90-100%
B	80-89%
C	75-79%
D	60-74%
F	59% or less

Using the scale listed below, the final theory grade may be rounded up from 0.5 or higher except to pass the course:

A	89.5 -100%
B	79.5 - 89.4%
C	75.0-79.4 %

5. Clinical Lab evaluations are "P/NP." The grade assigned is Pass or Fail, according to the current Course Outline of Record in the California Community College.

6. Refer to the Saddleback College Catalog "Academic Regulations" and SOCCCD Policy #4230 GRADE POINT AVERAGE AND ACADEMIC RECORD SYMBOLS for incomplete grades (I), student withdrawal (W), and/or Excused Withdrawal (EW).

7. A student who receives an "Incomplete" in a course must complete the deficiency with a grade of 75% or better within three (3) weeks prior to the end of the semester. Failure to meet this requirement will result in the student being dropped from the nursing program. A grade of "D" or "F" may be assigned.

8. Refer to the Saddleback College Catalog REGISTERED NURSE – A.S. Degree Requirements

for graduation eligibility.

9. The student must have satisfactorily completed all courses as stated above from the SC Catalog with the exception of preceptorship. While it is preferable that ll students have completed preceptorship hours prior to pinning, it is recognized that there may be variables that impact a student's preceptorship completion.

10. A student in the nursing program who does not achieve a minimum grade of "C" in any required course cannot progress in the nursing program until such course is completed with a minimum grade of "C". A student may repeat a course with a clinical component only once with the exception of a medical or military leave of absence.

11. A "D" or "F" in theory or a clinical failure will result in a failure of the entire course (clinical and theory).

12. Formal drops or withdrawals with the office of admissions and records are the responsibility of the student.

13. A student who has two course or clinical failures in the nursing program will be dropped from the nursing program and is not eligible for re-entry.

14. For readmission, refer to Policy II.11.

Student Name: _____ Signature: _____

Date: _____

Unsuccessful Theory and/or Clinical Performance, Policy # II.11

1. An unsuccessful theory grade in any nursing course with a clinical component is defined as a theory grade less than 75% and/or an unsatisfactory clinical performance.

2. A student who withdraws from a nursing course with a clinical component will be considered unsuccessful in that course if, at the time of withdrawal, the student has a grade less than 75% in theory and/or unsatisfactory performance in the clinical component.

3. At the time of withdrawal, it is required that a student with a theory grade less than75% and/or an unsatisfactory clinical performance:

    - Will receive the remediation plan created by the instructor of record.

    - Meet with the nursing program director or designee to develop facilitate future success with the current remediation plan, and complete a petition requesting re-entry to the program, which is required for re-entry.

4. Any student who is applying for re-entry into the nursing program must follow the re-entry procedure:

Re-entry Procedure (Student)

1. Students will meet with counseling services.

2. Students will complete the remediation plan by the faculty of record.

3. Students will contact the health sciences division office to schedule an appointment withthe nursing program director.

4. Student must complete the Petition for Re-entry form and submit supporting documents demonstratingcompletion of remediation as indicated by the nursing program director.

5. The student must complete the remediation plan and submit documents according to thefollowing timeframe:

    a. If unsuccessful in N170, students must complete a remediation plan, meet with thenursing program director to provide proof of remediation, AND reapply for admission within one semester of exiting.

    b. To be considered for re-entry to N172, N173, and N176, all documents must be submitted to the nursing program director by April 1st for fall entry and November 1st for spring entry.

    c. *For second 8-week courses (171 and 174), the deadlines will be provided by

thenursing program director at the time the remediation plan is developed and discussed.

6. Final decisions for re-entry to the program will be made by the Enrollment ManagementCommittee in conjunction with the director.

7. A student may be readmitted one time.

8. Re-entry is contingent on program space availability.

Student Name: _____ Signature: _____

Date: _____

Disabled Students Programs and Services (DSPS) Policy III.16

The student must present the memo *"Accommodated Testing for Students with Disabilities"* and discuss their individual needs with the faculty member on the first day of class or immediately upon notification of eligibility.

1. The DSPS memo must be delivered by the student to course ~~lead~~ lecture faculty a minimum of 7 days prior to the quiz/test or per course syllabus.

2. The student must schedule accommodated testing dates with DSPS to coincide with the date of the course's scheduled quiz/test dates unless alternate instructions are given by the course lead instructor(s).

3. Students must request the exam dates through DSPS with sufficient time for the lecture faculty or designee and/or per the syllabus. Lecture faculty approves the exam with the ATC electronically.

4. Students are strongly encouraged to discuss their clinical accommodations with DSPS a month PRIOR to the beginning of the semester. Questions can be addressed to the program's director of nursing for assistance with this process.

5. Dean/director coordinates with clinical faculty and DSPS counselors through the interactive process to identify reasonable accommodations for clinical courses.

6. Accommodations for clinical settings are unique from classroom accommodations. Accommodations for clinical courses must have an interactive process in each course (semester). Clinical accommodations at different hospital, community, simulation centers, skills labs may change or adapt for each clinical course/and or facility.

Student Name: _____ Signature: _____

Date: _____

Essential Functions/Technical Standards

Saddleback College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary for successful completion of the requirements of clinical based health care programs. These standards are not a requirement of admission into the program. Individuals interested in applying for admission to the program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required for successful completion of the program.

Students admitted to Saddleback College Nursing Program are expected to be able to complete curriculum requirements, which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Progression in the program may be denied if a student is unable to demonstrate the essential functions or technical standards with or without reasonable accommodations.

Saddleback College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids and or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences.

Cognitive functions include:

- Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
- Measure, calculate, reason, analyze and synthesize data.
- Problem-solve and think critically in order to apply knowledge and/or skill.
- Communicate effectively with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
- Relay information effectively, accurately, reliably, and intelligibly. This includes a thorough and accurate use of computers and other tools to individuals and groups, using the English language.
- Effectively collect, analyze, synthesize, integrate, recall and apply information and knowledge to provide safe patient care for assigned clinical shifts.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Process information thoroughly and quickly to prioritize and implement nursing care.

- Sequence or cluster data to determine patient needs.
- Develop and implement a nursing plan of care for patients in acute, long term and community settings.
- Discriminate fine/subtle differences in medical word endings.
- Report patient data using multiple formats to members of the healthcare team.
- Appropriately interpret medical orders and patient information found in the medical record.
- Perform math computations for medication dosage calculations. Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.

Motor technical standards:

- Coordinate fine and gross motor movements.
- Coordinate hand/eye movements.
- Negotiate level surfaces, ramps and stairs.
- Work effectively and efficiently within a limited space.
- Effectively manage psychomotor tasks to provide safe patient care for up to twelve (12) hour clinical shifts.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Transfer patient/patients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering patient to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift, move, turn, position, push, or pull patients and/or objects, weighing up to 35 pounds.
- Gain access equipment such as intravenous fluid bags or catheter bags, within compliance of safety standards.
- Transport equipment and supplies to the patient bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Safely dispose of needles in sharps container.
- Dispose of contaminated materials in a safe and compliant manner.
- Complete assigned periods of clinical practice (up to twelve (12) hour shifts, days, evenings, or nights, holidays, weekdays and weekends).
- Complete skills tests within assigned time limit.

Sensory technical standards:

- Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.

- Collect information through a variety of senses and/or using appropriate
- and approved equipment.
- Use and interpret information from diagnostic procedures.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Detect changes in skin color, condition, or temperatures (i.e. pale, ashen, grey, or bluish).
- Detect a fire in the patient care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe patients in a room from a distance of 20 feet away.
- Detect sounds related to bodily functions using appropriate equipment, such as a stethoscope.
- Detect alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in patient care
- Communicate with patient and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.
- Detect unsafe temperature levels in heat-producing devices used in patient care.
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids. Observe vibrations, such as an arterial pulse, using touch or approved equipment.

Behavioral technical standards:

- Demonstrate ability to function effectively under stress and adapt to changing environments to provide safe patient care.
- Maintain effective communication and teamwork to provide effective patient care.
- Examine and modify one's own behavior when it interferes with others or the learning environment.
- Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
- Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff and healthcare team members.
- Integrate feedback into own performance.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Exercise judgment, meet acceptable timeframes for patient care delivery (acceptable timeframes are reflected by ability to carry out the usual patient care assignment for a particular point in the program), work effectively under stress, and adapt to rapidly changing patient care environments.
- Accept accountability for actions that resulted in patient care errors.
- Deal effectively with interpersonal conflict if it arises and maintain effective and harmonious relationships with members of the healthcare team.

Student Name: _____ Signature: _____

Date: _____

Clinical Evaluation and Critical Objectives Policy IV.1

1. Clinical evaluation will be completed at least once each clinical course. Evaluation by the student's assigned clinical faculty(s) shall include student's positive accomplishments as well as any identified deficiencies that need improvement. Evaluations must be documented and signed by the faculty. Students are expected to participate in the evaluation process and sign the form. The evaluation will be uploaded to the student's file on SharePoint.

2. Students who are unsuccessful in clinical performance must withdraw from the course. (See Policy II.11)

3. Students who have an identified deficiency which is not a critical objective may be given a Counseling Flow Sheet. As time allows, the student will have two (2) clinical weeks to improve the identified deficiency (ies).

4. If the deficiency identified is a critical objective of the course or the program, the student will receive a "Counseling Flow Sheet" and may be dismissed from the course at any time.

5. In addition to critical objectives listed, students may be dismissed from the clinical course for:

6. removal of any unauthorized syringe, needle, medication, supplies or equipment from the skills lab or computer lab,

    a. removal of such items from any clinical facility for any reason,

    b. removal of any hospital supplies or skills lab supplies or equipment that has not been issued to them (See Policy II.6) or

    c. any violation of HIPAA (See Policy III.13 Social Media and Use of Technology).

Critical Objectives for all Courses*

(Included in all clinical classes. Each clinical course will have end of course clinical student learning outcomes that must be met in order to progress. See course syllabus.)

The student will:

- utilize standard precautions,
- use two patient identifiers for medication administration and treatments only under RN supervision,
- utilize the "Rights of Medication Administration" to administer medications,
- immediately report any significant change in the patient's condition to the responsible RN,
- validate with faculty nursing practices and/or procedures that are contrary to classroom

instruction prior to initiation of patient care,

- recognize and immediately report any error or unsafe condition to the clinical faculty,
- maintain academic honesty, professional behavior and confidentiality and abide by the Code of Conduct and Ethics (See Policy II.6),
- recognize own limitations and accurately assess own abilities prior to initiation of patient care,
- have the faculty or another licensed nurse present at the bedside when performing any procedure for the first time or until the student has been deemed safe by the faculty,
- Throughout the Saddleback College Nursing Program, no student will perform the following skills without direct supervision by a faculty or licensed RN:
    - all IV insertions,
    - all IVP medications,
    - all accesses for the purpose of phlebotomy,
    - any access to central lines or implanted ports for any purpose,
    - TPN administration, and
    - blood and blood product administration.
    - invasive procedures

This statement is not inclusive - course by course guidelines will be found in each clinical syllabus and further defined by the clinical facility policies.
*Failure in any one of these areas will result in a referral to the director and may result in dismissal from the course.

Student Name: _____ Signature: _____

Date: _____

Standard Precautions and Infection Control Policy IV.2

1. Use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated.

2. Gloves will be worn when touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, for performing invasive procedures such as venipuncture and other vascular access procedures and administering injections.

3. Gloves will be changed after contact with each patient. Gloves must be discarded according to facility policy whenever exiting a patient's room. Hand hygiene is to be performed before applying gloves and after removal.

4. Hand hygiene will be performed prior to and immediately after every patient contact. Hands or other skin surfaces will be washed immediately and thoroughly, with soap and water, if contaminated with blood or other body fluids or if visibly soiled. Hand hygiene with soap and water is required when caring for a patient with C. Difficile.

5. Gowns, masks and protective eyewear or face shields will be worn during procedures that are likely to generate droplets, splashes or sprays of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose, and eyes.

6. Gloves, gowns, and protective eyewear or face shields, according to agency policy, while handling an infant, the placenta, or umbilical cord throughout the birthing process.

7. Take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures and during cleaning and disposal.

8. Needleless systems will be used whenever available. Contaminated needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.

9. After use, disposable syringes and needles, scalpel blades, and other sharp items will be placed in designated puncture-resistant containers for disposal.

10. Nursing students who have open lesions or weeping dermatitis will refrain from all direct patient care and from handling equipment until the condition resolves at the discretion of the clinical faculty.

11. Respiratory resuscitation will be performed using bag-valve-mouth devices, face shields with one-way valves, or other ventilation devices available in all patient care areas.

12. Immediately report any contamination by blood or body fluids to the Saddleback College

clinical faculty. The clinical faculty will initiate the procedure for reporting and follow-up with Saddleback College and the clinical facility. Students in clinical without an on-site faculty will notify the agency of the exposure and immediately contact their faculty.

Student Name: _____ Signature: _____

Date: _____

Nursing Uniform and Professional Appearance Policy III.3

1. The student must wear uniform pieces specifically chosen for Saddleback College fromthe uniform provider.

2. Each visible upper uniform garment must have the Saddleback College Nursing Program insignia/patch sewn on the left shoulder, 2 inches below the shoulder seam.

3. Uniforms must have a professional appearance and be appropriate for height and weight. Skirt or dress length must be between the top of the knee and 2 inches below the knee with the student standing erect. Uniform shirts or blouses must be buttoned/zipped up at all times.

4. Students at clinical sites not requiring uniforms must wear professional attire as directedby instructor.

5. Students researching patients in a clinical facility or performing simulation at the school campus must wear professional attire under a lab coat or Saddleback College uniform. Clothes such as scrubs, t-shirts, tank tops, crop tops, jeans, leggings, shorts, or casual sandals are strictly prohibited. Attire for skills lab is based on the clinical instructor's discretion; close-toed shoes are mandatory for skills lab.

6. Picture ID approved by the nursing department must be worn above the waist, in clear vision, at all times in the clinical area, including while researching patients.

7. Students must wear clean, low-heeled, rubber-soled white shoes with both the toes and heels enclosed. If shoes have laces, they must be white. All non-porous, white leather activity shoes (without color accents or logos) are acceptable. High top and partial heel, clog type shoes are not permitted. In rotations where uniforms are not required students must wear professional attire. Per OSHA guidelines, shoes must be: clean, low-heeled, rubber-soled with both the toes and heels enclosed.

8. Beige or white nylons or tights must be worn with skirts or dresses. When wearing uniform pants, white socks are required. Plain, white undergarments are to be worn. Male students should wear white, crew-neck undershirts.

9. Long sleeved, plain white tee shirts are permitted under uniforms for warmth. No underwear type garments may be worn for this purpose.

10. Hair must be neat, worn off the face, and off the collar. Neatly braided hair is acceptable. Care must be taken that any braided hair or ponytail does not fall into the work area or the patient's face. Hair color must be of a naturally occurring color. Head bands and head coverings must be discrete and subtle. No other hair accessories may be worn.

11. Facial hair must be neatly trimmed and close to the face. Beards must be trimmed to jaw

line.

12. Nails must be neat, short, and trimmed. Artificial nails or gels are prohibited. Nail polish is acceptable. Color must be subtle and polish in good repair. Specific hospital/facility policy must be followed.

13. Make-up, including eyelashes, may not be excessive, but is to be applied so that a natural look is conveyed.

14. Jewelry:
    - small, discrete stud earrings may be worn,
    - for safety, no dangles or hoops are allowed,
    - visible body piercing (other than ears) may not be worn in the clinical setting under any circumstances,
    - wrist watches must be of moderate size and have a sweep-second hand or digital second counter,
    - wedding and/or engagement rings may be worn, and
    - no other jewelry may be worn.

15. Tattoos must be completely covered, whenever possible.

16. No perfume, cologne, or strong scents are allowed.

17. Good hygiene is expected; this includes, but is not limited to, clean hair and the absence of body odor, halitosis and/or smoking odor.

18. When applicable, compliance with assigned clinical agency's policies for students is required.

19. Appropriateness of uniform and/or appearance may be determined by the instructor.

20. Students in the skills lab or simulation may be required to wear the Saddleback College uniform and/or a lab coat based on the clinical instructor's discretion. Revealing clothing and open-toed shoes are prohibited.

21. Failure to comply with the Uniform Policy may result in a verbal or written advisement and clinical dismissal, resulting in an absence.

22. Failure to comply with the uniform policy may result in a verbal or written advisement and clinical dismissal, resulting in an absence.

Student Name: _____ Signature: _____

Date: _____

Skills Lab Guidelines Policy IV.3

Skills Lab Guidelines

Health Sciences Release of Liability form must be signed prior to working in the skills lab.

1. Upon arriving
    - turn off cell phones or put on vibrate,
    - login for everything outside of scheduled clinical hours.
    - never log in for anyone else and
    - do not eat or drink in the lab except water in closed container.

2. While working
    - do not use pens or markers around the manikins or equipment,
    - report any damage to equipment or operating problems to the lab staff and
    - have direct supervision by a faculty member, when working on a person, for the following:
        - IV insertions,
        - phlebotomy and
        - injections.

3. Intravenous insertion

    - Participation in receiving an IV is completely voluntary. Students may elect to discontinue participation at any time and there is no extra credit or other incentive for participating.
    - Faculty in this lab will instruct students on IV sites that can be used in this lab.

4. Before leaving

    - clean up area prior to leaving lab,
    - straighten the bed linens,
    - clean off the manikin if anything is placed on a manikin (tape, topical meds, etc.)
    - place beds in locked and lowest position and
    - place side rails up when manikin is in the bed.

No equipment or supplies should leave the lab unless it is properly checked out.

Student Name: _____ Signature: _____

Date: _____

12. Nursing Student Grade Notification Policy VI.4

Grades will NOT be emailed to students or posted in a public place.

1. It is the responsibility of each faculty member to inform students as to the procedure for obtaining grades for each individual class.

2. Faculty should attempt communication by phone or in person for any nursing student with a course or clinical failure.

3. The lecture faculty must notify the nursing office and the student who did not pass the nursing class within 48 hours of not passing the class.

Student Name: _____ Signature: _____

Date: _____

Student Input and Representative Roles Policy VI.7

1. Class Climate evaluations:
   - of all nursing department classes are completed by students at the end of each course (and some selected learning opportunities such as simulation lab),
   - are completed online independently and anonymously for each theory and clinical experience in the program, not individual instructors and,
   - the completed evaluations are released by the nursing department for analysis and needed follow up.

2. Student Course Representatives:
   - At least one representative and an alternate from each semester is requested to attend faculty meetings for 5 minutes max/course,
   - all students are welcome to this portion of the faculty meeting
   - will serve as a liaison between the class and faculty to present collective student feedback from their designated class including curriculum, nursing policies, Canvas, HESI, or other platforms,
   - are invited to attend the end of course team meeting in order to provide feedback for lecture and clinical experiences, and
   - are encouraged to share their concerns freely in an atmosphere of openness and collegiality without fear of negative consequences.
   - Feedback is to be provided in a constructive and civil manner.
   - Student or instructor personal issues should not be dealt with in the nursing faculty meeting. The correct process is following the chain of command, which is to discuss the issue with the instructor, the nursing chair (a.k.a. assistant director), the director of nursing, and then the dean. **(See grievance process in the Nursing Student Handbook)**.

3. Nursing Program Committee Membership
   a. There are several committees in the nursing program that have opportunities for student representation including:
      - California Nursing Student Association (CNSA0
      - Curriculum
      - Educational Effectiveness
      - Emergency Cardiac Care Education (ECC)
      - Policy
      - Resource Allocation
      - Simulation

   b. Responsibilities are to:
      - Becoming familiar with the committee role and responsibilities,
      - review each meeting agenda provided by faculty in advance,
      - elicit input from fellow students and provide feedback to the represented committee, and
      - attend all regularly scheduled meetings unless portions are closed to students related to confidentiality.
      - Please refer to Policy VI.8 Responsibilities of Standing Committees.

4. All students have the right to contact the Board of Registered Nursing and Accreditation Commission for Education regarding concerns about the educational program offered at Saddleback College.

Student Name: _____ Signature: _____

Date: _____

Basic Life Support Policy III.2

1. All students in the nursing program are required to maintain current American Heart Association Basic Life Support Provider (BLS) for the entirety of the nursing program.

2. At the beginning of the clinical course the card must be valid and not expire for duration of the entire clinical course.

3. Proof of BLS must be the original electronic file presented from AHA to each clinical instructor and uploaded to CastleBranch.

Student Name: _____ Signature: _____

Date: _____

APPENDIX

Saddleback College Nursing Program Counseling Flow Sheet

Student: **Semester/Year:**

Course: ☐ **Clinical** ☐ **Theory**

☐ **Instructor:** ☐ **Advisement** ☐ **Unsatisfactory Performance**

Theory- Area of Concern:

☐ Low Test Scores

☐ Other

Clinical SLOs	**Critical Objectives (i.e.** 1.A 1)	**Describe behaviors indicating that Clinical SLO is not being met**
1. Nursing Process		
• Critical Thinking • Judgment • Clinical Preparation		
2. Safety		
• Clinical Skills		
3. Communication		
• Written/verbal		
4. Professional Role		
• Responsibility • Accountability • Attendance		

Recommendations: **Referral to: Director/Assistant Director**

Reading Program:	Counseling Services:	Mentor Program:	Skills:
___ English 333/337 ___ English 332 ESL ___ English 170	__ Academic __ Health Center __ Assertiveness Training __ Anger Management __ Conflict Resolution __Confidence Building __ Communication Skills for Nursing course __ Other	(strategies) __ Test Taking __ Study Skills __ Time Management __ Tutoring	___ Practice-tests in HESI ___ Testing ___ Remediation ___HESI-case studies ___Simulation ___ Skills Area(s) of concern:
___ Writing Lab	___ Special Services	___ LAP	___ Financial Assistance
___ HSC 228 Calculations for Meds	___ Experience in health-related field	___ Independent Studies	___ Career Services
_X_ Other:			

Plan for Improvement: (i.e. student must demonstrate__ by 3/11/2024

Student Comments:

Student Signature: _____**Date:** _____

Faculty Signature: _____**Date:**_____

ADMINISTRATIVE REGULATION 5500

SOUTH ORANGE COUNTY
STUDENT SERVICES COMMUNITY COLLEGE DISTRICT

STANDARDS OF STUDENT CONDUCT AND DISCIPLINE PROCEDURES

I. GENERAL PROVISIONS

A. Application of the Regulations – General

Requirements for student conduct are set forth in the California Education Code, Title 5 of the California Code of Regulations, policies of the Board of Trustees, and in the California Penal Code.

These regulations are intended to be consistent with California law.

B. Application of the Regulations to the Conduct of Applicants for Admission or Readmission

C. Admission or readmission to college programs and activities of the District may be denied to any person who, while not enrolled as a student, commits such acts against District or college property, or staff or students that are subject to expulsion pursuant to these regulations. Any such conduct that occurred while not enrolled as a student and that could be the basis for denying admission or readmission under this paragraph must be related to activity within the District.

D. Confidentiality

Proceedings shall be confidential. Disciplinary records are "educational records" as defined in the federal Family Educational Rights and Privacy Act (FERPA).

E. Delegation

Whenever a power or duty is granted to an employee or office under these regulations, the power or duty may be exercised or performed by another officer or employee who is authorized to do so by delegation, except that the authority of an instructor to remove a student from a class may not be delegated.

F. Record of Disciplinary Action

Disciplinary action and the reasons therefore will be recorded on the student's discipline record and will be subject to access, review, and comment by the student as authorized by federal and state law.

Disciplinary information will remain on the student's record unless expunged in accordance with federal and state law. It will not be released to prospective employers unless the student consents to such a release in writing. Disciplinary information will be released to other third parties, including law enforcement agencies, as required or authorized by federal or state law.

For a minimum of five (5) calendar years after the recording of disciplinary information, the student's records may be used by District officials in determining an appropriate sanction of

any subsequent disciplinary action or for any other District- related purpose. If action is taken by the disciplinary officer, the record will be kept indefinitely.

G. Technical Departures from this Regulation

H. Nothing in this section shall be construed to prohibit, where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, interim suspension pending a hearing, provided that a reasonable opportunity be afforded the suspended person for a hearing within 10 days.

I. Technical departures from this regulation and errors in its application will not be grounds to void the District's right to take disciplinary action against a student, unless in the opinion of the disciplinary officer, departures or errors prevented a fair determination of a particular case.

J. District Activity

K. No student will be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to District services, activities, or attendance.

L. Fees

M. No suspended or expelled student will be refunded any fees previously paid by or for the student.

II. DEFINITIONS

A. Day: is any day on which the District administrative offices are open for business, unless otherwise specified.

B. Disciplinary Officer: the campus administrative officer, appointed by the president of the college, to respond to student disciplinary problems.

C. District: the South Orange County Community College District (SOCCCD) is a multi- college district comprised of Saddleback College and Irvine Valley College. "District" (refers to all locations and employees, procedures, regulations, and practices of the SOCCCD).

D. Expulsion: permanent denial of all District privileges.

E. Instructor – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

F. Probation: a status that may include the student's exclusion from participating in privileges, co-curriculars, or extracurricular District activities for a specified period of time. Student organizations and individual students may be subject to disciplinary probation. If a student violates any condition of probation or is charged again with a violation of the standards of student conduct during the probationary period, it will be grounds for revocation of the student's probationary status and for instituting further disciplinary action. The imposition of disciplinary probation includes the notification to the student in writing of the reason for and the conditions of probation.

G. Removal from class - Exclusion of the student by an instructor for the day of the removal and the next class meeting.

H. Reprimand: reprimand is censure for the violation of a specific rule of conduct.

I. Suspension: the exclusion from student status, or the exclusion of other privileges or activities for a specified period of time.

J. Student – Any person currently enrolled as a student at any college or in any program offered by the District who was also enrolled at the time of the alleged violation of the Standards of Student Conduct.

K. Written or verbal reprimand: An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college.

L. Warning: a written notice to the student that the continuation, repetition, or specific conduct may be a cause for subsequent disciplinary action.

M. Withdrawal of Consent to Remain on Campus-Withdrawal of consent by the District for any person to remain on campus in accordance with California Penal Code Section

N. 626.4 where the District has reasonable cause to believe such person has willfully disrupted the orderly operations of the campus.

III. STUDENT CONDUCT

Students may be disciplined for one or more of the following causes related to college activity or attendance while on campus, at satellite locations, and online. Conduct that constitutes sexual harassment under Title IX will be subject to AR 3433 *Sexual Harassment Complaints Under Title IX* and AR 3540 *Sexual and Other Related Assaults on Campus*.

A. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of or persistent abuse of, District personnel.

B. Assault, battery, or any threat of force or violence upon a student, District personnel, or an authorized visitor.

C. Willful misconduct resulting in injury or death to a student or District personnel or an authorized visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the District, or District personnel, or students in attendance at the colleges or programs of the District.

D. Unsafe behavior in a clinical or lab setting that poses a threat to self or others.

E. The unlawful use, sale, or possession on District property or presence on District property while under the influence of any controlled substance or any poison classified as such by federal or state law.

F. Smoking in an area where smoking has been prohibited by law or by Board policy or administrative regulation.

G. Disorderly, lewd, indecent, or obscene conduct on District property or at District sponsored functions.

H. Sexual assault (as defined in Board Policy 3540 – Sexual and Other Related Assaults on Campus) on any student or employee of the District, on campus or off-campus grounds or facilities maintained by the District.

I. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on District property or at a District-sponsored function without the prior authorization of the disciplinary officer.

J. The obstruction or disruption, on or off campus, of any educational or administrative process or function of the District.

K. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of their family or the threat of such physical abuse when related to a District program or activity.

L. Misrepresentation of oneself or of an organization as an agent of the District.

M. Soliciting or assisting another to do any act that would subject a student to discipline.

N. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on District premises, or at District-sponsored events, or appearance on District property or at District-sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and District policy.

O. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.

P. Actions of force or threat of force to injure, intimidate, oppress, or threaten because of the other person's race or ethnicity, color, religion, ancestry, national origin, disability, gender, gender identity, gender expression, sexual orientation, or any other status protected by law, or because of the perception that the other person has one or more of these characteristics.

Q. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating, or fabrication, which compromises the integrity of an assignment, a college record, or a program.

a. Falsification involves any conduct in academic work, records, or programs that is intended to deceive, including, but not limited to, the following acts:

1. forging signatures on official documents such as admissions cards and financial aid applications.
2. changing or attempting to change official academic records without proper sanction.
3. misrepresenting or falsifying successful completion prerequisites.

4. providing false information, such as immigration materials, during the admission or matriculation process.
5. falsifying one's identification or falsely using another's identification.
6. logging in or otherwise gaining access to a computer, computer network, or protected website using the password or identity of another.
7. citation of data or information not actually in the source indicated.
8. including in a reference list of works cited a text or other information source that was not used in constructing the essay, paper, or other academic exercise.
9. submission in a paper, lab report, or other academic exercise of falsified, invented, or fictitious date or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
10. submitting as the student's own work any academic exercises (e.g., written work printing, sculpture, etc.) prepared totally or in part by another.
11. taking a test for someone else or permitting someone else to take a test for a student.

b. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas, or data as one's original work, including, but not limited to, the following:
   1. intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
   2. taking sole credit for ideas and/or written work that resulted from collaboration with others.
   3. paraphrasing or quoting material without citing the source.
   4. submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).
   5. sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
   6. submitting substantially the same material in more than one course without prior authorization from each instructor involved.
   7. modifying another's work and representing it as one's own work.
c. Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records, or programs, and/or assisting others to do the same including, but not limited to, the following:
   1. knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
   2. completing, in part or in total, any examination or assignment for another person.
   3. knowingly allowing any examination or assignment to be completed, in part or in total, for themself by another (e.g., take-home exams or on-line assignments which have been completed by someone other than the student).
   4.
   5. copying from another student's test, paper, lab report, or other academic assignment.
   6. copying another student's test answers.
   7. copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
   8. using unauthorized sources of information such as crib sheets, answers stored in a

calculator, or unauthorized electronic devices.

9. storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
10. employing aids excluded by the instructor in undertaking course work.
11. looking at another student's exam during a test.
12. using texts or other reference materials (including dictionaries) when not authorized to do so.
13. knowingly gaining access to unauthorized data.
14. altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor.

R. Contravention of Copyright Laws

S. Violation of District Board Policies and Administrative Regulations

IV. DISCIPLINARY PROCEDURES

A. Initiation of the Disciplinary Process

A request for disciplinary action may be initiated in writing by District employees. When there is a violation of the Student Code of Conduct, the following procedures will be followed:

1. If the conduct occurred in the classroom, the instructor may remove the student from their class for that day and the next class meeting if the student interfered with the instructional process. Removal must be reported to the disciplinary officer immediately. If the student is a threat to self or to others, the instructor must contact Campus Police immediately. Upon removal of a student, the instructor will give the student verbal and/or written notice of the reasons for the removal.

    a. The instructor, victim, or witness(es) will submit a written report on the appropriate form (i.e., Incident Report form) to the disciplinary officer. The report will include (a) date and time of the conduct, (b) location, (c) names of witnesses, and (d) a detailed explanation of the alleged misconduct.

    b. If the incident involves a matter of academic dishonesty, the instructor will give notice to the student within ten days of the discovery of the alleged impropriety.

    c. If the incident was not a matter of academic dishonesty, a meeting between the student and the disciplinary officer will be conducted as soon as possible. At this meeting, evidence of the alleged violation(s) will be presented to the student. The student will be advised of the potential consequences.

    d. If the student elects not to attend this required meeting, the student waives their right to provide a response to the allegations.

    e. The student may elect to drop the course, in accordance with existing policies, but this action will not necessarily terminate the process outlined above.

2. If the conduct did not occur in the classroom, the District employee discovering the conduct will report the incident to the disciplinary officer and submit a written report

on the appropriate form (i.e., Incident Report form). The report will include (a) date and time of the conduct, (b) location, (c) names of witnesses, and (d) a detailed explanation of the alleged misconduct.

3. When the report of alleged misconduct is sent to the disciplinary officer, the officer will evaluate the information to determine if it alleges a violation of the District's student conduct policy and/or regulations. If the disciplinary officer determines that the report supports such allegations, a meeting will be requested with the student to provide the student an opportunity to respond to the allegations.

4. The disciplinary officer will review all documentation related to the case to make a determination if disciplinary action is required.

5. The disciplinary officer will send a notice by mail to the student charged with the violation. This notice will include a written explanation of the incident and the charges that have been made (i.e., the specific conduct involved and the specific regulation(s) alleged to have been violated.)

6. The disciplinary decision is final and it is immediately in effect unless it involves termination of State and/or local financial aid, suspension, or recommendation of expulsion, in which case the student may appeal the decision to the Disciplinary Hearing Panel within ten days. In cases referred to the Panel by the disciplinary officer or in cases where the decision is appealed to the Panel, the procedures in Section V will be followed. The student may, in writing, accept the penalty of suspension or expulsion without further hearing and without admitting participation in the conduct charged.

B. Range of Disciplinary Actions

1. Verbal reprimand: A warning that the conduct is not acceptable.

2. Written reprimand: Becomes part of the student file for a minimum of five (5) years or longer at the discretion of the disciplinary officer and is considered in the event of future violations.

3. Mental Health Clearance: Mental health clearance may be required before a student is readmitted to a particular class or allowed to be on District property. The campus chief administrative officer (or designee) must receive a letter from a licensed mental health professional stating that in their professional judgment, the student will no longer continue the behavior that gave rise to the disciplinary action or that the student's presence on campus is not a threat to themself or others. The mental health professional must be licensed by the State of California. The student shall bear the cost and expense of obtaining mental health clearance.

4. Disciplinary Probation: A specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:

   a. Ineligibility for all student government roles;

b. Removal from any student government position;

c. Revocation of the privilege of participating in District and/or student- sponsored activities;

d. Ineligibility for membership on an athletic team; and/or

e. Limitation of courses and/or instructors the student may take.

5. Suspension: The disciplinary officer may suspend a student for cause as provided in Section III. Suspension may involve:

   a. Removal from one or more classes for the remainder of the academic term.

   b. Removal from all classes and activities of the District for one or more terms. During this time, the student may not be enrolled in any class or program within the District.

6. Expulsion: The Board may expel a student for cause as provided in Section III when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. Expulsion will be accompanied by a hearing conducted by the Disciplinary Hearing Panel.

V. DISCIPLINARY HEARING PANEL FOR SUSPENSION OR EXPULSION

If the disciplinary officer refers the case for a hearing with the Disciplinary Hearing Panel or the student appeals the disciplinary officer's decision to the Disciplinary Hearing Panel, the following process will be followed:

A. Notice Letter

The disciplinary officer will mail a written notice of the hearing to the student (and to the parent or guardian if the student is a dependent minor). This notice will include:

1. A statement of the charges. The statement will describe the specific facts alleged as a basis for violation of these regulations.

2. The time and place of the hearing.

3. The student may represent themselves, and may also have the right to be represented by a person of their choice, except that the student shall not be represented by an attorney unless, in the judgement of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

4. Notification that the hearing body may consider the student's previous disciplinary and academic record.

5. Notification that the student may request that one of the members of the Disciplinary Hearing Panel be a student of the District. This request must be made in writing to the disciplinary officer at least five (5) days in advance of the hearing.

   The notice letter may be amended at any time. If an amendment requires that the student prepare a substantially different defense, the disciplinary officer may postpone the hearing for a reasonable time, not to exceed 10 days.

B. Composition of Disciplinary Hearing Panel

1. If the student is represented by an attorney, the District will also be represented by an attorney.

   The Disciplinary Hearing Panel will consist of a student (if requested), a faculty member of the college, and a District administrator. If a student is requested to serve on the panel, the request will include permission for the records to be disclosed to the student member of the panel. Where the charged student does not request a student member on the hearing panel, the Disciplinary Hearing Panel will consist of two college faculty members, one District administrator and a campus police officer, if requested by the disciplinary officer.

2. The disciplinary officer will, after conferring with the associated student body, academic senate, and administrative cabinet, compile lists of persons who may be appointed when it is necessary to convene a Disciplinary Hearing Panel. The disciplinary officer will appoint members to the Disciplinary Hearing Panel from the approved list of names.

3. The hearing will be convened within 10 days of the date that written notice of the proposed disciplinary action is mailed to the student, unless the disciplinary officer grants a written request for a continuance by the student upon a showing of good cause.

C. Hearing Preparation

1. The disciplinary officer will be responsible for making the necessary arrangements for the hearing, including scheduling a room, providing for an official record of the hearing, and notifying the student and members of the Disciplinary Hearing Panel.

2. Prior to the hearing, the Disciplinary Hearing Panel will be given copies of these procedures. The disciplinary officer will select a chairperson. The chairperson will preside over the hearing and make any necessary procedural rulings.

D. The Hearing

1. Confidentiality: the hearing will be closed and be kept confidential by all parties.

2. Security: appropriate security measures will be taken at the hearing by the campus police department.

3. Witnesses/Record of Hearing: witnesses will be excluded except when testifying. The District employee who was involved in or a witness to the incident will be invited to attend and participate in the hearing, and may be present for the entire proceedings. The administration's representative and the student will be entitled to call and question witnesses. Panel members may ask questions at any time when recognized by the chairperson. With the concurrence of the panel, witnesses may be recalled and questioned by hearing participants. A record of the hearing will be kept for 10 years.

4. Opening: The chairperson will call the hearing to order, introduce the participants, and announce the purpose of the hearing. An orderly hearing will be maintained and disruptive participants will be ejected or excluded.

5. Charges: The chairperson will distribute copies of the charges to the members of the committee, read the charges aloud, and ask the student whether the charges have been received. If the response is affirmative, the hearing will proceed. If the response is negative, the administration may present evidence that the charges were duly served. The chairperson will decide whether to proceed with the hearing. In cases where a hearing does not proceed, a hearing will be rescheduled within 10 days.

6. Burdens of Proof and Production of Evidence: The administration bears the burden of proving that each charge is true based on a preponderance of the evidence. The administration has the initial burden of producing evidence to prove each charge. The student may present evidence to refute the administration's charges. In the case of expulsion, any recommendation of the hearing panel must include a finding that other means of correction have failed to bring about proper conduct, or that the presence of the student causes a continuing danger to the physical safety of the student or others, and/or District property.

7. Arguments: Both the administration and student will be afforded an opportunity to present or waive an opening statement (i.e. the administration will outline the charges and the facts to be established). The student may reserve an opening statement until after administration has presented the case for the college. If the student charged does not appear, either in person or by representation, or should the student leave or be ejected during the hearing, the hearing will proceed and the Panel will make its recommendation as though the student had been present.

8. Evidence: After the opening statements, the administration and the student will have the opportunity to call witnesses and present relevant evidence. Technical rules of evidence will not apply, but evidence may be admitted and given probative effect only when such evidence constitutes that which reasonable persons are accustomed to rely on in the conduct of serious affairs. Hearsay evidence is admissible, but may not, by itself, be used to support a finding of the panel. The Chairperson will make all rulings as to the conduct of the hearing and the admissibility of evidence. The Panel will not consider any arguments concerning the constitutionality or legal validity of District regulations or statewide policy. In cases where the hearing involves a charge of sexual

assault, the victim has the right to exclude past sexual history as part of the testimony unless such history is offered as evidence of the character or trait of character of the victim as described in California Evidence Code.

9. Deliberations: The administration and then the student will make closing arguments. Both may waive closing arguments. The panel will retire to deliberate. Deliberations will be limited to panel members. The panel will reach its decision based only on the record of the hearing and will not consider matters outside the record. The Hearing Panel may accept the disciplinary officer's recommendation, impose a lower sanction, or impose a higher sanction. Within two (2) days after the hearing, the chairperson will notify the student of the Hearing Panel's disciplinary decision. This report will include the specific findings of fact concerning each charge and the disciplinary action supported by a majority vote of the panel.

10. Decision to Suspend. In the case of a decision to suspend, notice of the decision will be mailed to the student, placed on the student's District records and copied to the disciplinary officer for enforcement of suspension decision. The decision may be appealed in writing to the college president only on the limited grounds as provided in Section VI. Hearing Panel decisions must be appealed within 10 business days.

11. Recommendation to Expel. In the case of a recommendation to expel, notice of the recommendation shall be forwarded to the campus chief administrative officer or designee for recommendation to the Chancellor and final action by the Board.

    a. Within 30 calendar days of the recommendation to expel, the Board will notify the student or parent in case of a dependent minor, of the Board's intent to conduct a closed session meeting to consider the recommendation for expulsion. Notification will be made by registered or certified mail or by special mail service. Within 48 hours of receipt of the notice, the student or parent of a dependent minor may request in writing that the hearing be held in public session. When a written request to have the matter heard in public session is served upon the Clerk or Secretary of the Board, the meeting will be conducted in public session, except in cases where the discussion conflicts with the right to privacy of another student. In such cases, the discussion will be conducted in closed session.

    b. The Board may accept the recommendation to expel, impose a lesser sanction, or refer the matter back to the Hearing Panel for further consideration. Final action of the Board will be taken at a public meeting but consist solely of a general announcement that a student, without being named, has been disciplined after a closed session vote taken with respect to the discipline.

VI. APPEAL PROCESS

The student has the right to appeal the decision of the instructor or the disciplinary officer.

A. Appeal of an Academic Dishonesty Decision

1. The student has the right to file an appeal of a decision regarding academic dishonesty to the dean of the department or school in which the alleged dishonesty occurred. The

appeal must be in writing and received by the dean within 10 working days of the informal meeting with the instructor. A grade, however, is not a disciplinary action but an evaluation of work, and is not subject to appeal except as provided in the grade grievance process as set forth in Board policy.

2. The dean may request that the instructor submit a written statement supporting their position.

3. Within 30 days of receipt of the request of appeal, the dean will arrange a meeting with the instructor and the student. If the instructor is no longer employed by the District, or is unavailable because of sabbatical or other leave, the dean will appoint another instructor in the same disciplinary area to assume the responsibilities of the instructor.

   At the meeting, the evidence of academic dishonesty will be presented and every effort will be made to resolve the matter. In the absence of a resolution, the student may elect to follow the appropriate grievance or disciplinary appeal procedure as specified in Board policies and regulations.

B. Appeal of a Hearing Panel Decision to Suspend or Recommendation to Expel

The student may appeal a Hearing Panel decision in writing to the college president, within 10 days of the decision/recommendation. The basis for the appeal will include evidence to support one or more of the following factors:

1. The decision lacks substantial basis in fact to support the findings;

2. There is substantial incongruity between the proposed sanction and findings;

3. There is evidence for deviation from this regulation in the conduct of the proceedings that impacted the final decision or which has deprived the student of a fair and impartial process; and/or

4. There is newly discovered critical evidence, that despite due diligence on the part of the student, was not known at the time of the hearing.

   The college president or the president's designee may decide the issue based solely on the written appeal. The decision will be made available to the student charged within 10 days of receipt of appeal. The decision will be final except in the case of expulsion where final action will be taken by the Board.

ADMINISTRATIVE REGULATION 5530

SOUTH ORANGE COUNTY STUDENT SERVICES
COMMUNITY COLLEGE DISTRICT

GRADE GRIEVANCE

I. GENERAL PROVISIONS

A. Grade Grievance

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code.

B. California Education Code

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

This regulation provides the procedures for challenging grades given in any course of instruction offered in the District. This regulation does not apply to the following:

1. The challenge process for prerequisites, corequisites, advisories, and limitations on enrollment;

2. Student discipline;

3. Employee discipline;

4. Challenges to established district policies and administrative regulations; and

5. Financial claims against the District.

C. Student Rights

All students have the right to participate fully in the educational process, free from discrimination and harassment.

II. DEFINITIONS

A. Mistake: An unintentional act, omission, or error by the instructor or the college.

B. Fraud: A deception deliberately practiced in order to secure unfair or unlawful gain.

C. Bad Faith: An intent to deceive or to act in a manner contrary to law and/or a grade assigned because of a student's protected characteristics contrary to Education Code and Title 5, California Code of Regulations. If, pursuant to the discrimination and harassment complaint procedure, it is determined that a grade was the result of discrimination or harassment, the grade may be changed as a remedy for the discrimination or harassment.

D. Incompetence: A lack of ability, legal qualification, or fitness to discharge a required duty.

E. Day: Unless otherwise provided, day shall mean any day on which the District administrative offices are open for business. The deadlines contained herein may be modified by mutual agreement of the parties or if the grade grievance complaint is based on alleged unlawful discrimination.

F. Student: A currently enrolled student or a former student. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code and the provisions herein.

G. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.

H. The College President: The President for the college or a designated representative of the College President.

I. Grievance Officer: The dean of the division/school shall assist students in seeking resolution by informal means. This person shall be called a Grievance Officer.

III. INFORMAL RESOLUTION

Any student who believes they have a grade grievance shall be assigned a Grievance Officer, shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to resolve the problem with the faculty member with whom the student has the grievance. If informal resolution of the problem is not possible, the student may elect to pursue a formal grievance pursuant to the procedures herein.

IV. FORMAL GRIEVANCE PROCESS

A. Written Statement of Grievance

Any student who believes they have a grade grievance shall file a written, signed Statement of Grievance form stating the basis for the grade grievance with the appropriate dean or designee no later than 45 days after the student knew or should have known of the grade in the course. The dean or designee shall provide a copy of the written Statement of Grievance form to the affected faculty member within five (5) days after the form has been filed. The Statement of Grievance must be filed whether or not the student has initiated efforts at informal resolution, if the student wishes the grievance to become official. The faculty member shall not engage in any conduct that may be construed as retaliation for filing the grievance. Filing a grievance is a protected activity.

B. Request for a Grievance Hearing

The student may request a grievance hearing after the written Statement of Grievance form has been filed. A request for a grievance hearing shall be filed with the appropriate dean on a Request for Grievance Hearing form within 30 days after filing the Statement of Grievance.

The student may withdraw their written Statement of Grievance and/or Request for a Grievance Hearing at any time. The notice of withdrawal shall be in writing and filed with the

appropriate dean. The dean shall notify the affected faculty member in writing within five (5) days that the student has withdrawn the grievance and no further action may be taken.

C. Grievance Hearing Panel

1. The Grievance Hearing Panel shall consist of the appropriate dean, a representative appointed by the Associated Student Government, and a faculty member appointed by the Academic Senate.

No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance or could not act manner.

2. Within 15 days following receipt of the Request for Grievance Hearing, the Hearing Panel shall meet to select a Chair and to determine on the basis of the Statement of Grievance whether there is sufficient grounds for a hearing. During the summer, given that many faculty and most students are not on campus, it may not be possible to convene a Hearing Panel in 15 days, but it will be scheduled no later than 15 days after the first day of fall semester instruction.

3. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

   a. The Statement of Grievance contains facts which, if true, would constitute a grievance under these procedures;

   b. The grievant is a student as defined in these procedures;

   c. The grievant is personally and directly affected by the alleged grievance;

   d. The grievance was filed in a timely manner; and

   e. The grievance is not, based on the allegations contained in the written grievance, frivolous, without foundation, or filed for the purposes of harassment. In determining whether a grievance is frivolous, without foundation, or filed for purposes of harassment, the panel shall not at this phase, consider facts outside the grievance.

4. If the Grievance Hearing Panel determines that the written Statement of Grievance does not meet each of the aforementioned requirements, within five (5) days of the Hearing Panel decision, the Chair shall notify the student in writing that the Request for a Grievance Hearing has been rejected. The notice shall contain the specific reasons for the rejection of a hearing and the procedures for appeal (See Section V.A.5 herein).

5. If the Grievance Hearing Panel determines that the written Statement of Grievance meets each of the aforementioned requirements, the Chair shall schedule a grievance hearing no later than 45 days from the decision of the Hearing Panel. All parties to the grievance shall be notified in writing by the Chair of the date, time, and location of the grievance hearing 10 days prior to the grievance hearing. During the summer, given that many faculty and most students are not on campus, it may not be possible to convene the grievance hearing

within 45 days. In that case, it will be scheduled no later than 30 days after the first day of fall semester instruction, or 45 days after the first panel, whichever comes later.

D. Hearing Procedures

1. The decision of the Grievance Hearing Panel Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

2. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues alleged in the grievance. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. The parties shall exchange exhibits and lists of witnesses five (5) days prior to the hearing.

3. Unless the Grievance Hearing Panel determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grie make the first presentation, followed by the respondent. The grievant may present rebuttal evidence after the respondent's evidence. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true and that a grievance has been established as specified above.

4. Each party to the grievance may represent themselves or may be represented by a person of their choice. A party shall not be represented by an attorney unless notification is presented to the Chair 10 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The Chair of the Hearing Panel may continue the hearing in order to accommodate counsel upon a showing of good cause. The Hearing Panel may also request legal assistance through the College President. Any legal adviser provided to the Hearing Panel sits in an advisory capacity but shall not be a member of the Panel nor vote with it.

5. The hearing shall be closed and confidential. Witnesses shall not be present at the hearing when not testifying.

6. The hearing shall be recorded by the Hearing Panel Chair by recording or stenographic recording and this document shall be the only recording made of the proceedings. No witness who refused to be recorded may be permitted to give testimony. At the onset of the hearing, the Chair shall ask each person present to identify themselves by name and thereafter shall ask witnesses to identify themselves by name. The recording shall remain in the custody of the college at all times, unless released to a professional transcribing service. Any party may request a copy of the recording at their own expense.

7. All testimony shall be taken under oath administered by the Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

E. Hearing Panel Decision

Within 15 days following the close of the hearing, the Grievance Hearing Panel shall prepare a written decision, which shall include specific factual findings regarding the grievance and the

specific conclusions regarding whether a grievance has been established as defined above. Where appropriate, the decision shall articulate the factual basis for any credibility determinations necessary to the panel's decision. The Hearing Panel decision shall also include a specific statement regarding the relief to be afforded the grievant, if any. The Hearing Panel decision shall be based only on the record of the hearing, and not on matters outside the record. The record consists of the written Statement of Grievance, any written response by the respondent, and the oral and written evidence produced at the hearing.

V. APPEAL PROCESS

A. Written Statement of Appeal

1. Within 10 days following the Grievance Hearing Panel decision regarding the merits of the grievance, any party to the grievance may file a written Statement of Appeal with the College President. The written Statement of Appeal shall state the specific basis for the appeal and shall be sent to all parties.

2. All parties may submit a written response to the appeal to the College President within 10 days of the filing of the written Statement of Appeal.

3. The College President shall review the record of the hearing and the documents submitted in connection with the appeal but shall not consider any matters outside the formal record. The College President may decide to sustain, reverse, or modify the decision of the Grievance Hearing Panel. The College President's decision shall be in writing and shall include a statement of reasons for the decision. The College President's decision shall be final.

4. The decision on appeal shall be reached within 20 days after receipt of the appeal documents. Copies of the College President's decision shall be sent to all parties.

5. Within 10 days following the Grievance Panel's decision regarding whether the Statement of Grievance warrants a formal Grievance Hearing, any party to the grievance may file a written Statement of Appeal with the College President. The College President shall review the Statement of Grievance and the Request for a Grievance Hearing in accordance with the requirements for a grievance provided herein but shall not consider any other matters. The College President's decision whether to grant a grievance hearing shall be final and not subject to further appeal. The filing of an appeal pursuant to this provision shall stay all proceedings on the underlying grievance until a decision is reached by the College President. If the College President's decision is that the matter shall proceed to a hearing the time lines shall be extended by the period of time the matter was under consideration with the College President.

References:

California Education Code, Sections 76224(a), 66250 et seq., and 66270
Title 5, California Code of Regulation, Section 59300 et seq.

ACCJC Accreditation Eligibility Requirement 20 ACCJC
Accreditation Standard II.A.9

AB 2138 – Changes to the Evaluation of Applicants with Criminal Convictions

Beginning on July 1, 2020, AB 2138 changes how the BRN evaluates applicants for licensure with prior criminal convictions and/or prior formal discipline against other professional licenses.

- For most applicants, the BRN will only review convictions and prior discipline which occurred within seven years of application
- The seven-year limitation does not apply to "serious felony" crimes as specified by law and any crimes requiring sex offender registration.
- Regardless of when the conviction occurred, the BRN *will not* consider any criminal conviction later dismissed, vacated, or expunged pursuant to Penal Code sections 1203.4, 1203.4a, 1203.41, or 1203.42.
- The BRN *will not* consider an arrest that resulted in any disposition other than a conviction, including arrests resulting in an infraction, citation, or juvenile adjudication.
- Applicants are not required to disclose any information or documentation regarding their criminal history, this includes police arrest records and court records.
- When the applicant's fingerprint results reveal a criminal conviction history, the BRN's Enforcement Division will request and obtain certified court and arrest records prior to making a licensing determination.
- This process may be very lengthy.
- Applicants may voluntarily provide certified arrest and certified court records for board consideration, which may significantly reduce the amount of time to receive a decision.

Senate Bill 425 Mandatory Reporting of Sexual misconduct

The purpose of this bill is to ensure that allegations of sexual abuse and misconduct are reported to the appropriate licensing board so these cases can be reviewed and investigated to allow appropriate disciplinary action to be taken, if warranted.

SADDLEBACK COLLEGE NURSING PROGRAM POLICY ATTESTATION FORM

Student Name (Print): _____
Student ID Number: _____
Cohort/Semester: _____
Date: _____

Purpose

This form serves as official acknowledgment that the student has received, read, understands, and agrees to comply with the policies listed below as established by the School of Health and Wellness Nursing Program.

Policies Acknowledged

By signing below, I acknowledge that I have read and understand the following policies:

1. Saddleback College School Of Heatlh And Wellness Professional Behaviors
2. Background Screening Policy
3. Acceptance Statement Policy II.6
4. Social Media And Use Of Technology Policy III.13
5. Math Competency Policy III.14
6. Academic Progression And Grading, Policy III.15
7. Unsuccessful Theory And/Or Clinical Performance, Policy # II.11
8. Re-Entry Procedure (Student)
9. Disabled Students Programs And Services (Dsps) Policy II.16
10. Essential Functions/Technical Standards
11. Clinical Evaluation And Critical Objectives Policy IV.1
12. Standard Precautions And Infection Control Policy IV.2
13. Nursing Uniform And Professional Appearance Policy III.3
14. Skills Lab Guidelines Policy IV.3
15. Eligibility For Pinning Policy V.2
16. Nursing Student Grade Notification Policy VI.4
17. Student Input And Representative Roles Policy VI.7
18. Basic Life Support Policy III.2

I understand that these policies outline expectations for professional conduct, ethical behavior, academic integrity, clinical standards, and compliance requirements necessary for participation in the Nursing Program and clinical placements.

Student Attestation

By signing this form, I affirm that:

- I have received access to and carefully reviewed the above policies.
- I understand the expectations, standards, and requirements outlined in these policies.
- I agree to adhere to these policies throughout my enrollment in the Nursing Program.
- I understand that failure to comply with these policies may result in disciplinary action, up to and including removal from clinical placement, course failure, or dismissal from the program.
- I understand that policies may be updated, and I am responsible for reviewing and complying with current versions as communicated by the program.

Student Signature: _____

Date: _____

***Instructions: Upload the signed form to CastleBranch.**

www.saddleback.edu/hs/rn

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Mission Viejo, Ca 92692

Nursing Office: 949-582-4701

South Orange County Community College District

28000 Marguerite Parkway, Mission Viejo, CA 92692-3635 · 949.582.4850 · www.socccd.edu

Saddleback College · Irvine Valley College · Advanced Technology & Education Park

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SADDLEBACK COLLEGE