



Georgia Gwinnett College
Nursing Student Handbook
2022- 2023



Page left intentionally blank

TABLE OF CONTENTS

GEORGIA GWINNETT COLLEGE MISSION AND VISION	5
VISION	5
MISSION.....	5
ACCREDITATION STATUS.....	5
MESSAGE FROM THE DEAN OF SCHOOL OF HEALTH SCIENCES.....	6
MESSAGE FROM THE DEPARTMENT CHAIR OF NURSING	6
SHS STAFF	6
NURSING PROGRAM VISION, MISSION, PROGRAM GOALS, PHILOSOPHY, AND STUDENT OUTCOMES	7
VISION	7
MISSION.....	7
NURSING PROGRAM ACCREDITATION STATUS.....	7
PROGRAM GOALS	7
NURSING PROGRAM PHILOSOPHY	7
<i>Caring.....</i>	<i>7</i>
<i>Health, People, and Environments.....</i>	<i>8</i>
<i>Nursing and Nursing Practice.....</i>	<i>8</i>
<i>Nursing Education.....</i>	<i>8</i>
EXPECTED STUDENT OUTCOMES	9
CONCEPTUAL MODELS AND DOMAINS.....	10
NURSING PROGRAM OF STUDY	12
ADDITIONAL ADMISSION REQUIREMENTS.....	13
ACADEMIC INFORMATION AND POLICIES	14
STUDENT CONCERNS AND STRUCTURE FOR INFORMATION.....	14
PROFESSIONAL BEHAVIOR POLICY.....	14
INFORMAL CONCERN AND FORMAL COMPLAINT POLICY	14
FORMAL COMPLAINT PROCESS	14
STUDENTS WITH DISABILITIES	15
CLASS ATTENDANCE & INCLEMENT WEATHER.....	15
PANDEMIC STATEMENT	15
PROGRESSION POLICY WITHIN THE BACCALAUREATE NURSING PROGRAM	15
GRADING POLICIES AND REQUIREMENTS.....	16
GRADE POINT AVERAGE	17
WITHDRAWALS FROM NURSING COURSES.....	17
DELAYED PROGRAM PROGRESSION.....	17
DISMISSAL FROM THE BACCALAUREATE NURSING PROGRAM	17
OUT-OF-SEQUENCE PROGRESSION FOR THE BACCALAUREATE NURSING PROGRAM.....	17
PROGRESSION APPEALS	17
COURSE EXAMINATIONS	18
<i>Procedure for Taking Exams—This procedure may be modified to meet the needs of each course:</i>	<i>18</i>
<i>Individual Review of Exams.....</i>	<i>19</i>
<i>Exam Item Appeals</i>	<i>19</i>
<i>Posting of Test Grades</i>	<i>19</i>
<i>Standardized Testing.....</i>	<i>19</i>
<i>Dosage Calculation Policies.....</i>	<i>20</i>
EXPECTATIONS OF STUDENTS, FACULTY, CLINICAL, COURSES, AND THE NURSING PROGRAM.....	20

STUDENT CONDUCT CODE	20
ACADEMIC INTEGRITY.....	20
CLASSROOM BEHAVIOR	20
SMOKING ON CAMPUS AND IN CLINICAL AGENCIES	21
EVALUATION OF THE NURSING PROGRAM	21
CLINICAL EXPERIENCES: INFORMATION AND POLICIES	21
GENERAL INFORMATION	21
ATTENDANCE AND CONDUCT.....	22
POLICY ON UNSAFE OR UNETHICAL PRACTICE BEHAVIORS	22
PATIENT CONFIDENTIALITY	23
CLINICAL DRESS CODE.....	23
DRESS CODE FOR GGC SIMULATION AND NURSING PRACTICE LAB	24
DRESS CODE FOR OPEN PRACTICE LAB	24
CLINICAL LAB, VALIDATION, AND SIMULATION LABORATORY INFORMATION AND POLICIES	24
CLINICAL PRACTICE & SIMULATION LABORATORIES	24
OPEN PRACTICE LAB	25
LAB REQUIREMENTS	25
GENERAL STUDENT INFORMATION AND POLICIES	25
APPEALS PROCESS FOR ACADEMIC OR UNSATISFACTORY CLINICAL PERFORMANCE	25
FINANCIAL AID/SCHOLARSHIP OPPORTUNITIES	25
NURSING OFFICE.....	25
ANNOUNCEMENTS	25
STUDENT INFORMATION AND RECORDS	25
ASSIGNMENTS	26
USE OF ELECTRONIC COMMUNICATION DEVICES	26
REPRODUCTION OF ANY EVALUATION MATERIALS	26
CHILDREN IN CLASS, CLINICAL, OR SKILLS LABORATORY.....	26
EMPLOYMENT	26
PROGRAM EXPENSES	26
HEALTH REQUIREMENTS AND RESPONSIBILITIES	27
STUDENT HANDBOOK AND COURSE SYLLABUS	28
GRADUATION REQUIREMENTS	28
ADDITIONAL POLICIES.....	28
STUDENT SUPPORT SERVICES AND ACTIVITIES	29
NURSING CLUBS AND ORGANIZATIONS.....	29
<i>National Student Nurses Association (NSNA) and Gwinnett Grizzly Bears Association of Nursing Students (GGBANS).....</i>	29
<i>Nursing Student Government (NSG)</i>	29
<i>Student Representation on Nursing Program Committees</i>	29
APPENDIX A – EXAM ITEM APPEAL FORM	30
APPENDIX B – STUDENT HANDBOOK ACKNOWLEDGMENT FORM	32
APPENDIX C – HEALTH INSURANCE LIABILITY ACKNOWLEDGMENT FORM	34
APPENDIX D—RECOMMENDATION LETTER & PERMISSION TO RELEASE EDUCATION RECORD INFORMATION	36

GEORGIA GWINNETT COLLEGE MISSION AND VISION

Georgia Gwinnett College is a premier 21st-century liberal arts college where learning takes place within and beyond the structures of the traditional classroom. The College is built on the cornerstones of the innovative use of educational technology and the commitment to an integrated experience that develops the whole person. GGC's focus is on a face-to-face classroom experience with portable technology solutions allowing students to learn, study and work both on and off campus. Georgia Gwinnett College is the first public, four-year college to be founded in Georgia in more than 100 years.

VISION

Georgia Gwinnett College will be a premier 21st-century Liberal Arts College where learning will take place continuously in and beyond the confines of the traditional classroom. Its cornerstones will be innovative use of educational technology and a commitment to an integrated educational experience that develops the whole person. GGC will be a wellspring of educational innovation. It will be a dynamic learning community where faculty engagement in teaching and mentoring students will be the hallmark. It will be a driving force for change in student success. As such, it will be a model for innovative approaches to education, faculty engagement with students, and highly efficient student, facility, and administrative services.

MISSION

Georgia Gwinnett College provides access to targeted baccalaureate and associate level degrees that meet the economic development needs of the growing and diverse population of the northeast Atlanta metropolitan region. It emphasizes the innovative use of technology and active-learning environments to provide its students' enhanced learning experiences, practical opportunities to apply knowledge, increased scheduling flexibility, and a variety of course delivery options. Georgia Gwinnett's outstanding faculty and staff actively engage students in various learning environments, serve as mentors and advisors, and assist students through programs designed to enhance their academic, social, and personal development. GGC produces contributing citizens and future leaders for Georgia and the nation. Its graduates are inspired to contribute to the local, state, national, and international communities and are prepared to anticipate and respond effectively to an uncertain and changing world.

ACCREDITATION STATUS

Georgia Gwinnett College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Gwinnett College.

MESSAGE FROM THE DEAN OF SCHOOL OF HEALTH SCIENCES



It is my pleasure to welcome you to Georgia Gwinnett College's Nursing Program. We are delighted that you chose our program and know that you will gain much from your educational experience here. Your time in nursing school will be like no other and will go quickly. I encourage you to embrace each moment and know that I, along with the faculty and staff of the School of Health Sciences are here to guide you in this once in a lifetime experience. The nursing program here at Georgia Gwinnett College offers you state-of-the-art curriculum design enhanced with innovative technology. You will learn to work in collaboration with other health care professionals, assisting your peers in their learning, while investing in your personal learning. Our desire is to provide a caring environment where learning can flourish between faculty and students. Our goal is to prepare you to be nurses that will make a difference in the lives you touch locally, nationally, and globally. I believe nursing is a calling and that you have answered the call to become a member of the greatest profession. I wish you much success!

MESSAGE FROM THE DEPARTMENT CHAIR OF NURSING



It is my honor to welcome you to Georgia Gwinnett College's Nursing Program. Congratulations on your hard work and dedication thus far. This program was designed to provide a caring, engaging and collaborative environment in which you can pursue your dream of becoming a professional nurse. The program is challenging, yet highly rewarding. The faculty and staff are dedicated, caring and compassionate and they will assist you on this transformational journey. Nursing is a fulfilling profession which will open amazing doors for you. I applaud you for choosing nursing during this historic time. We are excited to work with you to facilitate your becoming a professional nurse. I wish you all the best!

SHS STAFF



Kathija Jamaloodeen, Program Specialist



Jennifer St. Juste, Admissions Processor

NURSING PROGRAM VISION, MISSION, PROGRAM GOALS, PHILOSOPHY, AND STUDENT OUTCOMES

VISION

The nursing program at Georgia Gwinnett College will be a premier leader in preparing the baccalaureate registered nurse for the 21st century. The innovative conceptual curriculum will foster an integrated learning experience using state-of-the-art technology to engage the whole person in and beyond the classroom. With faculty support, and mentoring, students will develop critical thinking and problem-solving skills to courageously lead and transform health care and serve people in a diverse, dynamic, global healthcare community.

MISSION

The Baccalaureate Nursing Program at Georgia Gwinnett College is dedicated to preparing caring and competent nurses who lead with compassion and collaborate to provide evidenced based care to diverse individuals, families, groups, and populations. Faculty in the program inspire deeper learning through invitational and engaged educational strategies to foster holistic development.

NURSING PROGRAM ACCREDITATION STATUS

The Nursing Program at Georgia Gwinnett College has received full approval from the Georgia Board of Nursing (GBON).

The baccalaureate degree program in nursing at Georgia Gwinnett College is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

PROGRAM GOALS

1. Provide a high- quality, innovative program to prepare the next generation of highly competent, caring professional nurses by fostering an invitational environment supportive of student learning & personal growth.
2. Prepare students for leadership in collaborative, interprofessional, evidence-based practice designed to improve health outcomes and to better serve diverse local and global communities.
3. Cultivate faculty who are committed to professional flourishing and excellence in teaching, student engagement, service, scholarship, and creative activity.

NURSING PROGRAM PHILOSOPHY

The School of Health Sciences Nursing Program, as an integral part of Georgia Gwinnett College, is dedicated to holistic nursing education based on a strong foundation in liberal arts, math, science, and technology. A concept-based curriculum theoretically grounded in 'caring' will prepare leaders able to manage care and promote positive transformations for the health of individuals, families, groups, communities, populations, systems, and for nursing practice.

CARING

Caring is a mode of being which is developed when relating to others with trust, humility, and honesty (Boykin & Schoenhofer, 2001). Caring is not an outcome but is created in the moment by shared interactions and communications with people. Caring is realized when the unique attributes and experiences of oneself and others of diverse backgrounds and cultures are recognized and respected. A caring perspective guides human interaction and can transform nursing practice and the systems in

which nursing care is delivered. Nurses engage in people's lives in authentic caring relationships to improve health.

HEALTH, PEOPLE, AND ENVIRONMENTS

Health is a multi-faceted phenomenon which affects matters of human life. Health is not static, but changes on a continuum of wellness and illness not as a physical state alone, but as a sense of well-being in all dimensions of human life. As holistic beings, people have emotional, spiritual, physical, social, and cognitive aspects and function within dynamic social, physical, institutional, economic, and political environments which can impinge or enhance health. Environmental alterations have the potential to cause illness and create vulnerabilities in individuals, families, groups, communities, and populations. Because health is subjective and personal, people have the right and responsibility to self-determination and to expect a patient-centered focus to their care. The goal for nursing practice is to assist others to achieve a positive state of being marked by spiritual, physical, cognitive, and emotional wellness, or a dignified and compassionate death.

NURSING AND NURSING PRACTICE

Professional nursing practice is knowledge-based, value-driven, ethically rooted, and marked by skill in thinking and doing to promote health across the lifespan of individuals, families, groups, communities, and populations. The professional nurse must be morally responsible, intellectually honest, accountable for actions, and act with integrity. Development of nursing knowledge is rooted in theory and dependent on evidence from research which is translated into practice to provide safe and effective care. Nurses function collaboratively and autonomously within professional standards engaging in self-reflection, self-regulation, and commitment to professional development. The primary charge for nursing is to deliver safe, competent, quality care using skills in technology and informatics skills. Nurses engage in political leadership as servant leaders, advocate for clients, and interact with other disciplines and community stakeholders to improve the health of individuals, families, groups, communities, and populations.

NURSING EDUCATION

The School of Health Science nursing faculty believes that their participation in the educational process emanates from a natural feeling to serve and a desire to nurture. Educators who provide a learning environment which is receptive, supporting, and engaged will best inspire a student's transformation into a professional nurse. At a time when the amount of information exceeds one's ability to know, a new model for education, which emphasizes concepts, creativity, and critical thinking as tools to create new knowledge to solve problems, is essential to achieve the mission and vision of the nursing program.

The faculty believes the Invitational Education model in a concept-based curriculum offers a vibrant social, educational, and cultural educational environment. Use of the model stimulates enhanced learning that is social, physical, cognitive, spiritual, and emotional. Faculty members view themselves as collaborators, directors of learning, and role models for the evolving nurse and support students' self-development as nursing professionals. Students intentionally participate and connect collaboratively, intraprofessionally, and interdisciplinarily in a variety of settings. This type of learning fosters critical thinkers, problem solvers, life-long learners, and leaders for the future of health care. In serving others the nurse can have unique, rich, personal, and professional learning experiences which can illuminate disparities and vulnerabilities, and better prepare students for the needs 21st century global health

Boykin, A., & Schoenhofer, S. (2001). *Nursing as caring: A model for transforming practice*. Sudbury, MA: Jones and Bartlett.

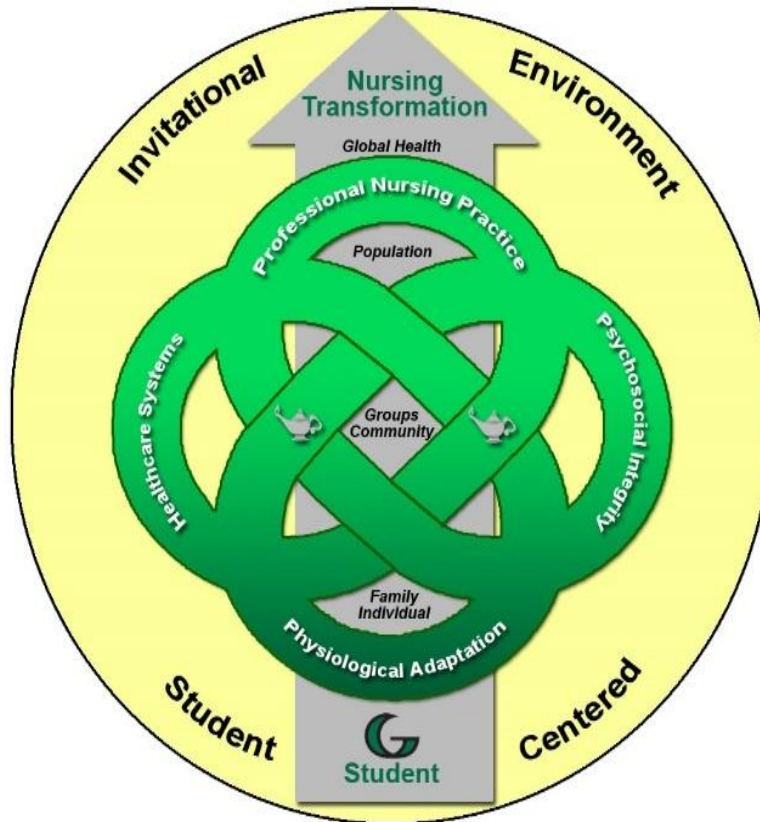
EXPECTED STUDENT OUTCOMES

The Expected Student Outcomes are congruent with the mission and philosophy of the nursing program, with role expectations for professional nursing as defined by the American Nurses Association, the American Association of Colleges of Nursing Baccalaureate Essentials, and Quality and Safety Education in Nursing, and the needs of our community stakeholders.

Upon completion of the Nursing Program the student will:

1. Develop a personal philosophy of caring for and caring about others and self.
2. Synthesize nursing knowledge, skills, and abilities to promote health, prevent disease, and manage care for individuals, families, groups, communities, and populations across the lifespan.
3. Communicate effectively as provider of care, designer/manager/coordinator of care, and member of a profession.
4. Recognize and respect the unique perspective of all individuals by valuing oneself and others of diverse backgrounds and cultures.
5. Apply principles of leadership and collaborate intra-professionally and inter-disciplinarily.
6. Integrate technology and informatics into evidence-based nursing practice.
7. Integrate theory in the development of nursing knowledge and evidence-based nursing practice.
8. Evaluate how social determinants of health, politics, and economics impact the access to and delivery of healthcare locally, nationally, and globally.
9. Incorporate clinical judgment into the delivery of competent and compassionate client-centered care.
10. Demonstrate professionalism and commitment to the School of Health Sciences core values, which include ethics, integrity, responsibility, accountability, and life-long learning.

Conceptual Model and Domains



Georgia Gwinnet College Baccalaureate of Science in Nursing curriculum is conceptual-based and contains 4 primary domains: Professional Nursing Practice, Healthcare Systems, Psychosocial Integrity, and Physiological Adaptation. Within these four domains are 45 concepts that are taught throughout the curriculum. (see below). The program uses a student-centered learning approach that offers an invitational environment to learning. Students' progress through the program learning about individual and family care, then move to care of groups and communities and lastly are prepared to serve populations and have the necessary skills to impact global health and transform nursing.

Professional Nursing Practice

- Caring
- Clinical Judgment
- Professionalism
- Teaching & Learning
- Therapeutic Communication
- Theory
- Health Promotion
- Ethical Behaviors
- Advocacy
- Research & Evidence-based Practice

Healthcare Systems

- Teamwork & Interprofessional Collaboration
- Leadership & Management
- Healthcare Delivery & Care Coordination
- Health Policy
- Technology & Informatics
- Determinants of Health
- Quality & Safety

Psychosocial Integrity

- Addiction
- Cognition
- Psychosis
- Grief & Loss
- Mood & Affect
- Self
- Stress & Coping
- Abuse, Neglect, & Violence
- Growth & Development
- Culture & Diversity

Physiological Adaptation

- Acid-Base Balance
- Cellular Regulation
- Elimination
- Fluid & Electrolyte Balance
- Metabolism & Hormonal Regulation
- Immunity, Inflammation & Infection
- Intracranial Regulation
- Mobility
- Nutrition & Digestion
- Oxygenation
- Pain & Comfort
- Perfusion & Clotting
- Reproduction & Sexuality
- Sensory Perception
- Thermoregulation
- Tissue Integrity

NURSING PROGRAM OF STUDY

General Education: (60 hours)

Area A - Essential Skills: (9 hours with "C or better)

ENGL 1101 English Composition I

ENGL 1102 English Composition II

MATH 1001 or MATH 1111 or MATH 1113 or MATH 2200

Area B - Institutional Option (4 hours)

ITEC 1001 Introduction to Computing

Area C - Humanities/Fine Arts (6 hours)

Select one from the following:

MUSC 1100/ARTS 1100/ENGL 2110/2100/FILM 1005

Select one from the following:

RELN 1100/GEOG 1101/2000 level foreign language

Area D – Natural Sciences, Math, Technology (11 hours)

Select one sequence from the following:

CHEM1151K and CHEM1152K or

CHEM1211K and CHEM 1212K

MATH 1401 Statistics

Area E – Social Science (12 hours)

POLS 1101 American Government

HIST 2111 *or* HIST 2112 U.S. History I & II

Select one of the following:

HIST 2111 (if not used above)

HIST 2112 (if not used above)

HIST 1111 World History I

HIST 1112 World History II

HIST 1121 Western Civ I

HIST1122 Western Civ II

PSYC 1102 ** (Introduction to Psychology)

** PSYC 1102 is a pre-requisite for PSYC 2500

Area F – Courses Related to the Program of Study (18 hours) ("C" or better)

BIOL 2451K Human Anatomy & Physiology I w/lab

BIOL 2452K Human Anatomy & Physiology II w/lab

PSYC 2500 Lifespan Development in Psychology

HSCI 2000 Medical Terminology

BIOL 2516K Microbiology w/Lab

Additional Requirements (3 hours)

Physical Education Requirement

Choices for Life (1 hour)

Additional Physical Education (2 hours)

Nursing Courses: (60 hours)
(All courses 74.45 or higher)

Semester 1

4hr NURS 3000 Health Assessment
3hr NURS 3011 Integrated Pathophysiology & Pharmacology I
7hr NURS 3020 Wellness & Illness I
2hr NURS 3030 Professional Nursing

Semester 2

7hr NURS 3021 Wellness & Illness II
2hr NURS 3031 Professional Nursing II
3hr NURS 3012 Integrated Pathophysiology & Pharmacology II
3hr NURS 3040 Evidence-Based Practice in Nursing Research

Semester 3

7hr NURS 4020 Wellness & Illness III
4hr NURS 4051 Population Health Nursing
3hr NURS 4001/4002/4003 Nursing Elective

Semester 4

7hr NURS 4021 Wellness & Illness IV
2hr NURS 4032 Professional Nursing III
3hr NURS 4012 Nursing Leadership
3hr NURS 4040 Nursing Capstone
*** refer to GGC Catalog for course descriptions

ADDITIONAL ADMISSION REQUIREMENTS

Once accepted into the program, the following must be submitted before the first day of class:

- Paid tuition and fees for the semester
- Completed medical/health form
- Non-expired American Heart Association BLS Provider card
- Proof of health insurance
- Proof of successful completion of medical terminology module*

All students must be credentialed by the American Heart Association in Basic Life Support (BLS). Only American Heart Association cards are acceptable. It is the student's responsibility to bring copies of proof of BLS certification to the Program Specialist prior to the beginning of their first semester in the Program. An outdated BLS and/or required immunization certification will prohibit the student's clinical practice attendance and may result in a "hold" on registration.

*If no medical terminology course on transcript.

ACADEMIC INFORMATION AND POLICIES

STUDENT CONCERNS AND STRUCTURE FOR INFORMATION

A student who has concerns about the program and/or faculty and/or staff of the School of Health Sciences, needs to first discuss concerns directly with the faculty/staff involved. Seeking advice from an advisor/mentor is appropriate. If the concerns are not resolved the student may contact the Department Chair of Nursing.

PROFESSIONAL BEHAVIOR POLICY

Students are ambassadors for Georgia Gwinnett College and the Nursing Program. It is expected for students enrolled in the nursing program to be respectful to peers, faculty and staff, and demonstrate flexibility, professional etiquette, civility and adhere to the core values of the School of Health Sciences. Professional behavior is required at all times while enrolled in and representing GGC Nursing Program. Students enrolled in the Nursing Program are expected to maintain a positive level of professionalism in their dress, conduct, and speech. Behavior or language, which is offensive, or inappropriate is considered unprofessional.

Students who engage in unprofessional behavior may be asked to leave the classroom/clinical/simulation/laboratory/conferences or school sponsored events. Faculty, administration, or staff member will complete an ISSP and counsel the student on the unprofessional behavior. The ISSP will be sent to the Nursing Program Department Chair for further evaluation. Student consequences of code of conduct violations may include sanctions from the School of Health Sciences which may affect student's progression in the nursing program (i.e., course failure, and/or dismissal from class or the nursing program). Students may be subject to policy 4.6.5 STUDENT CODE OF CONDUCT. - <https://www.ggc.edu/student-life/student-affairs/docs/current-student-handbook.pdf#page=25>

INFORMAL CONCERN AND FORMAL COMPLAINT POLICY

An informal concern is a request for assistance with a problem, conflict, concern, or issue that negatively impacts the student(s). Students are strongly encouraged to resolve any concerns about a peer, staff, faculty, and/or administrator of the program of the School of Health Science, by first meeting with the peer, staff, faculty person, and then if no resolution go to the Department Chair for resolution. If no resolution is found, the student can arrange to meet with the Dean of SHS. If the student desires further resolution, he/she may contact the Provost office for assistance. When discussing the concern, it is most effective to arrange a time when both parties are available for a confidential conversation.

FORMAL COMPLAINT PROCESS

A formal complaint is a written request for assistance with a problem, conflict, concern, or issue that negatively impacts students that could not be addressed by informal resolution with the peer, staff member, faculty, and/or administrator. Formal complaints follow the parent institution process. Procedures for formal complaint process can be found in the GGC student Handbook under *Filing a Written Student Complaint*. - <https://www.ggc.edu/student-life/student-affairs/docs/current-student-handbook.pdf#page=52>

STUDENTS WITH DISABILITIES

Students with disabilities who need support or specialized equipment to meet performance standards must self-identify and meet with a counselor in the Center for Disability Services prior to beginning the Nursing Program, and throughout the Nursing Program should a disability occur. Upon verification from the Center for Disability Services, the Nursing Program will make recommended accommodations. The student must bring written documentation of disability to the coordinator of each class for which accommodations will be made each semester.

CLASS ATTENDANCE & INCLEMENT WEATHER

Attendance at all Nursing Classes is expected: Classroom attendance is expected and recommended. An ISSP will be developed if a student is absent 20% or more of the total class time. Students that miss class should notify the faculty by email prior to the class. It is the student's responsibility to initiate arrangements for missed work. Attendance policies may be suspended due to pandemic outbreaks.

College and Nursing Policy Regarding Closure for Weather: The College's policy is that GGC will announce closings on most of the major radio and TV stations. Students are expected to listen to the radio/TV on mornings when weather conditions are poor. Students should sign up for RAVE alerts to receive direct notifications from GGC.

Weather conditions vary from area to area. If you believe it is not safe to travel from your area keep yourself in a safe location and notify the instructor immediately.

- Nursing Class/Skills Lab Days: If the college is closed students should not attend ANY GGC activity, including clinical, laboratory activities, etc. The students will be notified of make-up classes or labs. Students should not call instructor(s).

PANDEMIC STATEMENT

Due to ongoing changes with the pandemic, please go to GGC's Public Health COVID-19 Frequently Asked Questions page for up-to-date information to follow. If you need to know specific COVID-19 student health information, please visit our Student Services/Health Services page.

When and if necessary, due to a positive COVID-19 case, face-to-face and hybrid classes may be put permanently or temporarily online per CDC guidelines.

PROGRESSION POLICY WITHIN THE BACCALAUREATE NURSING PROGRAM

In order to progress in the Baccalaureate Nursing Program, students must earn a minimum grade of "C" in all nursing (NURS) courses. In order to earn a minimum grade of "C" or better in any nursing course, a student must:

- Earn an average of 74.45 or better on all graded course requirements.
 - Course exams, quizzes, and final exam scores will be calculated first and must be an accumulated minimum of 74.45, prior to any other course assignments being calculated in the final course grade. If a student does not have a 74.45 on the accumulated course exam, quiz, and final exam scores, then the student receives a grade of "D" for the course.
 - If the overall average grade is below a 69.45, the student receives a grade of "F" for the course.
- Demonstrate satisfactory clinical performance
 - Clinical performance will be graded on a satisfactory/unsatisfactory basis. The clinical grade is based on the faculty's determination of the student's ability to meet the clinical objectives of the course. The student must have a grade of "S" in all objectives at the end of the clinical rotation or clinical grading period in order to pass the clinical portion of the course.

- Unprofessional behavior during clinical will result in the initiation of an Individual Student Success Plan (ISSP) by the clinical faculty. If the student does not meet the expected outcomes in the ISSP at any point in the semester, a grade of “U” will be assigned for the entire clinical rotation.
- A student who is unsuccessful in clinical at any time prior to the end of the semester will immediately be assigned a grade of “D” for the course and may not withdraw themselves from the course.
- If the student receives a grade of “U” for clinical performance but has a course grade of ≥ 74.45 , the student will receive a grade of “D” for the course.
- Meet all clinical requirements, including completion of all assignments and clinical hours
- Satisfactorily complete all standardized exams (see policy on standardized exams below)
- Meet all physical and psychosocial performance standards
 - Critical Thinking – sufficient for clinical judgment; identify cause-effect relationships in the clinical situation, use nursing process, and calculate drug dosages.
 - Communication – abilities sufficient for interaction with others from a variety of social, emotional, cultural & intellectual backgrounds in verbal, non-verbal and written form; establish rapport with patients/clients & colleagues, explain treatment procedures, initiate health teaching, obtain information, document & interpret nursing actions and patient/client responses.
 - Behavioral – emotional health, adaptability, flexibility, and physical tolerance sufficient to provide safe and effective nursing care; possess the emotional health required for total utilization of intellectual ability, function effectively during stressful situations, capable of adapting to ever-changing environments and display flexibility, interact appropriately with others and tolerate physically taxing workloads.
 - Mobility – Physical abilities sufficient to move from room to room and maneuver in small spaces; move around in workplace, patient's room, & treatment areas, administer CPR, perform ROM, and ambulate patients.
 - Motor Skills- Gross and fine motor abilities sufficient to provide safe & effective nursing care; Calibrate & use equipment, administer treatments and medications, perform activities of daily living, position patients properly.
 - Hearing - Auditory ability sufficient to monitor and assess health needs; Hear monitor alarms, emergency signals, listen to breath, heart sounds and blood pressures, hear and understand auditory responses of patients, hear cries for help.
 - Visual - Visual ability sufficient for observations and assessment necessary for nursing care; Observe physiological changes in patient's condition, such as cyanosis & appearance of wounds, observe nonverbal responses, read calibrations, read patient records and related hospital records.
 - Tactile - Tactile ability sufficient for physical assessment; perform palpation, detect pulses, detect temperature, and perform other functions of physical examination.

Students must re-take the clinical AND class portions of clinical courses when one or both of the portions are not completed successfully.

GRADING POLICIES AND REQUIREMENTS

Grading Scale for the Nursing Program is as follows:

89.45 – 100 A

79.45 – 89.44 B

74.45 – 79.44 C

69.45 – 74.44 D

< or = 69.44 F

GRADE POINT AVERAGE

Students are expected to maintain a grade point average of 2.5 (C 74.45 or >) or higher while they are enrolled in the Nursing Program. Students are to follow the grade appeal procedures found in the GGC student catalog.

WITHDRAWALS FROM NURSING COURSES

All withdrawals, regardless of reason, must be approved by the Department Chair of Nursing or Dean of the School of Health Sciences. It is suggested that students work closely with their mentor in discussing withdrawing from courses.

Courses within each semester are listed as co-requisites, not as pre-requisites except for NURS 4001. The curriculum has been designed to include certain courses that need to be taken concurrently due to the integrated nature of concepts.

- During the 1st semester, a student who withdraws from NURS 3000 Health Assessment or NURS 3011 Integrated Pathophysiology & Pharmacology I must also withdraw from NURS 3020 Wellness Illness I even if the student has a passing grade in NURS 3020. However, a student may withdraw from NURS 3020 and remain in NURS 3000 and NURS 3011.
- During the 2nd semester, a student who withdraws from NURS 3012 Integrated Pathophysiology & Pharmacology II must withdraw from NURS 3021 Wellness Illness II even if a student has a passing grade in NURS 3021. However, a student may withdraw from NURS 3021 and remain in NURS 3012.

DELAYED PROGRAM PROGRESSION

If students delay progression in the nursing program more than one semester, during the first year of the program, students must start over at the beginning of the program. Students delaying progression in clinical courses must complete specified skill validations prior to re-entry into the program. Students who are enrolled under previous admissions requirements must meet current admission requirements. It is the responsibility of the student to be aware of changes in requirements or policies for both the College and the Nursing program during his/her absence. Other re-entry requirements may be designated.

DISMISSAL FROM THE BACCALAUREATE NURSING PROGRAM

A grade less than “C” in any two nursing courses will result in being dismissed from the nursing program.

Students must complete the nursing program within 8 (eight) semesters of admission to the program. Failure to do so will result in dismissal from the program. During special circumstances, the Dean may waive the re-admission guideline regarding time out of program, which may extend time to completion.

Students who are dismissed are not eligible to reapply.

OUT-OF-SEQUENCE PROGRESSION FOR THE BACCALAUREATE NURSING PROGRAM

If a student is unsuccessful in one course during the semester or withdraws from a course or courses prior to the semester withdrawal deadline, the student will need to complete the following procedure:

1. Meet with faculty mentor after withdrawal date or prior to the final exam week to discuss progression form and criteria.
2. Document the circumstances leading to withdrawal decision or unsuccessful course attempt on the BSN Progression Form. The link to this form will be available on D2L.
3. Submit progression form by the designated deadline.
4. Provide any additional information requested by Admission, Progression, and Retention (APR) Committee by the requested deadline.

Progression is granted based on the student's ability to be academically successful, demonstration of GGC and SHS core values, and available resources and seats in the class. Students will be accommodated in rank order according to their GPA after having met the stated criteria.

Students who withdraw from a NURS course or who have not been in a clinical course in the previous semester must complete specified skill validations prior to re-entry into the course.

If a student has not been enrolled in NURS courses for more than 24 months, the student will need to reapply for admission to the program and repeat the entire sequence of required nursing courses.

PROGRESSION APPEALS

A formal appeal of a final decision to deny progression of a student in GGC's Baccalaureate Nursing Program may be made to the Dean of the School of Health Sciences within seven (7) business days of notification. Prior to an appeal, students are encouraged to meet with the Department Chair of the nursing program. The Dean will make a final decision within 5 (five) business days after receipt of the appeal. The student may appeal the Dean's decision to the Provost for a final decision within five (5) business days.

COURSE EXAMINATIONS

Attendance/Lateness: Each student is expected to attend all exams as scheduled. A student who will be late or absent must notify the faculty person before the scheduled exam time. Refer to the course syllabus for additional exam policies.

- Students who are late 30 minutes or more for an exam may not be permitted to sit for the exam. Students are provided one make-up exam per semester in each course. The make-up exam is scheduled by the faculty as needed.
- Students who miss more than one EXCUSED exam in any course will have the percentage of that exam added to the final exam percentage (i.e., exam = 15%; final exam = 20% then final exam will count 35% of course grade).

PROCEDURE FOR TAKING EXAMS—THIS PROCEDURE MAY BE MODIFIED TO MEET THE NEEDS OF EACH COURSE:

- Seating: Students may be assigned to specific seats and classrooms for exams.
- Placement of Personal Items: Students are not allowed to have personal belongings, food, drinks, notebooks, cell phones, or other electronic devices, etc., during the exam or exam reflection. Hats may not be worn during exams. Items, as noted, may be placed in the front of

the classroom. All electronic devices should be turned off during testing. Students are not to wear watches during the exam.

- Students may be requested to show a photo ID in order to take exams.
- Students will be given paper and a calculator to use during the exams; however, students need to bring their own #2 pencil, and eraser. Any items brought to the testing environment can be examined by the proctor.
- Questions/Problems: If a student has a problem during an exam, the student should raise his/her hand for assistance.
- Time Allowed for Exams: Exams are timed according to the number of exam items. Once the time has been called by the proctor, all students must log off the computer immediately and proceed to leave the room **quietly**.
- Confidentiality of Exam or Standard Exam Items: Test questions from course exams or standardized exams may not be written down or reproduced in any way. Reproduction of test items represents academic dishonesty and can fail the course associated with the exam and possible permanent expulsion from the Nursing program and college sanctions.

Some courses provide collaborative testing for exam evaluation. Students will remain in the examination room until all students finish the exam. Students are divided by the faculty into groups for collaboration. Students will have 45 seconds per exam item to discuss rationales, etc. and come to a consensus on the answer. No more than 2 points can be added to an individual's exam with collaborative testing.

INDIVIDUAL REVIEW OF EXAMS

Students can make an appointment with their mentor to review their exam. This appointment should be scheduled with the mentor within 5 business days after the exam grade is posted. Students receiving less than a 75 on any exam **MUST** meet with their advisor/mentor. Multiple exams are not permitted to be viewed at one sitting nor prior to final exams. Final exams are not reviewed.

EXAM ITEM APPEALS

If a student disagrees with the keyed answer on an exam, she/he must email the faculty member to explain their rationale for her/his chosen answer using the Exam Item Appeal Form (Appendix A).

- Student appeals must be emailed with the appeal form attached by within 36 hours of finished time of exam.
- Students may not appeal items on previous exams after this time has elapsed.
- One student may appeal a maximum of two (2) items on each exam.

POSTING OF TEST GRADES

- Exam grades will be posted on Desire2Learn within 48 hours of each test. Students are **NOT** to call to ask if grades have been posted or to ask for grades.
- Procedure to Receive Grades if They Are Not Posted: If a student's grade is not posted it is the student's responsibility to obtain exam grade(s) from the course faculty.

STANDARDIZED TESTING

Students must satisfactorily meet the requirements of each standardized content exam.

- Students who achieve below a level 1 on any required course standardized exam will receive an “I” for that course. A remediation plan developed by course faculty and approved by the Department Chair of Nursing will be completed, and the student will retake the exam. The student must achieve a level 1 or higher to have the “I” removed and course grade is given. Students who only achieve a level 1 will be placed on a remediation plan for academic success and will be required to achieve a level 2 in order to take the required RN-Predictor standardized exam 4th semester. (Includes Fundamentals, Care of Children, Medical Surgical, Maternal Newborn, and Mental Health.)
- Students who achieve a level 1 on first attempt of any required course standardized exam must complete a remediation plan developed by course faculty approved by the Department Chair of Nursing and retake the exam to achieve a level 2. Students who do not achieve a level 2 will be placed on a remediation plan for academic success and must achieve a level 2 to take the required RN Predictor exam in 4th semester. Students will work with the Department Chair of the Program for all retakes after the first retake.
- Additionally, each student must complete the RN-predictor exam to be eligible to graduate from the program.
- The following guide will be used to credit ATI assessments in courses (excluding Predictor):
 - Level 3 = 100
 - Level 2 = 90
 - Level 1 = 75
 - Less than level 1 = 65

DOSAGE CALCULATION POLICIES

Dosage calculation is taught in the first semester of the curriculum. Students are responsible for successfully demonstrating the ability to complete valid dosage calculations for safe client care. Students will complete dosage calculation competency modules/quizzes each semester to assure validation of skills needed to accurately complete calculations and give safe care. Specific course exams each semester will include dosage calculation items.

EXPECTATIONS OF STUDENTS, FACULTY, CLINICAL, COURSES, AND THE NURSING PROGRAM

STUDENT CONDUCT CODE

- Georgia Gwinnett College: Students are to follow the Code of Conduct found in the Georgia Gwinnett College Catalog and Student Handbook when involved in any college-related activity both on and off campus.
- Nursing Program: The Nursing Program policy regarding substance use and abuse goes beyond the College's policy. Any student who is suspected by appearance, actions, drug screening and/or odors, of using drugs and/or alcohol prior to and/or during classroom or clinical learning experiences will be asked to leave the classroom or clinical area. GGC policies regarding substance abuse on campus will be followed.

ACADEMIC INTEGRITY

The nursing program follows the Georgia Gwinnett College's policy on Academic Integrity found in the Student Handbook/Catalog.

CLASSROOM BEHAVIOR

- Eating and Drinking during Class Time: Students should refrain from eating in class. If necessary, dry snacks may be eaten and disposed of properly. Only water in a sealed container may be brought into classroom areas. During designated breaks and in appropriate designated areas, students may eat and drink.
- Class Breaks: Classes will have designated breaks. Students are asked to enter at breaks only if tardy to class.

SMOKING ON CAMPUS AND IN CLINICAL AGENCIES

Georgia Gwinnett College is a SMOKE-FREE campus and smoking is prohibited in all buildings. Many clinical facilities are also SMOKE-FREE and do not allow smoking in the buildings. Please use designated areas only for smoking.

EVALUATION OF THE NURSING PROGRAM

- Evaluation of Students: The objectives for each nursing course are noted in each course syllabus. Clinical objectives are derived from the program and course objectives. Students are evaluated each semester by their clinical instructor based on these objectives. Students should receive weekly feedback both verbal and via email regarding clinical performance, along with a mid-term and final clinical evaluation.
- Evaluation of Faculty and Courses: Students are requested to submit thoughtful evaluations of the following: (a) Faculty and Lab Instructors; (b) Clinical, Simulation and Skills Lab Experiences; and (c) Nursing Courses. These evaluations are used as assessment tools to identify strengths and weaknesses of the program as a basis for review and change.
- Evaluation at the Completion of the Program: At the completion of the Nursing Program students are asked to evaluate the total nursing program. This evaluation, along with all evaluations, is used as a way to assess the program and to determine its effectiveness and to make changes, which may improve the program.
- Evaluation at Six (6) Months to One (1) Year Following Graduation from the Program: As part of an ongoing process the Nursing Program must assess the performance of graduates. Six months to one year following graduation, graduates will receive an evaluation packet and will be asked to evaluate their progress and status as Registered Nurses. Current employers will also be asked to evaluate graduates' performance. The Nursing Program encourages graduates to take the time to fill out these graduate surveys and return them as directed.

CLINICAL EXPERIENCES: INFORMATION AND POLICIES

GENERAL INFORMATION

- Taking Valuables to Clinical Sites: Do not take valuables to clinical sites. GGC, the clinical site, nor the instructor can be responsible for any student items.
- Transportation to and Parking at Facilities: All transportation to clinical facilities and/or service-learning activities is the responsibility of the student. Students will park in designated parking areas only. There may be a daily parking charge at some facilities.
- Time Allowed in Clinical Agencies/Hospitals/Facilities: Students are not allowed in the clinical agencies, hospital or other facilities outside of the college used for evaluation purposes, except during assigned hours.

- Administration of Medications: To encourage safe and correct administration of medications, all Nursing Faculty or nursing staff are required to **check all** medications prior to administration and be **present** when medications are being administered. Agency policies regarding medication administration must be followed.
- Patient Assignment Procedure: Patient assignments may require students going to the clinical site the day before the scheduled clinical day. Each clinical course will have information about clinical requirements. No family members or friends may accompany students to the clinical area. Students must wear a GGC name badge and, if required, a facility name tag, professional attire, and lab coats when visiting the clinical area for GGC related activities.

ATTENDANCE AND CONDUCT

Expectation: Students are required to demonstrate professional behaviors during clinical, simulation, and clinical skills laboratory experiences. Students must report to clinical, simulation and clinical skills laboratory on time. Should an emergency requiring absence from clinical activities occur, the student must notify the supervising faculty prior to scheduled start time.

Conduct: Student conduct is expected to be professional at all times as representatives of GGC, the student body, and the nursing profession. The student is expected to have honesty and integrity in all matters related to student experiences related to enrollment at GGC. The GGC Student Code of Conduct is found at: <https://www.ggc.edu/student-life/student-affairs/docs/current-student-handbook.pdf#page=25>

Infectious/Contagious Diseases: Students who have a contagious disease, elevated temperatures, infectious condition and/or other health conditions which may jeopardize the health of clients, co-workers, and peers must not attend clinical experiences. These students will need to contact the clinical instructor regarding making up the missed experience.

Lateness: Students are required to arrive on time to the clinical and laboratory experiences at the assigned time. It is the student's responsibility to contact the instructor and agency within 30 minutes of the scheduled clinical time to notify of tardiness. Lateness to the clinical, simulation or lab setting is not tolerated and may result in non-participation and an unsatisfactory grade.

POLICY ON UNSAFE OR UNETHICAL PRACTICE BEHAVIORS

Unsafe or unethical behavior is any act of commission or omission that fails to conform to the accepted standards of nursing as defined in the current published American Association's Nursing *Scopes and Standards of Practice and Code of ethics for Nurses with Interpretative Statements*. Nursing students are responsible for their own acts, of commission or omission, in the clinical area while enrolled in the program. It is the responsibility of clinical nursing faculty to evaluate unsafe and unethical student behavior and initiate immediate dismissal from the clinical setting when appropriate. The clinical faculty member must report the incident to the course coordinator and Program Department Chair immediately.

A student who is removed from the clinical setting by the clinical faculty for unsafe or unethical behavior will not be allowed to continue in the clinical component of the course until the Department Chair of Nursing reviews the situation. The Department Chair will decide if the student is permitted to continue in the clinical course or should receive an unsuccessful grade in clinical and thus a grade of "D" for the course. Additionally, unsafe or unethical practice behaviors outside the clinical area should be

reported to by faculty to the Department Chair of the Nursing Program. The Department Chair will investigate the complaint and follow GGC code of conduct and/or the nursing professional behavior policy. The student may follow the grade appeal process outlined in the GGC Student Handbook.

PATIENT CONFIDENTIALITY

Patient information should be handled according to *The Standards for Privacy of Individually Identifiable Health Information of the Health Insurance Portable and Accountability Act of 1996 (HIPAA)*. Violations of this act may result in failure of the course and/or dismissal from the nursing program. No records are to be photocopied or taken from the legal chart. Students may retrieve the minimal necessary patient information needed to care for the patient; however, **NO PATIENT IDENTIFIERS** (name, the medical record number, room number, and birthdate) may be on the information used to prepare for clinical experiences or clinical documentation. No photographs of student peers or faculty in laboratory experiences may be taken without written permission of the person (s) being photographed. Additionally, **persons in the clinical settings may not be photographed, including patient educational opportunities (i.e., wound care, procedures, etc.).**

CLINICAL DRESS CODE

Specific rules concerning uniform regulations are as follows:

- a) Identification: Students need to wear their Georgia Gwinnett College Nursing Student identification badge. Some institutions will require additional identification to be worn during clinical experiences.
- b) Appropriate Dress
 - a. A lab coat or scrub jacket with the Georgia Gwinnett College emblem over the left shoulder may be worn. Students may wear a plain white tee-shirt or a plain white turtleneck with long sleeves under the uniform top as needed. White socks or hose should be worn with the uniform. No colored socks should be worn. All uniforms must be clean, unstained, and neat at all times.
 - b. If a student chooses to wear the skirt version of the uniform, then stockings must be worn without holes and runs.
 - c. If religious scarf or head apparel is worn, the color of the scarf or head apparel should be a neutral (black, beige, tan, grey, white or GGC green) solid color.
- c) Types of Shoes Worn with Uniforms: Shoes must be white, leather-type nursing or sport/walking shoes. Clogs, canvas tennis shoes, high tops, and shoes with brightly colored trim are not to be worn. Shoes and laces must be clean.
- d) Cleanliness/Odors: Cigarette odors on a student's breath, body, or uniform may be distressful to others. Students need to take measures to avoid distressing others. Do not use products with strong smells such as cologne, aftershave, or perfume.
- e) Hair/Makeup/Nails: Hair must be clean, neat, appropriately styled, worn off the face and collar. Male students are expected to keep beards and mustaches trimmed, neat, and clean. Hair ornaments are not to be worn in the clinical areas. This includes but is not limited to, hats, caps, and large bows. Make-up should be minimal and professional. Fingernails must be no longer than ¼ inch in length. Nail polish must be free of cracks and chips. A solid nail color without stickers or gems may be worn and artificial nails are prohibited.
- f) Wearing of Jewelry: Bracelets of any kind are not acceptable while in uniform. Necklaces must be concealed by the uniform. Wedding rings or bands are permitted. If a student has pierced ears, only one set of stud-style earrings are permitted to be worn at the hospital (no loop

earnings). No other body piercing jewelry may be visible. This includes tongue and/or nose rings/nose studs.

- a. Religious/Medical alert jewelry which must be worn should be clean and covered.
- b. Ear Holes: If large holes in the earlobes are present, plain flesh-colored plugs should be used while in clinical, simulation, or lab experiences.
- g) Chewing of Gum and Eating: Chewing of gum during clinical, simulation, and clinical lab experiences is not permitted. Most agencies/facilities do not allow eating or drinking on the clinical units/floors. Eating and drinking should be reserved only for breaks in designated areas.
- h) Site policies must be followed, which may include covering of tattoos while in patient care areas. Visible body art, such as tattoos, are acceptable except on the neck or face. Tattoos with nudity, profanity, or inappropriate depictions or words are not appropriate and should be covered at all times.
- i) Students may not be employed as a "Georgia Gwinnett College Student Nurse" and may not wear their student uniform or name tag for any purpose other than a clinical experience that is a part of the GGC Nursing Program. This includes "shadowing" experiences outside of clinical time.

PLEASE NOTE: Students must also adhere to an additional clinical agency policies related to dress code.

DRESS CODE FOR GGC SIMULATION AND NURSING PRACTICE LAB

During scheduled practice, validation, and simulation, students should follow the Clinical Dress Code as outlined above.

DRESS CODE FOR OPEN PRACTICE LAB

Students do not have to wear uniforms or lab coats for open lab. However, the following items are considered inappropriate for practice lab: tank tops, halter tops, mid-riff baring shirts, visible underwear, open-toed shoes/sandals, and high heel shoes.

CLINICAL LAB, VALIDATION, AND SIMULATION LABORATORY INFORMATION AND POLICIES

CLINICAL PRACTICE & SIMULATION LABORATORIES

The purpose of the Clinical Practice and Simulation Laboratories is to provide an opportunity for all students to learn the skills necessary to provide safe, competent nursing care. Each student must meet the lab requirements found in the laboratory manual.

- Clinical Practice Lab: Specific hours will be determined according to the requirements of the nursing courses and posted prior to the beginning of each semester. Hours may vary semester to semester.
- Eating and drinking in the Clinical Practice Lab: There is no eating and drinking in the lab during clinical practice sessions. Bottled water with a lid may be brought to lab classroom areas.
- Laboratory Areas: Students need to put lab units in order after completion of practice.
- Universal/Standard Precautions: Universal/standard precautions are observed in all laboratory experiences.
- Taking Supplies from the Lab Area: No supplies should be taken from the laboratories.

OPEN PRACTICE LAB

The purpose of the Open Practice Laboratory is to provide an opportunity for all students to practice the skills necessary to provide safe, competent nursing care.

- Open Practice Lab Hours: Specific hours will be posted prior to the beginning of each semester. Hours may vary semester to semester.

LAB REQUIREMENTS

- Satisfactory Lab performance is a requirement of all Courses: To successfully complete courses with laboratory experiences, students must satisfactorily complete all laboratory requirements. See specific course syllabi and laboratory manual for evaluation criteria.
- Practice and Preparation for Laboratory: Students are expected to be prepared for each laboratory experience. This may include the following: reading in the nursing text, viewing the assigned videos, and completing required peer validations.
- Nurse Pack Requirements: Students must use the Nurse Packs to practice nursing skills. Nurse Packs are purchased at the beginning of the nursing program and are used throughout the program. Students are to bring Nurse Packs to the practice lab.
- Lab Manual: Students should familiarize themselves with the laboratory manual each semester. The manual is located on appropriate course D2L sites.

GENERAL STUDENT INFORMATION AND POLICIES

APPEALS PROCESS FOR ACADEMIC OR UNSATISFACTORY CLINICAL PERFORMANCE

The Nursing Program follows the college academic standards of progress: GGC grade appeals policy and process for a course or unsatisfactory clinical performance. See <https://www.ggc.edu/student-life/student-affairs/docs/current-student-handbook.pdf#page=57>

FINANCIAL AID/SCHOLARSHIP OPPORTUNITIES

A student should complete a Free Application for Federal Student Aid (FAFSA) to be considered for financial aid at Georgia Gwinnett College. The FAFSA serves as the initial application for all Federal Grants and Loans in addition to being one of the ways a student can apply for HOPE Scholarship. The FAFSA becomes available each year on January 1 and must be renewed each year. Go to Georgia Gwinnett website and search “financial aid.”

NURSING OFFICE

The Nursing Office is located in the Allied Health and Science Building 2nd floor. The hours are M-F 8:30 a.m. – 4:30 p.m. Faculty offices are located throughout the GGC campus. Faculty may be contacted by GGC email.

ANNOUNCEMENTS

Course announcements may be found on the course Desire2learn website. Other announcements will be sent to the student’s GGC email. Any changes to procedures or policies once the academic year begins will be communicated to students using his/her GGC email and/or D2L course sites.

STUDENT INFORMATION AND RECORDS

Student information is protected by FERPA guidelines ([FERPA](#)). Student’s wishing to have their academic records shared with other institutions or individuals must complete the appropriate form. Student demographic information is kept by the enrollment management office along with the School of Health

Science (SHS) Program Specialist for the purpose of improving the nursing program to meet student needs. If any changes of this information occur, please notify the appropriate office to update your records. If a student wishes to use a GGC faculty member as a professional/school reference for employment, the student must complete the Letter of Recommendation & Permission to Release Education Record Information Form (Appendix E) and return to the faculty member.

ASSIGNMENTS

Students are to give required paperwork and/or assignments directly to the faculty member.

USE OF ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices are used in the program, and all use of such devices must comply with GGC's *Acceptable Use of Information Technology Resources Policy*. Students must mute sounds on electronic devices while in the classroom and clinical areas. Recording and photography are prohibited in the clinical setting. When outside GGC, agency policies must be followed and supersede this policy regarding use of electronic devices. Students need to make themselves aware of agency policies. Use of smart devices (phones, watches, etc.) is prohibited during testing and should be removed.

REPRODUCTION OF ANY EVALUATION MATERIALS

The nursing program follows the GGC Academic Integrity policy. Students are not to reproduce and/or disseminate any examination and/or standardization examination in any way. No evaluation documents are to be altered by students.

CHILDREN IN CLASS, CLINICAL, OR SKILLS LABORATORY

No visitors including children are allowed in the classroom, clinical practice laboratory, simulation laboratory or at clinical sites.

EMPLOYMENT

Safety in the clinical area is of primary importance. It is recognized that students often have many obligations in addition to schooling. However, faculty members may determine that a student's fatigue, lack of alertness, lack of preparedness, or behavior that seems to be influenced by drugs or alcohol may place patients in jeopardy. Faculty members have the prerogative to send the student home potentially resulting in a clinical and course failure. Furthermore, faculty may record for permanent entry to the student's file. If drugs or alcohol are suspected faculty and/or the clinical agency may require immediate drug and/or alcohol testing. Testing is at the student's expense.

PROGRAM EXPENSES

- **Nursing Fees:** Nursing students will pay a \$250.00 lab fee along with a \$395.00 nursing program fee each semester the student is enrolled in nursing courses. This fee is for costs of standardized testing and ATI academic support materials, along with clinical skills and simulation laboratory costs.
- **Computer:** Nursing students must have access to a laptop computer or tablet device during the program. Although there are computers for use by GGC students on campus, the nursing program has some hybrid courses, where computer access off campus would be necessary and offer convenience for student learning.
- **Books:** Each year there will be required e-textbooks or textbook bundles, resources, and supplies for each course. See specific course syllabi for requirements. Although electronic books and applications are recommended and are primarily used in the nursing program, students when available can purchase non-electronic resources. Students are NOT allowed to "share a textbook bundle" but must purchase his/her own individual textbooks and other course resources.
- **Uniforms and other required nursing supplies:** Upon acceptance into the Nursing Program, students are sent information concerning the purchase of uniforms. See clinical dress code for specific

requirements and equipment. Additional items needed include but not limited to: penlight, bandage scissors & Hemostat, nursing uniform, white nursing shoes, watch with second hand, stethoscope, blood pressure cuff, and lab coat.

- GGBANS: It is strongly recommended that students join GGBANS (Gwinnett Grizzly Bears Association of Nursing Students), the student nurses' organization. When financially possible, the first-year membership will be paid by the School of Health Sciences and after that is the responsibility of each student.
- Nursing School Pin: Pins may be purchased prior to the pinning ceremony at the time of graduation. The official pin of the nursing program is the ONLY pin used at the pinning ceremony.
- NCLEX-RN Examination/Georgia Board of Nursing Fee: Application and fees are made directly through the Georgia Board of Nursing website by each eligible student.
 - Georgia Board of Nursing Application..... \$40.00*
 - NCLEX Examination Application \$200.00***(Costs are subject to change)*
- A final transcript of grades must be sent as a part of the Georgia Board of Nursing application.

HEALTH REQUIREMENTS AND RESPONSIBILITIES

Physical Examination/Immunizations/TB Testing: Students entering the program must have a physical exam and the required immunizations and lab tests. Some clinical facilities may require additional health information and copies of all health forms. Any student who has not completed all health information listed below will be prohibited from clinical attendance, which may result in clinical and course failure. . In addition, a TB skin test must be obtained prior to entering the first year of the program and annually thereafter while in the program in order for students to practice in the clinical facilities. Some clinical sites may require more frequent TB screenings. If a student has had a positive TB skin test in the past, the student must submit a TB symptom analysis signed by a healthcare provider (done annually), a chest X-ray performed within the last 5 years, and proof of treatment, if applicable. Instead of symptoms analysis and chest X-ray, students may also submit a TB blood test "T-spot." Prior BCG vaccination is not an indication to skip TB skin test or blood test. The link to the required form is: <http://dph.georgia.gov/sites/dph.georgia.gov/files/TB-SymptomScreenEnglish.pdf>.

You must provide documentation of the following immunizations and/or titers. **All immunizations must be on a printed report from GRITS or from the Health Department.**

- Hepatitis B: You must obtain a titer for immunity to hepatitis B. If the titer does not indicate you have immunity, then you will need to obtain a booster dose of hepatitis B vaccine. All students are encouraged to protect themselves by obtaining the hepatitis B vaccine series. Students who refuse the series, or who do not have documented immunity, must sign a waiver documenting the student assumes responsibility should an exposure occur.
- Varicella: You must provide documentation of completing 2 doses of varicella vaccine or a lab titer demonstrating immunity. A history of having chicken pox is insufficient evidence of immunity.
- Measles/mumps/rubella (MMR): You must provide documentation of completing 2 doses of measles/mumps/rubella (MMR) vaccine within the last 10 years or a lab titer demonstrating immunity.

- Tetanus/diphtheria/pertussis (Tdap): You must provide documentation of completing a single dose of tetanus/diphtheria/pertussis (Tdap) vaccine in the last 10 years. If Tdap was given more than 10 years ago, a Td booster within 10 years is acceptable.
- Influenza: You must submit documentation of annual influenza immunization each year by October 15.
- COVID-19: You must submit documentation of completing the COVID-19 vaccination series.
- Drug Screening/Background Checks: Students are required to submit a background and drug screen clearance once admitted into the nursing program prior to the first clinical rotation. After that, as determined by the clinical agencies, students may be required to re-test and have another background check completed. Students, who re-enter the nursing program after a year from entry into the program, must complete another background and drug screening. If the clinical agency identifies an issue with a student's background/drug screen checks, the student may not be able to attend clinical. If possible, GGC will place the student at another clinical site, if available, only after allowing the clinical site to review the results of the student's background/drug screen to determine placement.
- Clinical Credentialing: Students must complete various clinical site materials prior to attending clinical each semester, along with proof of BLS, immunizations, TB test, drug screening and background checks. These documents are uploaded in databases by the students. Students will be notified if any documents are expired or incorrect. It is the **student's responsibility** to have current and correct documents loaded to the database for clinical clearance. Failure to maintain all requirements as current will prevent students from attending clinical and will result in an unsatisfactory grade for each clinical day missed because of noncompliance. There may be costs associated with credentialing processes.
- Health Care Responsibilities: As a part of the contractual agreement between Georgia Gwinnett College and the facilities used for clinical experiences, students must assume financial responsibility for any injury received during their clinical experience. Students are responsible for all expenses related to their own health care while enrolled in the Nursing Program.
- If a student is exposed to a blood or biohazard exposure while completing GGC program activities, institutional policies will be followed on and off campus. Students will be responsible for the costs associated with exposures. Health and Accident insurance for students is available through NSNA (National Student Nursing Association), Kaiser Bridge Program or through Board of Regents.

STUDENT HANDBOOK AND COURSE SYLLABUS

The course syllabus provides the student with important information related to the semester course. It is the student's responsibility to read and adhere to policies and procedures in the syllabus. Additionally, upon entrance into the nursing program, students will sign an acknowledgement of receiving and reading the student handbook. This form will be kept in the student's file in the SHS office.

GRADUATION REQUIREMENTS

Refer to the Georgia Gwinnett Catalog concerning the requirements for graduation.

ADDITIONAL POLICIES

Please see the Gwinnett College Student Handbook/Catalog for all College Academic and Student

Policies. As a student of GGC, it is the expectation that these policies are followed.

STUDENT SUPPORT SERVICES AND ACTIVITIES

There are many support services available to Georgia Gwinnett College students. These are listed in the Georgia Gwinnett College Catalog and the Georgia Gwinnett College Student Handbook

Nursing students are encouraged to participate in all campus activities and clubs and to become an active participant in campus life. Refer to the Georgia Gwinnett College Catalog and Georgia Gwinnett College Student Handbook for the list of clubs and activities.

NURSING CLUBS AND ORGANIZATIONS

NATIONAL STUDENT NURSES ASSOCIATION (NSNA) AND GWINNETT GRIZZLY BEARS ASSOCIATION OF NURSING STUDENTS (GGBANS)

- This is an organization for nursing students, which helps to promote professional and social unity among the nursing students, to keep nursing students aware of current issues and trends in nursing and health care, and to promote understanding of professional responsibilities. Yearly school membership dues are paid by the nursing program. When financially possible, first-year membership dues are paid by the SHS; thereafter, students pay for membership fees. Officers and faculty advisors are elected each year. More information can be found at [the National Student Nursing Association website](#).

NURSING STUDENT GOVERNMENT (NSG)

- This organization is comprised of class officers from each cohort. The graduating cohort President serves as the NSG President for that semester. The organization helps promote unity among the program's nursing students and assists with the coordination of student activities on campus. These officers also assist in the planning and implementation of New Student Orientation and the Pinning Ceremony.
- It is the expectation that students attending GGBANS and NSG activities on or off campus will adhere to the GGC Code of Conduct and SHS Professional Behavior Policy.

STUDENT REPRESENTATION ON NURSING PROGRAM COMMITTEES

- Some SHS committees have positions for student representation. Students for these positions will be solicited and approved by the faculty. Portfolio letters will be provided for service on the committee.

APPENDIX A – EXAM ITEM APPEAL FORM

Exam Item Appeal Form

Exam Item Appeal Policy

1. If a student disagrees with the keyed answer on an exam, they must email the faculty member to explain their rationale for their chosen answer using the Exam Item Appeal Form.
2. All appeals must be submitted to the faculty within 36 hours of the exam completion.
3. Students may not appeal items on exams after this time period has elapsed.
4. Students may appeal a maximum of two items on each exam.

Name:

Class:

I am appealing the test item:

Rationale (Explain why you believe the test item is incorrect)

Reference Source (Cite up to three published classroom resources to validate your appeal.)

- 1.
- 2.
- 3.

Form developed by Morrison et al. 2006

APPENDIX B – STUDENT HANDBOOK ACKNOWLEDGMENT FORM

Student Handbook Acknowledgement Form

This is to certify that I have read the SHS Nursing Student Handbook and understand the contents of the handbook.

Print Full Name

Signature

Date

Return the signed form to the Nursing Office in H-2209 no later than one (1) week after the first day of class.

APPENDIX C – HEALTH INSURANCE LIABILITY ACKNOWLEDGMENT FORM

Georgia Gwinnett College School of Health Sciences
Health Insurance Liability Acknowledgement Form

Student Name

Health Insurance – evidence of personal health insurance coverage is mandatory.

Should an injury or illness occur to a nursing student during a scheduled clinical or class activity, the student is responsible for all expenses incurred for medical care or treatment of the injury or illness. All students who have paid their student activity fees are eligible to be seen and treated at Georgia Gwinnett College Health Center. If an injury should occur in a clinical facility during a clinical activity, the student can be seen in the nearest emergency room. The student is responsible for any expenses incurred for treatment received in a clinical facility.

Your signature on this document indicates that you understand the above statement. Signatures:

Student

Date

Witness

Date

APPENDIX D—RECOMMENDATION LETTER & PERMISSION TO RELEASE EDUCATION RECORD INFORMATION



Letter of Recommendation

Permission to Release Education Record Information

Please submit this form to the individual who you have requested the Letter of Recommendation from.

Student Name: _____ Student 900#: _____

I authorize _____ to write a letter of recommendation on my behalf to:

Recipient Name	
Address	
Phone Number	
Email	

The following information may be included in the recommendation letter (mark all that apply):

___ Grades ___ Courses Attended ___ Other: _____
___ GPA ___ Academic Performance

Check One: ___ I waive ___ I do not waive my right to review a copy of the letter at any time in the future.

Student Signature

Date

Note: Please assist the faculty member in preparing your reference by providing supporting information along with your request. Examples of information that might be helpful: a resume, a transcript, samples of previously completed academic work, etc. and information about the graduate program or position for which you are applying.

This form is being provided to assist you and your faculty in the permission process for student recommendations and references.

It is recommended that this release be kept on file for at least one (1) year. If you have questions concerning the confidentiality and release of student information, please contact the Registrar's Office at 678-407-5700 or by email at ggcregistrar@ggc.edu.

Please provide the student with a copy of the completed form. Additionally send a copy of the completed form to the Registrar's Office.