



**NURSE EDUCATION DEPARTMENT
STUDENT HANDBOOK
DAY AND EVENING OPTIONS**

2025-2026



www.massasoit.mass.edu

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Disclaimer: The Massasoit Nurse Education Department Student Handbook is reviewed and revised annually according to the systematic evaluation plan and as needed. The Nurse Education Department reserves the right to revise the content of the Student Handbook with appropriate notice to students as necessary. Students will be notified of any changes in a timely manner.

May 2021; Reviewed May 2022; Reviewed/Revised September 2022; August 2023; Revised December 2023; Review/Revised Summer 2024/Revised Summer 2025

WELCOME

Welcome to Massasoit Community College Nurse Education Program. The administration, faculty, and staff look forward to working with you in your program of study and believe in your success.

Massasoit Community College Nurse Education program began in 1968 and graduated its first class in 1970. In May 2025 Massasoit graduated its 54th nursing class. Massasoit offers nursing options both day and evening. Our program is committed to providing an education based on professional nursing standards. Most of our graduates are employed in local health care facilities. The Nursing Program strives to assist students to realize their full potential. The faculty and staff value respect, caring, esteem, nurturing, and critical thinking in each other, our students, and the community.

We are a two-year program leading to an associate in science degree in Nursing. Graduates of the Program are eligible to take the NCLEX Exam for licensure as Registered Nurses. The Program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3390 Peachtree Rd. N.E., Suite 1400, Atlanta, GA 30326, Telephone: 404-975-5000, Fax: 404-975-5020. Full approval status has been granted to the Program by the Massachusetts Board of Registration in Nursing, 250 Washington Street, Boston, MA 02108 Main (800) 414-0168 Alternate (617) 973-0900.

This Nursing Student Handbook has been designed to provide enrolled students with general information regarding the program of study, requirements, policies, and guidelines that pertain to the Nursing Education Program. It is important you understand the content of this handbook and refer back to it when necessary. Refer to the *Massasoit Student College Handbook* for information specific to the college. We wish you a successful and enriching journey.

Susan E. Clover, MS, RN, ACM, Associate Dean of Nurse Education

Janice M. Hagman, MSN, RN, Nursing Chair

The Nursing Faculty

NURSING DEPARTMENT ADMINISTRATION AND FACULTY

DEAN OF HEALTH SCIENCES

Catherine Powers-Ozyurt, EdD, GCPH, LSW

ASSOCIATE DEAN OF NURSE EDUCATION

Susan Clover, MS, RN, ACM

DEPARTMENT CHAIR

Janice M. Hagman, MSN, RN

FULL-TIME FACULTY

Stephanie D. Berry, BSN, RN, CLC

Angela Bonin, BA, MSN, RN

Susan Cahill, MS, RN, CCRN

Eileen Comeau, MSN, RN, ANP-C, APRN-BC, CHSE, CNE

Bethann Davis, RN, MS, ANP

Joyce Hyslip-Ikkela, RN, MSN, CCE, CLC

Megan Jacobs, RN, MSN, APRN-C, FNP

Jeanne Pacheco, RN, DNP, MSN,

Maura Rodenbush, RN, MS, PNP

Sarah Son Theroux, RN, DNP, FNP, MFA

Cheryl Thompson, MSN, GC, RN

Patricia Willis, PhD, RN

ADMINISTRATIVE ASSISTANTS

Gail Bergin	gbergin@massasoit.mass.edu	Ext 1762	H554
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Teri Willis	twillis@massasoit.mass.edu	Ext 1750	H332

Revised August 2023, June 2024, July 2025

September		FALL 2025
Sep 1	Mon	Labor Day (College closed)
Sep 2	Tue	Opening Day
Sep 3	Wed	Fall classes begin
Sep 9	Tue	Last day to add/drop full-semester classes
October		
Oct 9	Thu	Fall Accelerated Session begins
Oct 13	Mon	Indigenous Peoples'/Columbus Day (College closed)
Oct 14	Tue	Last day to add/drop Accelerated Session classes
Oct 23	Thu	Professional Development Day (no day classes)
November		
Nov 3	Mon	Spring 2026 Registration opens
Nov 11	Tues	Veterans Day Observed (College closed)
Nov 26	Wed	Thanksgiving Recess (No classes beginning 4pm Wednesday evening)
Nov 27	Thu	Thanksgiving Recess (College closed)
Nov 28	Fri	Day after Thanksgiving (No classes; College open)
December		
Dec 4	Thu	Last day to withdraw from Fall classes
Dec 10	Wed	Last day of Fall classes; Wednesday evening finals held
Dec 11 – Dec 17	Thu-Wed	Final exams

Dec 22	Mon	Fall grades due
Dec 25	Thu	Christmas Day (College closed)
January		Spring 2026
Jan 1	Thu	New Year's Day (College closed)
Jan 2	Fri	Winter Session begins
Jan 10	Sat	January conferral for fall graduates
Jan 13	Tue	Last day to withdraw from Winter Session classes
Jan 16	Fri	Last day of Winter Session classes
Jan 19	Mon	Martin Luther King Jr. Day (College closed)
Jan 20	Tue	Opening Day
Jan 21	Wed	Spring classes begin
Jan 27	Tue	Last day to add/drop full-semester classes
February		
Feb 11	Wed	Spring Accelerated Session begins
Feb 16	Mon	Presidents' Day (College closed)
Feb 17	Tue	Last day to add/drop Accelerated Session classes
March		
Mar 15 – Mar 22	Sun – Sun	Spring Break (No classes; College open)
Mar 30	Mon	Summer 2026 Registration begins
April		
April 9	Thu	Professional Development Day (no day classes)
Apr 13	Mon	Fall 2026 Registration opens

Apr 20	Mon	Patriots' Day (College closed)
Apr 23	Thurs	Last day to withdraw from Spring classes
May		
May 6	Weds	Last day of Spring classes; Wednesday evening finals held
May 7-13	Thur-Wed	Final exams
May 18	Mon	Spring 2026 grades due
May 21	Thur	Commencement and May conferral for spring graduates
May 25	Mon	Memorial Day (College closed)

PHILOSOPHY OF NURSING

The philosophy and mission of the nurse education department is in accord with the philosophy, mission, and goals of Massasoit Community College. The faculty of Massasoit Community College Nurse Education department recognizes faculty members, staff, nursing students, and members of the health care team as unique, diverse, caring, and highly committed individuals. The faculty has designed the philosophy and curriculum around metaparadigms of person, environment, health, nursing, nurse education and the associate degree nurse.

PERSON: All individuals are viewed as unique cultural, and spiritual beings who function as a whole in response to their environment. The individual exists as a member of society interacting with other individuals, families, groups, and the community. Each individual is capable of growth and adaptation as they interact with the environment to meet basic human needs. The faculty believes that each individual is worthy of respect, and dignity with a right to influence their own destiny.

ENVIRONMENT: The environment consists of constantly changing internal and external forces that influence the development of the individual and affect the individual's basic needs and health status. Rapidly changing forces contour the culture and practice of the health care environment and its complexities. The impact of the environment affects individual health care outcomes, nursing practice and health care delivery.

HEALTH: Health is a dynamic process fluctuating along a continuum of wellness to illness throughout the lifespan. Optimal health encompasses body, mind, and spirit. Health involves the ability of the individual to adapt internal and external factors to achieve an optimal level of wellness. Optimal health is achieved when mind, body, and spirit are in congruence.

NURSING: Nursing is an essential health care profession that is both an art and a science. Nursing is practiced independently and collaboratively in the context of organizations and communities.

The practice of nursing is based on theoretical principles and a unique body of knowledge derived from behavioral, social, natural and health sciences. Nursing is a dynamic interactive process concerned with the individual as a holistic being, throughout the life span. Nursing makes a distinct contribution to individuals, families, and communities promoting health, reducing risk factors, preventing disease, managing illness, and supporting individuals in all phases of living and dying. The nurse is a presence, demonstrating caring behavior, who applies critical thinking to bridge the gap between technology and the human responses to illness and disease. Nurses operate from a scientific base utilizing the nursing process for integrating concepts and implementing therapeutic nursing interventions. Nursing continues to develop and redefine its knowledge base through scholarship, utilization of research and appreciation of evidence-based practice.

PHILOSOPHY OF NURSING (continued)

NURSE EDUCATION: The faculty believes that nurse education should occur in institutions of higher learning. Learning is a goal directed lifelong process that changes behavior. The goal of the Nurse Education program is to facilitate student learning through the assimilation of knowledge, judgment, skill, and values of the professional nurse. Teaching and learning is an interactive process between the learner and the environment where the learner progresses from a simple to complex knowledge base. The student is an active participant in this process and is responsible for his/ her own learning.

Faculty serves as role models for caring, collaborating, delegating, and implementing competent nursing practice. Faculty provides learning experiences utilizing current technologies and evidence-based practice, which guide the student toward program outcomes.

Faculty scholarship strives to provide a broad knowledge base, skills to think critically and creatively, communicate effectively, develop self-understanding, adapt to, and institute change. Faculty scholarship is ongoing and seeks to add to the body of nursing knowledge. Nurse scholars aim to research and utilize ever-changing theory towards the pursuit of nursing knowledge and excellence in nursing practice. Teaching strategies are designed to produce specific cognitive, psychomotor, and affective changes while fostering critical thinking. Nurse education must be dynamic and responsive in preparing students for the current and future nursing needs of people in a changing health care delivery system.

THE ASSOCIATE DEGREE NURSE: The graduate of the Nursing Education program is prepared to function as an entry-level practitioner in a variety of settings. Professional nurses provide nursing services to individuals of all ages and to families in a wide variety of settings where they practice with varying degrees of independence and complexity.

The scope of practice of the AD nurse includes: application of critical thinking skills, utilization of the nursing process in the delivery and management of patient care, therapeutic communication with culturally diverse individuals, families, and groups, health teaching and advocacy, implementation of technical skills, utilization of evidence-based research, delegation and accountability while acting within the legal and ethical boundaries of the profession (NOADN).

Reviewed 5/2020, 5/2021, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025

The Conceptual Framework of the Massasoit Community College Nurse Education Department

The conceptual framework serves as the foundation for the design, development, and outcomes of the Nursing Program. The diagram is reflective of the program's mission statement and the philosophy, which supports the premise that Nursing is both an art and a science.

Caring

At the center of the diagram is the heart, which contains the core concepts of the framework. The “art” of nursing is conceptualized as Caring. Faculty believes that in addition to being an essential component of nursing practice, caring fosters a nurturing learning environment, which empowers faculty and students to engage in a collegial dialogue, innovation, creativity, and collaboration. A nurturing learning environment supports our stated values of respect, excellence, and ethical behavior, and inspires commitment to wellbeing in self and others. Faculty believe that students will internalize what they experience in the academic setting and practice accordingly when they enter the nursing profession.

Critical Thinking and the Nursing Process

Within the heart, the “science” of nursing is represented by Critical Thinking and the Nursing Process. Faculty teaches nursing theory in an interactive manner to promote critical thinking, stimulate cognitive skills, and facilitate application of theory to practice. Faculty encourages active student participation in the learning process to foster a spirit of inquiry and to promote the development of clinical reasoning and clinical judgment. Faculty believe that the Nursing Process is a common thread that connects each course in the curriculum and is a core component of nursing practice.

Nursing Knowledge, Nursing Competencies, Professional Nursing Values, and Nursing Role Development

Framing the central concepts of the framework are the four structural concepts of Nursing Knowledge, Nursing Competencies, Professional Nursing Values, and Nursing Role Development, which provide the major teaching themes for the curriculum. These four concepts intersect with the paradigms of **Person**, **Environment**, **Health**, and **Nursing** in order to define the curriculum.

Nursing Knowledge

The faculty presents Nursing Knowledge as a combination of bio-psychosocial, cultural and spiritual concepts. These concepts are related to the **Person** (individual, family, group or community) who interacts with a dynamic **Environment** while attempting to optimize **Health** outcomes. **Nursing** practice utilizes knowledge of health sciences, growth and development across the lifespan, and evidence-based practices to assist the person toward mutually agreeable health goals. Respect for the unique needs and perceptions of the diverse populations in our communities, our nation, and throughout the world is a major theme throughout the curriculum.

Nursing Competencies

This curriculum has seven end of program learning outcomes that are framed as Nursing Competencies. These competencies relate to nursing process, teaching and learning, technical skills, roles and responsibilities, knowledge base, communication, and diversity. Review of outcomes recommended by the following organizations supports these educational goals: American Nurses Association's Standards of Practice, Massachusetts Board of Registration in Nursing Rules and Regulations, Massachusetts Nurse of the Future Competencies, Quality and Safety Education for Nurses (QSEN) Competencies, National League for Nursing's ADN Competencies, the PEW Commission, and National Patient Safety Goals.

Professional Nursing Values

Professional Nursing Values encompass the moral, ethical, legal, and advocacy components of the nursing curriculum. The American Nurses Association's Code of Ethics provides the basis for moral decision-making and the core values of the nursing profession. The Massachusetts Board of Registration in Nursing Rules and Regulations provide the legal framework. The curriculum emphasizes students' values development and faculty serve as role models for professional standards and behavior. Civility, mutual respect, honesty, and accountability are expectations of faculty and students alike. Students are encouraged to demonstrate community service through activities sponsored by the Nurse Club.

Nursing Role Development

The direct focus of the curriculum is to assist with the development of the novice student nurse into the associate degree nursing (ADN) graduate role and socialization to the new registered nurse practice role. The curriculum strongly supports lifelong learning and encourages nursing graduates to take advantage of articulations with baccalaureate level nursing programs after achieving NCLEX-RN success. Advanced role development is discussed throughout the curriculum and culminates in the Nursing Seminar course.

Nursing courses in the curriculum have a theory component and most also have a laboratory, and clinical component. The curriculum incorporates a simple to complex teaching approach. Nursing concepts are sequenced so that foundational principles related to professional nursing, health, and practice environments are taught in the first nursing course. Subsequent courses offer greater complexity of cognitive theory, nursing skills, and attitudes.

Faculty develops laboratory activities and clinical simulations to promote psychomotor learning and critical thinking in a supervised environment. Activities are designed to promote technical skill and clinical judgment, and to facilitate collaborative problem solving at increasing levels of complexity.

Partnerships with a variety of community healthcare facilities provide clinical opportunities for students to utilize the three domains of learning (cognitive, affective and psychomotor) through faculty-supervised patient care. Faculty believes that experiential clinical activities enhance students' abilities to think critically, reflect thoughtfully, and provide culturally sensitive, evidence-based nursing care to diverse populations.

This nursing curriculum is reviewed on an ongoing basis for currency and rigor. Faculty believes that innovative teaching, learning, and evaluation strategies are essential to meet the learning needs of our diverse student population. The curriculum is flexible to reflect current societal and healthcare trends and issues. Emphasis is placed on appreciation for research,

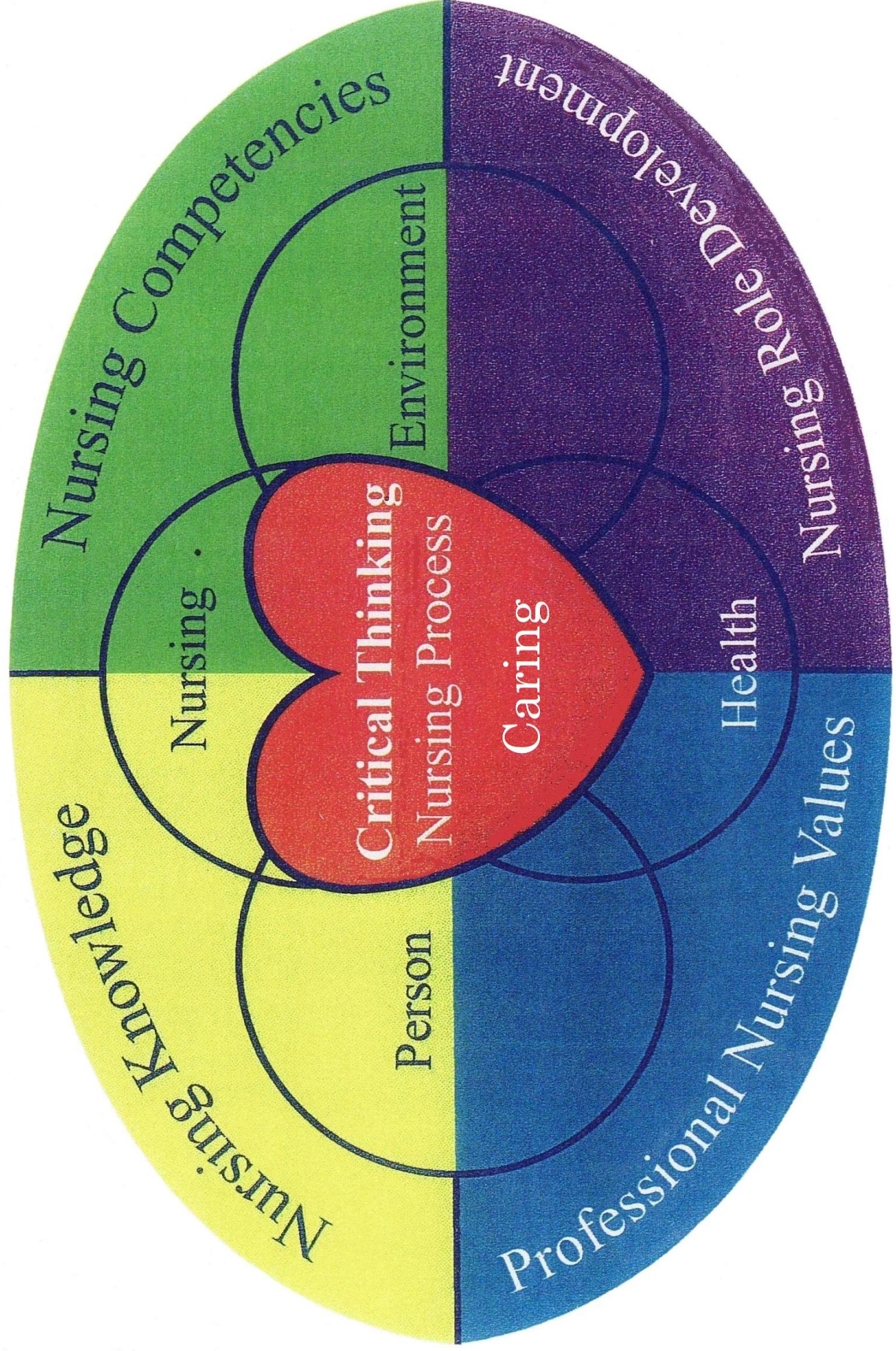
Nursing Role Development- continued

utilization of evidence-based practice, and collaboration with other healthcare disciplines. The systematic evaluation plan demonstrates the ongoing evaluation of the curriculum.

Reviewed June 2023, June 2024, July 2025

CONCEPTUAL FRAMEWORK

CRITICAL THINKING - NURSING PROCESS - CARING

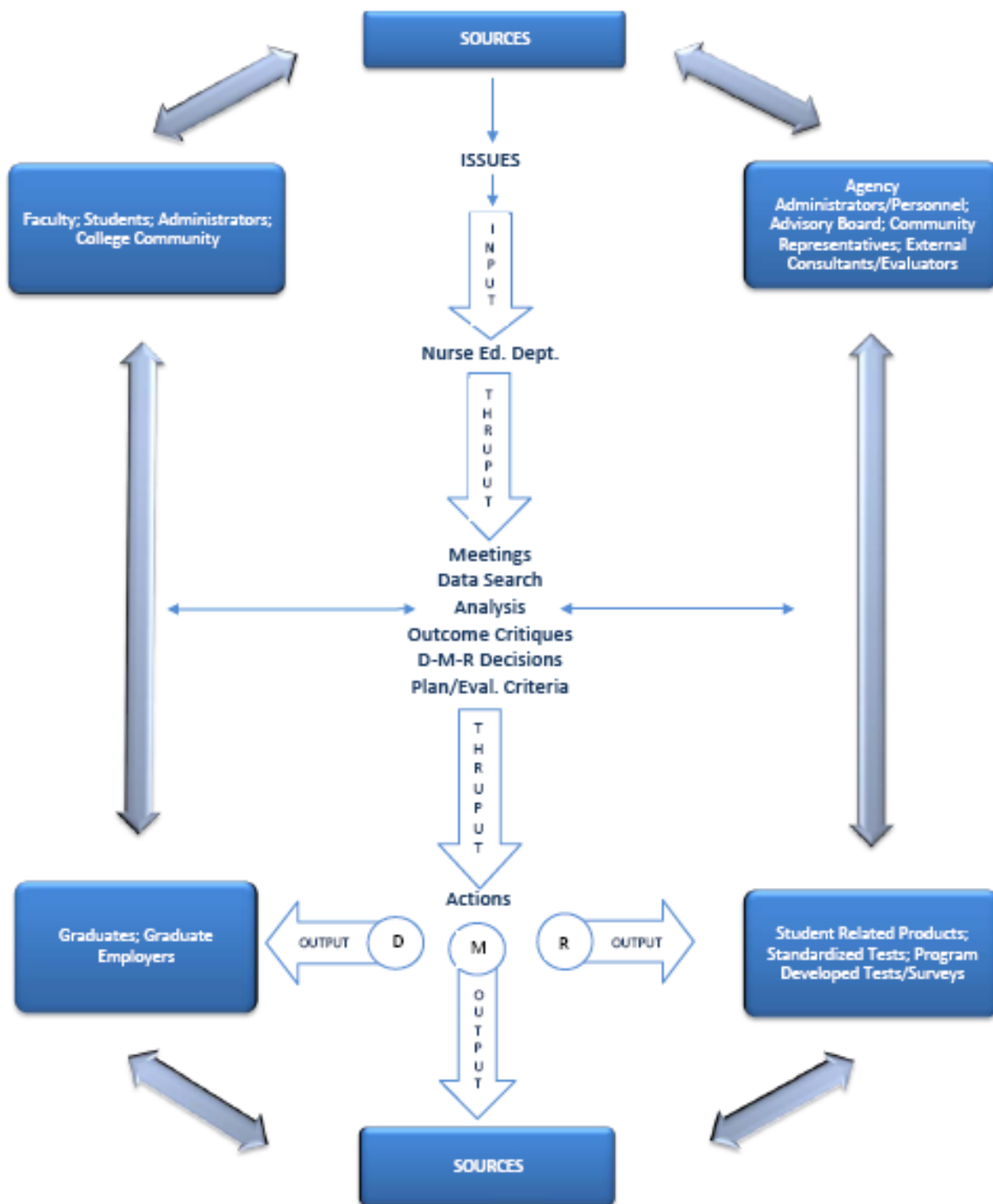


MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT

Three-Year Long-Range Plan

- Promote evidence-based practice, nursing theory and scholarship throughout the curriculum.
- Incorporate nursing critical thinking, clinical judgment, and reflection within the curriculum to enhance nursing practice.
- Integrate technology throughout the nursing program to enhance nursing education.
- Mentor and support students, faculty, and colleagues.
- Utilize the systematic plan of evaluation as a component of ongoing assessment of our Nurse Education program.
- Continued accreditation by Accreditation Commission for Education in Nursing (ACEN) and the Massachusetts Board of Registration in Nursing (MBORN).
- Develop state-of-the art facility through the Transformation through Renovation Project to meet the increased demand for skilled healthcare workers and support the teaching of the skills and knowledge needed for the fields' modern workplaces.

MASSASOIT COMMUNITY COLLEGE PROGRAM EVALUATION SYSTEM PATHWAY



D – Data

M – Modifications

ACADEMIC MAPS

Entering Fall 2024 & Fall 2025



MASSASOIT
COMMUNITY COLLEGE
Academic Map





Entering Fall 2024


Based on Full-time Enrollment


Nurse Education - Full Time

Associate in Science

Semester 1			Credits
NURS 101	Nursing I	 	8 <input type="checkbox"/>
BIOL 201	Anatomy and Physiology I		4 <input type="checkbox"/>
ENGL 101	English Composition I		3 <input type="checkbox"/>
PSYC 101	General Psychology		3 <input type="checkbox"/>
			18

Semester 2			Credits
NURS 203	Nursing II	 	4 <input type="checkbox"/>
NURS 204	Nursing III	 	4 <input type="checkbox"/>
BIOL 202	Anatomy and Physiology II		4 <input type="checkbox"/>
ENGL 102	English Composition II		3 <input type="checkbox"/>
LA	Liberal Arts Elective		3 <input type="checkbox"/>
			18

Semester 3			Credits
NURS 301	Nursing IV	 	9 <input type="checkbox"/>
BIOL 231	Microbiology		4 <input type="checkbox"/>
PSYC 205	Human Growth and Development		3 <input type="checkbox"/>
			16

Semester 4			Credits
NURS 302	Nursing V	 	9 <input type="checkbox"/>
NURS 303	Nursing Seminar	 	1 <input type="checkbox"/>
SOCI 104	Principles of Sociology		3 <input type="checkbox"/>
			13



CONGRATULATIONS

You've Arrived!

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

About Developmental Courses

Developmental courses do not satisfy graduation requirements, but are required for those who place into them and will appear on a student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses:

ENGL 091	Preparing for College Reading I
ENGL 092	Preparing for College Reading II
ENGL 095	Reading and Writing Seminar
ENGL 098	Reading and Writing Studio
ENGL 099	Introductory Writing
MATH 001-003	Preparing for College Math I-III
MATH 010	Fundamentals of Mathematics
MATH 011	Introductory Algebra
MATH 012	Intermediate Algebra
MATH 060	Math Literacy
MATH 061	Non-algebra Support
MATH 065	Integrated Preparation for College Algebra

KEY

Keep an eye out for these symbols, which give important information about certain courses.



These courses have no prerequisites or developmental courses required.



These courses are only offered in certain semesters.



Students must earn a minimum grade in these courses to remain in the program.



Eligible electives for this program are listed on the reverse. Watch for this symbol.

HELPFUL HINTS


Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor or visit the online course search for availability.



Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

Nurse Education - Full Time

Associate in Science

Program Notes

The Massasoit Community College Nurse Education program began in 1968 and graduated its first class in 1970. Massasoit offers nursing options both part time and full time. Our program is committed to providing an education based on professional nursing standards. Most of our graduates are employed in local health care facilities. The nursing program strives to assist students in realizing their full potential. The faculty and staff value respect, caring, esteem, nurturing, and critical thinking in each other, our students, and the community.

A CORI/SORI background check will be required for all students before clinical experience. Unsatisfactory CORI status will prevent students from participating in the clinical experience.

Nursing courses have both a theory and clinical component. A student must pass both in order to successfully complete the course.

Graduates are eligible to take the NCLEX Exam for Licensure for Registered Nurses.

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3390 Peachtree Rd. N.E., Suite 1400, Atlanta, GA 30326, Telephone: 404-975-5000, Fax: 404-975-5020.

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A minimum grade of C+ (78) is required in all nursing courses.

Math Competency: All students in the nursing program must pass MATH 003/012 Developmental Math III/Intermediate Math, score a 268 or higher on the computerized placement test, or place higher through Multiple Measures.

MATH 158, Statistics, does not satisfy the mathematics requirement for the Nursing Program.

Other Electives: Students choosing a liberal arts elective can select from the Course Elective Guide at massasoit.edu/electives.

Science Requirements: As of Fall 2025, there will be a five-year limit for all science courses. Any science course completed prior to Fall 2020 will not be accepted.

Some courses may have prerequisites, which are courses that **must** be taken prior to a particular course. For details, log into Degree Works through your MyMassasoit portal.

A minimum of 65 credits and 15 courses is required for completion. The same course may not be used to satisfy two different course requirements.

After Graduation/Completion

Massasoit has many transfer articulation agreements with partner institutions. Visit www.massasoit.edu/transfer for the most current list.

Resources for Academic Success

All college phone numbers are
508-588-9100 + extension.

Student Central

Admissions, financial aid, registration & payments

massasoit.edu/studentcentral
studentcentral@massasoit.mass.edu

Brockton | Student Center, Upper Level
Canton | First Floor, C121

Admissions: x1411 Financial Aid: x1479
Registrar: x1949 Student Accounts: x1507

Testing & Assessment

massasoit.edu/testing

Brockton | Student Center, Lower Level | x1991

Advising, Career & Transfer Center

massasoit.edu/act-center
act@massasoit.edu

Brockton | Student Center, Lower Level | x1461
Canton | First Floor, C126 | x2516

Academic Resource Center

Tutoring & academic support services

massasoit.edu/arc

Brockton | Student Center, Lower Level | x1801
Canton | First Floor, C126 | x2516

Access & Disability Resources

massasoit.edu/adr | x1807

Division Dean

Catherine Powers Ozyurt, Ed.D., GCPH, LSW
nursing.alliedhealth@massasoit.mass.edu | x1789

Brockton

1 Massasoit Boulevard
Brockton, MA 02302

Canton

900 Randolph Street
Canton, MA 02021

Middleborough

49 Union Street
Middleborough, MA 02346

508-588-9100
massasoit.edu

Entering Fall 2024 & Fall 2025



MASSASOIT COMMUNITY COLLEGE

Academic Map
Entering Fall 2024
Based on Full-time Enrollment







LPN to Associate Degree Advanced Placement Nurse Education - Full Time

Associate in Science

Semester 1				Credits
NURS 101	Nursing I	 		8 <input type="checkbox"/>
BIOL 201	Anatomy and Physiology I			4 <input type="checkbox"/>
ENGL 101	English Composition I			3 <input type="checkbox"/>
PSYC 101	General Psychology			3 <input type="checkbox"/>

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SOCI 104	Principles of Sociology			3 <input type="checkbox"/>

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LPN to Associate Degree Advanced Placement Nurse Education - Full Time

Associate in Science

Program Notes

The Massasoit Community College Nurse Education program began in 1968 and graduated its first class in 1970. Massasoit offers nursing options both part time and full time. Our program is committed to providing an education based on professional nursing standards. Most of our graduates are employed in local health care facilities. The nursing program strives to assist students in realizing their full potential. The faculty and staff value respect, caring, esteem, nurturing, and critical thinking in each other, our students, and the community.

A CORI/SORI background check will be required for all students before clinical experience. Unsatisfactory CORI status will prevent students from participating in the clinical experience.

Nursing courses have both a theory and clinical component. A student must pass both in order to successfully complete the course.

To receive advanced placement, the LPN must have graduated from an approved school of practical nursing, hold a current license to practice practical nursing in the Commonwealth of Massachusetts, and have successfully completed the required prerequisite first-year courses. LPN graduates of Southeastern Regional, Blue Hills Technical, and Bristol Plymouth Technical School may be given transfer credit for the course of Human Growth and Development.

Nursing I, II, and III: LPN students receive transfer credit for NURS 101 Nursing I, NURS 203 Nursing II, and NURS 204 Nursing III and are therefore not required to take them at Massasoit.

Graduates are eligible to take the NCLEX Exam for Licensure for Registered Nurses.

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3390 Peachtree Rd. N.E., Suite 1400, Atlanta, GA 30326, Telephone: 404-975-5000, Fax: 404-975-5020.

Full approval status has been granted to the Program by the Massachusetts Board of Registration in Nursing, 250 Washington Street, Boston, MA 02108 Telephone: 1-800-414-0168 / 617-973-0900, Fax: 617-973-0984



A minimum grade of C+ (78) is required in all nursing courses.

Math Competency: All students in the nursing program must pass MATH 003/012 Developmental Math III/Intermediate Math, score a 268 or higher on the computerized placement test, or place higher through

Multiple Measures. MATH 158, Statistics, does not satisfy the mathematics requirement for the Nursing Program.

Other Electives: Students choosing a liberal arts elective can select from the Course Elective Guide at massasoit.edu/electives.

Science Requirements: As of Fall 2025, there will be a five-year limit for all science courses. Any science course completed prior to Fall 2020 will not be accepted.

Some courses may have prerequisites, which are courses that **must** be taken prior to a particular course. For details, log into Degree Works through your MyMassasoit portal.

A minimum of 65 credits and 15 courses is required for completion. The same course may not be used to satisfy two different course requirements.

After Graduation/Completion

Massasoit has many transfer articulation agreements with partner institutions. Visit www.massasoit.edu/transfer for the most current list.

Resources for Academic Success

All college phone numbers are
508-588-9100 + extension.

Student Central

Admissions, financial aid, registration & payments

massasoit.edu/studentcentral
studentcentral@massasoit.mass.edu

Brockton | Student Center, Upper Level
Canton | First Floor, C121

Admissions: x1411 Financial Aid: x1479
Registrar: x1949 Student Accounts: x1507

Testing & Assessment

massasoit.edu/testing

Brockton | Student Center, Lower Level | x1991

Advising, Career & Transfer Center

massasoit.edu/act-center
act@massasoit.edu

Brockton | Student Center, Lower Level | x1461
Canton | First Floor, C126 | x2516

Academic Resource Center

Tutoring & academic support services

massasoit.edu/arcc

Brockton | Student Center, Lower Level | x1801
Canton | First Floor, C126 | x2516

Access & Disability Resources

massasoit.edu/adr | x1807

Division Dean

Catherine Powers Ozyurt, Ed.D., GCPH, LSW
nursing.alliedhealth@massasoit.mass.edu | x1789

Brockton

1 Massasoit Boulevard
Brockton, MA 02302

Canton

900 Randolph Street
Canton, MA 02021

Middleborough

49 Union Street
Middleborough, MA 02346

508-588-9100
massasoit.edu

MASSASOIT COMMUNITY COLLEGE

Academic Map

Entering Fall 2024

Based on Full-time Enrollment



LPN to Associate Degree Advanced Placement Nurse Education- Part Time

Associate in Science

Semester 1			Credits
NURS 212	Nursing I-E		6 <input type="checkbox"/>
BIOL 201	Anatomy and Physiology I		4 <input type="checkbox"/>
PSYC 101	General Psychology		3 <input type="checkbox"/>
			13

Semester 2			Credits
NURS 214	Nursing III-E		5 <input type="checkbox"/>
BIOL 202	Anatomy and Physiology II		4 <input type="checkbox"/>
ENGL 101	English Composition I		3 <input type="checkbox"/>
			12

Semester 3			Credits
NURS 213	Nursing II-E		5 <input type="checkbox"/>
ENGL 102	English Composition II		3 <input type="checkbox"/>
LA	Liberal Arts Elective		3 <input type="checkbox"/>
			11

Semester 4			Credits
NURS 304	Nursing A		6 <input type="checkbox"/>
PSYC 205	Human Growth and Development		3 <input type="checkbox"/>
			9

Semester 5			Credits
NURS 305	Nursing B		6 <input type="checkbox"/>
BIOL 231	Microbiology		4 <input type="checkbox"/>
			10

Semester 6			Credits
NURS 306	Nursing C		6 <input type="checkbox"/>
NURS 307	Nursing Trends		1 <input type="checkbox"/>
SOCI 104	Principles of Sociology		3 <input type="checkbox"/>
			10



CONGRATULATIONS

You've Arrived!

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

About Developmental Courses

Developmental courses do not satisfy graduation requirements, but are required for those who place into them and will appear on a student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses:

ENGL 091	Preparing for College Reading I
ENGL 092	Preparing for College Reading II
ENGL 095	Reading and Writing Seminar
ENGL 098	Reading and Writing Studio
ENGL 099	Introductory Writing
MATH 001-003	Preparing for College Math I-III
MATH 010	Fundamentals of Mathematics
MATH 011	Introductory Algebra
MATH 012	Intermediate Algebra
MATH 060	Math Literacy
MATH 061	Non-algebra Support
MATH 065	Integrated Preparation for College Algebra

KEY

Keep an eye out for these symbols, which give important information about certain courses.



These courses have no prerequisites or developmental courses required.



These courses are only offered in certain semesters.



Students must earn a minimum grade in these courses to remain in the program.



Eligible electives for this program are listed on the reverse. Watch for this symbol.

HELPFUL HINTS



Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor or visit the online course search for availability.



Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

LPN to Associate Degree Advanced Placement Nurse Education- Part Time

Associate in Science

Program Notes

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MASSASOIT COMMUNITY COLLEGE

NURSE EDUCATION DEPARTMENT

COURSE DESCRIPTIONS**COURSE TITLE: NURSING I****COURSE NUMBER: NURS 101****COURSE DESCRIPTION:**

This course is designed to provide the foundation for nursing practice. The focus is on the nursing process, patients, and their families as community members, and the adaptations in their patterns of daily living necessary during illness. Emphasis is placed on health and hygienic practices for the nurse and patient. Content includes interpersonal relations, observations, nutrition, communication, basic pharmacology, and therapeutic measures with an introduction to critical thinking, clinical judgment, evidence-based practice, and patient teaching. This course has a lecture, lab, and clinical component. A minimum grade of C+ (78%) is required.

Pre/Co-requisites: BIOL 201 Anatomy and Physiology I, PSYC 101 General Psychology, and ENGL 101 English Composition I.

PLACEMENT: First year- First Semester

CREDITS: 8 credits

COURSE TITLE: NURSING II**COURSE NUMBER: NURS 203****COURSE DESCRIPTION:**

This course is designed to introduce the student to the role of the nurse in the comprehensive health care of mothers and newborn infants during the childbearing phase of the life cycle. A family centered approach applying the nursing process is the framework for health care delivery to families from diverse populations. The student is guided to integrate previously learned knowledge and skills. Content includes social and biological sciences, nutrition, pharmacology, growth and development, patient/family teaching, critical thinking, clinical judgment, and evidence-based practice. Emphasis is placed on the study of relationships and responsibilities as the family expands. This course has a lecture, lab, simulation, and clinical component. A minimum passing grade of C+ (78%) is required.

Prerequisites: BIOL 201 Anatomy and Physiology I, NURS 101 Nursing I, and PSYC 101 General Psychology, ENGL 101 English Composition I.

Pre/Co-requisite: ENGL 102 English Composition II, BIOL 202 Anatomy and Physiology II, and Liberal Arts Elective.

PLACEMENT: First year – Second semester- first or second half of semester

CREDITS: 4 credits/ half semester; Seven and half week course

COURSE TITLE: NURSING III

COURSE NUMBER: NURS 204

COURSE DESCRIPTION:

This course is designed to build upon the content of Nursing I and focuses on basic human needs when altered by common health problems. The content includes pathophysiology, pharmacology, nutrition, social sciences, nursing theory, patient teaching, and evidence-based practice. The student continues to apply the nursing process in the care of patients with medical and surgical problems utilizing critical thinking and clinical judgment. The student is guided to integrate previous learning. This course has a lecture, lab, simulation, and clinical component. A minimum grade of C+ (78%) is required.

Prerequisites: NURS 101 Nursing I, BIOL 201 Anatomy and Physiology I, and PSYC 101 General Psychology.

Pre/Co-requisite: ENGL 102 English Composition II, BIOL 202 Anatomy and Physiology II, and Liberal Arts Elective.

PLACEMENT: First year – Second semester- first or second half of semester

CREDITS: 4 credits/ half semester; Seven and half week course

COURSE TITLE: NURSING IV

COURSE NUMBER: NURS 301

COURSE DESCRIPTION:

This course is designed to present the principles of comprehensive nursing care related to the major mental and physical health problems across the lifespan. The content includes pathophysiology, pharmacology, nutrition, social sciences, and nursing theory. Emphasis on patient teaching, evidence-based practice, critical thinking, and clinical judgment continues. The nursing process is further implemented as the student learns to recognize and meet more complex nursing problems. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric community settings. The student is expected to integrate previous learned knowledge and skills. This course has a lecture, lab, simulation, and clinical component. A minimum grade of C (78%) is required.

Prerequisites: BIOL 202 Anatomy & Physiology II, NURS 203 Nursing II, NURS 204 Nursing III.

Pre/Co requisites: PSYCH 205 Human Growth & Development and BIOL 231 Microbiology.

PLACEMENT: Second year- First Semester

CREDITS: 9 credits per semester

COURSE TITLE: NURSING V

COURSE NUMBER: NURS 302

COURSE DESCRIPTION:

This course is designed to continue to present the principles of comprehensive nursing care related to major complex mental and physical health problems across the life span. The content includes pathophysiology, pharmacology, nutrition, social sciences, and nursing theory. The nursing process is further implemented as the student learns to recognize and treat more complicated health problems. Emphasis on patient teaching, evidence-based practice, critical thinking, and clinical judgment continues. Community resources are included as a focus for continuity of care. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric community settings. The student is expected to integrate previous learned knowledge and skills. This course has a lecture, lab, simulation, and clinical component. A minimum grade of C+ (78%) is required.

Prerequisite: NURS 301 Nursing IV.

Pre/Corequisite: SOCI 104 Principles of Sociology, NURS 303 Nursing Seminar

PLACEMENT: Second year- Second Semester

CREDITS: 9 credits per semester

COURSE TITLE: NURSING SEMINAR

COURSE NUMBER: NURS 303

COURSE DESCRIPTION:

This course is designed to present the evolution of nursing practice as it interfaces with contemporary nursing issues and problems that influence health care delivery across the life span. Contemporary issues relating to leadership and management, health care costs, nursing theory, legal and ethical concerns, cultural disparity of disease, emergency preparedness, world health problems, and health care policy are discussed. Lectures and discussion integrating previous knowledge and skills are utilized. A minimum passing grade of C+ (78%) is required.

Prerequisite: NURS 301 Nursing IV.

Co-requisite: NURS 302 Nursing V

PLACEMENT: 2nd year, 2nd semester

CREDITS: 1 credit

COURSE DESCRIPTIONS – EVENING OPTIONS

COURSE TITLE: NURSING I – E

COURSE NUMBER: NURS 212

COURSE DESCRIPTION:

This course is designed as the foundation for nursing practice, stressing critical thinking and the nursing process. Emphasis is on health, hygienic practices and the necessary adaptations during illness. The content includes the study of interpersonal relationships, safety, basic pharmacology, asepsis, and psychomotor skills and concepts necessary for therapeutic interventions. Evidence-based practice, critical thinking, and clinical judgment is introduced. This course has a lecture, lab and clinical component. A minimum passing grade of C+ (78%) is required.

Pre/Co-requisites: BIOL 201 Anatomy and Physiology I and PSYC 101 General Psychology.

PLACEMENT: 1st Year, 1st Semester

CREDITS: 6 credits

COURSE TITLE: NURSING II – E

COURSE NUMBER: NURS 213

COURSE DESCRIPTION:

This course is designed to introduce the role of the nurse in meeting health needs of the growing family. The focus is the maternity cycle, care of the neonate, and the family's expanding role. Cultural diversity and developmental needs are explored. Emphasis is placed on critical thinking skills, clinical judgment, therapeutic interventions, and the application of the nursing process to support optimal wellness. The content includes nursing theory, related Maternal-Newborn, nutrition, family teaching, and evidence-based practice. This course has a lecture, lab, simulation, and clinical component. A minimum passing grade of C+ (78%) is required.

Prerequisites: NURS 212 Nursing I-E, NURS 214 Nursing III-E.

Pre/Co-requisite: ENGL 102 English Composition II and Liberal Arts Elective.

PLACEMENT: 1st Semester, 2nd Year

CREDITS: 5 credits

COURSE TITLE: NURSING III – E

COURSE NUMBER: NURS 214

COURSE DESCRIPTION:

This course is designed to build upon the content of Nursing I-E and focuses on basic human needs when altered by common health problems. Nursing constructs as they apply to acutely ill patients are introduced. The content includes pathophysiology, pharmacology, nutrition, social sciences, nursing theory, patient teaching, and evidence-based practice. The student continues to apply the nursing process in the care of patients with medical and surgical problems utilizing critical thinking and clinical judgment. The student is guided to integrate previous learning. This course has a lecture, lab, simulation, and clinical component. A minimum grade of C+ (78%) is required.

Prerequisites: BIOL 201 Anatomy and Physiology I, PSYC 101 General Psychology, and NURS 212 Nursing I-E.

Co/prerequisite: BIOL 202 Anatomy and Physiology II and ENGL 101 English Composition I

PLACEMENT: 2nd Semester, 1st Year

CREDITS: 5 credits

COURSE TITLE: NURSING A

COURSE NUMBER: NURS 304

COURSE DESCRIPTION:

This course is designed to present the role of the nurse utilizing the nursing process in providing comprehensive nursing care. Major mental and physical health problems across the life span are presented. The content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Critical thinking, clinical judgment, evidence-based practice, and teaching/learning are stressed. Clinical experiences are planned in medical-surgical, psychiatric, and/ or pediatric settings. This course has a lecture, lab, simulation, and clinical component. A minimum passing grade of C+ (78%) is required.

Prerequisites: BIOL 202 Anatomy and Physiology II, NURS 213 Nursing II-E. and NURS 214 Nursing III-E are required for part-time generic students. Advanced placement students must have a current license to practice Practical Nursing in the Commonwealth of Massachusetts.

Pre/Co-requisite: PSYC 205 Human Growth and Development

PLACEMENT: 2nd Semester, 2nd Year (Generic); 1st Semester, 1st Year (LPN-AD)

CREDITS: 6 credits

COURSE TITLE: NURSING B

COURSE NUMBER: NURS 305

COURSE DESCRIPTION:

This course is designed to present the principles of comprehensive nursing care related to the major mental and physical health problems across the life span. Students are expected to integrate previously learned knowledge and skills. The nursing process is further implemented as the student intervenes therapeutically. The course content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Emphasis on critical thinking, clinical judgment, evidence-based practice, and teaching/learning continues. Clinical experiences are planned in medical-surgical, psychiatric, and/or pediatric settings. This course has a lecture, lab, simulation, and clinical component. A minimum grade of C+ (78%) is required.

Prerequisites: NURS 304 Nursing A

PLACEMENT: 1st Semester, 3rd Year (Generic); 2nd Semester, 1st Year (LPN-AD)

CREDITS: 6 credits

COURSE TITLE: NURSING C

COURSE NUMBER: NURS 306

COURSE DESCRIPTION:

This course is designed to build on the knowledge and skills of the previous nursing curriculum. The nursing process is further implemented to provide a framework for comprehensive nursing care for diverse populations across their life span. The content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Critical thinking, clinical judgment, evidence-based practice, and teaching/learning continue to be stressed. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric settings. This course has a lecture, lab, simulation, and clinical component. A minimum passing grade of C+ (78%) is required.

Prerequisite: NURS 305 Nursing B.

Pre/Co-requisite: NURS 307 Nursing Trends, SOCI 104 Principles of Sociology

PLACEMENT: 2nd Semester, 3rd Year (Generic); 1st Semester, 2nd Year (LPN-AD)

CREDITS: 6 credits

COURSE TITLE: NURSING TRENDS**COURSE NUMBER: NURS 307****COURSE DESCRIPTION:**

This course is designed to provide a survey of the challenges, issues, and problems influencing contemporary health care delivery across the life span. Nursing history and the growth of leadership and management in nursing practice are reviewed. Legal and ethical responsibilities, cultural disparity of disease, emergency preparedness, and global health problems are discussed. Lectures and discussion enhance the integration and application of previous nursing knowledge. A minimum passing grade of C+ (78%) is required. Prerequisite: NURS 305 Nursing B. Co-requisite: NURS 306 Nursing C

PLACEMENT: 2nd Semester, 3rd Year (Generic); 1st Semester, 2nd Year (LPN-AD)

CREDITS: 1 credit

**** Level Educational Objectives for all nursing courses are posted in each nursing course on Canvas.**

Nursing Department Objectives and Assessments for the College Core Competencies

Communicate effectively using writing, reading, listening, and speaking skills	Students will communicate effectively and therapeutically with patients, families and health care team members in the coordination and delivery of patient care
Think critically, creatively and logically about ideas, texts, and real-world problems.	Students will apply and utilize critical thinking skills in professional areas to assess, plan, implement and evaluate a holistic plan of care across the lifespan.
Understand the role of an active citizen and participate in their communities in constructive ways that demonstrate respect for differing cultures and values	Students will provide nursing care to diverse populations both independently and in collaboration with other health team members.
Effectively locate, analyze, and ethically apply information using technology and other resources.	Students will synthesize knowledge from biological, behavioral, social, and nursing science into the delivery of individualized, holistic and caring nursing practice.
Use Quantitative concepts to evaluate, interpret, and problem-solve across disciplines.	Students will integrate consistently and independently the nursing process in coordinating a holistic care plan to meet the needs of individuals across the lifespan.
Build connections among ideas and experiences across and beyond the curriculum.	<p>Students will synthesize knowledge from biological, behavioral, social, and nursing science into the delivery of individualized holistic and caring nursing practice.</p> <p>Students will integrate professional values through collegial practice, lifelong learning, service to the community and the commitment to improvement of the profession and the healthcare system.</p>

Reviewed May 2020, May 2021, May 2022, September 2022, June 2023, June 2024, July 2025

MASSASOIT COMMUNITY COLLEGE CORE COMPETENCIES

Graduates of Massasoit Community College will be able to:

- Communicate effectively using writing, reading, listening, and speaking skills.
- Think critically, creatively, and logically about ideas, texts, and real-world problems.
- Understand the role of an active citizen and participate in their communities in constructive ways that demonstrate respect for differing cultures and values.
- Effectively locate, analyze, and ethically apply information using technology and other resources.
- Use quantitative concepts to evaluate, interpret, and problem-solve across disciplines.
- Build connection among ideas and experiences above and across the curriculum.

Massasoit Community College's core competencies are arranged into eight categories.

- ☐ Written Communication
- ☐ Quantitative Literacy
- ☐ Oral Communication
- ☐ Information Literacy
- ☐ Critical and Creative Thinking
- ☐ Civic Engagement
- ☐ Integrative Learning
- ☐ Global Learning

Each of these categories includes several dimensions. These are the elements Massasoit will examine when looking at student work across the college. The LEAP VALUE rubrics will provide the initial basis for assessing these dimensions.

(<https://massasoit.edu/academics/core-competencies/>)

**MASSASOIT COMMUNITY COLLEGE'S CORE COMPETENCIES
ARRANGED INTO EIGHT CATEGORIES.**

I. Written Communication	Context of and purpose of writing; content development; genre and disciplinary conventions; sources and evidence; control of syntax and mechanics
II. Quantitative Literacy	Interpretation; representation; calculation; application analysis; assumptions; communication
III. Oral Communication	Organization; language; delivery; supporting material; central message
IV. Information Literacy	Determine the extent of information needed; access the needed information; evaluate information and its sources critically; use information effectively to accomplish a specific purpose; access and use information ethically and legally
V. Critical and Creative Thinking	Explanation of issues; evidence; influence of context and assumptions; student's position; conclusion and related outcomes; acquiring competencies; taking risks; solving problems; embracing contradictions; innovative thinking; connecting; synthesizing, transforming
VI. Civic Engagement	Diversity of communities and cultures; analysis of knowledge; civic identity and commitment; civic communications; civic action and reflection; civic contexts/structures
VII. Integrative Learning	Connections to experience, connections to discipline; transfer; integrated communication; reflection and self-assessment
VIII. Global Learning	Global self-awareness; perspective taking; cultural diversity; personal and social responsibility; understanding global systems; applying knowledge to contemporary global contexts

MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT
MISSION STATEMENT AND VALUES

MISSION STATEMENT	VALUES
<p>The nurse education program at Massasoit Community College is a dynamic diverse learning community that supports all students in their education. The program strives to prepare Associate Degree, R.N. (A.D.) license eligible Nurses, who are technically and theoretically competent to provide safe, holistic nursing care to diverse populations across the lifespan within rapidly changing technologically advanced health care systems.</p>	<p style="text-align: center;">ACCOUNTABILITY</p> <p>The quality of being responsible for one's actions</p> <p style="text-align: center;">NURTURING</p> <p>Promote a culture of loving, supporting, caring, inspirational, enriching for all</p> <p style="text-align: center;">UNITY</p> <p>State of harmony of being with all people</p> <p style="text-align: center;">RESPECT</p> <p>The acknowledgment, consideration, and regard for the unique contributions of all</p> <p style="text-align: center;">SUCCESS</p> <p>Steadfast in doing something despite difficulty in achieving success</p> <p style="text-align: center;">EXCELLENCE</p> <p>The state of highest quality</p> <p style="text-align: center;">INTEGRITY</p> <p>The maintenance of high and consistent standards that hold up under scrutiny</p> <p style="text-align: center;">SAFETY</p> <p>The state of being safe; freedom from the occurrence or risk of injury, danger, or loss</p>
<p style="text-align: center;">VISION</p>	
<p>To create a culture of excellence in the art and science of nursing for students and faculty</p>	
<p style="text-align: center;">VALUES</p>	
<p>A NURSE IS:</p>	
<p style="padding-left: 40px;">Accountability</p>	
<p style="padding-left: 40px;">Nurturing</p>	
<p style="padding-left: 40px;">Unity</p>	
<p style="padding-left: 40px;">Respect</p>	
<p style="padding-left: 40px;">Success</p>	
<p style="padding-left: 40px;">Excellence</p>	
<p style="padding-left: 40px;">Integrity</p>	
<p style="padding-left: 40px;">Safety</p>	
<p style="text-align: center;">“NURSING IS A WORK OF THE HEART”</p> <p style="text-align: right;">Charles Schulz</p>	

MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT

**PROGRAM OUTCOMES/END OF PROGRAM STUDENT LEARNING OUTCOMES
 (EPSLO's)**

The graduates of this Associate Degree program are prepared to deliver excellent nursing care in structured settings to patients with common health needs, and are eligible to take the NCLEX Examination for licensure as a registered nurse.

Critical thinking is a multi-faceted process that includes the application of analytical reasoning, reflection and rational problem solving skills, using verifiable information and clinical judgment in order to choose among existing alternative solutions to clinical problems.* At the completion of the Nurse Education Program at Massasoit Community College, the graduate will utilize critical thinking to:

COMPETENCIES	EPSLO's
Nursing Process	<input type="checkbox"/> Integrate consistently and independently the nursing process in coordinating a holistic care plan to meet the needs of individuals across the life span.
Teaching & Learning	<input type="checkbox"/> Incorporate teaching/learning concepts into nursing practice.
Technical Skills	<input type="checkbox"/> Perform technical skills and competencies necessary for entry into professional practice in accordance with current policies, procedures, and evidence-based practice.
Roles & Responsibilities	<input type="checkbox"/> Integrate professional values through collegial practice, lifelong learning, service to the community, and the commitment to improvement of the profession and the health care system.
Knowledge Base	<input type="checkbox"/> Synthesize knowledge from biological, behavioral, social, and nursing science into the delivery of individualized, holistic and caring nursing practice.
Communication	<input type="checkbox"/> Communicate effectively and therapeutically with patients, families, and health care team members in the coordination and delivery of patient care.

Diversity	<input type="checkbox"/> Provide nursing care to diverse populations both independently and in collaboration with other health team members.
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*Adapted from PEW Commission, ADN Competencies and QSEN

Reviewed May 2020, May 2021, May 2022, September 2022; June 2023, June 2024, July 2025

MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT
METHODS OF INSTRUCTION

Class lecture (in-person and/or hybrid), discussions, and case studies

Audio-visual materials

Assigned Readings

Clinical Instruction

Pre and Post Clinical Conferences

Clinical Enhancement Experiences

Individual Conferences

Clinical Worksheets

Nursing Process Exercises

Nursing Research and Presentation

Teaching and Learning Projects

College Laboratory

Simulation Labs

Study Guides and Manuals

Web-based seminars and learning tools

Library and internet resources

ATI

Reflective Journaling

MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT
METHOD OF EVALUATION

Examinations
 Observation of technical Skills
 Self-Evaluation
 Written Assignments
 Clinical Evaluation

GRADING

The course grade shall consist of two parts: theory and clinical practice (clinical/lab/simulation). Clinical performance will be evaluated periodically with a written evaluation completed at the end of the rotation. The clinical grade will be recorded as pass/fail. The theory grade will be calculated with a passing clinical grade. The theory grade will not be calculated in the event of a clinical failure. A clinical failure will result in a grade of (F) for the course.

The theory grade will be determined from the results of written examinations. The theory grade will be computed when:

- All required written assignments are completed satisfactorily.
- The student meets the minimum competencies of the clinical experience.
- The student has completed all lab/simulation assignments.
- The student successfully passes the semester specialty clinical experience (psychiatric / pediatric).

LETTER GRADES EQUIVALENT FOR NURSING COURSES

NUMERICAL GRADES	LETTER GRADE
94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
78-79	C+
74-77	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
Below 60	F

MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT

PROGRAM TECHNICAL STANDARDS

Nurses are entrusted with the health, safety and wellbeing of patients under their care. The practice of nursing requires keen observational skills and mental acuity. A nurse must possess the ability to heed healthcare provider orders, to respond quickly, to be alert to changes in a patients' condition and to pay careful attention to detail in the discharging of various duties, including administering medication, performing procedures, and assessing patients. Any diminution of these abilities may result in nursing errors that carry the potential for serious harm, even death. Students must remain free from chemical impairment in academic and clinical settings at all times.

C.P.R. Certification

All students admitted to and enrolled in the Nurse Education Program must submit verification of and maintain current Health Care Provider CPR Credentialing throughout the program. This must be verified as the credentialing expires. Students may contact the Nursing Office for facilities offering the required CPR course.

Drug Testing

Some clinical agencies may require drug testing for students assigned to those clinical agencies.

Agency Health Requirements

Students are mandated to abide by clinical agency screening and immunization requirements.

Disability Statement

Students with disabilities who believe that they may need accommodation in the classroom are encouraged to contact a disability counselor as soon as possible. Students with learning disabilities should contact Andrea Henry, at extension 1805. Students with physical disabilities should contact Mary Berg, at extension 1425.

In compliance with the Americans with Disability Act of 1990 and the CH504 of the Rehabilitation Act of 1973, the college offers accommodations to students with documented disabilities. Students need to make an appointment with the Access and Disability Resources Office at the college as soon as possible.

Brockton Campus – 508-588-9100 x1805 or x1425
Canton Campus – 508-588-9100 x2132

Policies required by the Massachusetts Board of Registration in Nursing

Policies

Introduction to Policies of the Massasoit Community College Nurse Education Program

The Massasoit Community College Nurse Education Department authors, revises and publishes policies in accordance with guidelines set by the Massachusetts Board of Registration (**MA BORN**) and the Accreditation Commission for Education in Nursing (**ACEN**). These policies apply to all students in the Massasoit Community College Nurse Education Program. All policies are congruent with the policies of Massasoit Community College, except where noted in this handbook.

MA BORN Regulation

6.04 (3) (b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.

ACEN Criterion:

Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.

Additional references for policies:

- Nurse Education Department Student Handbook
- Academic Maps, MCC website
- Massasoit Community College Catalog 2024-2025
- Massasoit Community College Student Handbook 2019-2020
 - [Student Code of Conduct – Updated 9/1/2025](#)
 - [Student Grievance Procedure – Updated 7/1/2021](#)
 - [Course Repeat Policy – Updated Fall 2021](#)
- Degree Works

Policies required by the Massachusetts Board of Registration in Nursing

Policies I-XVI

I. Admission Policy

Purpose

The purpose of this policy is to outline admission requirements and procedures for the selective-admissions Nurse Education Program (associate degree in science; full-time and part-time).

Scope

This policy applies to all applicants to the associate degree nurse program.

Definitions

- **Qualified Candidate:** An applicant who meets all selective admission criteria.
- **LPN (Licensed Practical Nurse):** A nurse who has completed a practical nursing program and passed the NCLEX-PN exam.
- **Full-time Generic ADN:** Two academic years to complete the nursing curriculum.
- **Full-time LPN-AD:** One academic year for a qualified LPN to complete the second year of the ADN Program.
- **Part-time LPN-AD:** One and a half academic years (three semesters) for a qualified LPN to complete the final part of the part-time ADN option.

Policy

The Nursing Program at Massasoit Community College is a selective admissions program. Applicants must adhere to application procedures and deadlines. The Admissions Department receives and verifies, reviews applications and consults with the Program Administrator and faculty regarding policies and procedures. The Program Administrator and Faculty Committee review applications that meet selective admission criteria.

Procedures

Admission Requirements – All Applicants

Applicants must:

1. Submit a Massasoit Community College Application and a Selective Admissions Application.
2. Provide evidence of secondary school completion (transcript, diploma, GED, or HiSET).
3. Submit official college transcripts.
4. Complete Anatomy & Physiology I and II, and Microbiology within five (5) years of the application deadline.
5. Submit ATI TEAS (Test of Essential Academic Skills, current version) results to the College.
6. Submit a complete application by the deadline.
7. Attend one required information session.
8. Applications will be scored using the Nursing Admission Rubric.

Selection Criteria

- Applicants are ranked based on rubric scores.
- Priority is given to applicants who earn a minimum grade of **B-** in:
 - English I and II
 - Anatomy & Physiology I and II
 - Microbiology
 - General Psychology
 - Developmental Psychology
 - Principles of Sociology
 - College-level Math course
- Seats are offered to the highest-ranking applicants.

Additional Requirements – LPN-AD Applicants

LPN-to associate degree applicants must also:

1. Hold a current, unrestricted Massachusetts LPN license.
2. Have graduated from an approved school of practical nursing.
3. Have completed required non-nursing freshman-level ADN courses.
4. Meet minimum prerequisites in Anatomy & Physiology I and II, and General Psychology.
 - Note: Microbiology, Anatomy & Physiology I and II must be completed within five (5) years of the application deadline.

Post-Acceptance Requirements – All Students

Admitted students must provide evidence of:

1. Compliance with Massachusetts Department of Public Health immunization requirements for healthcare students and Covid-19 Vaccination and Booster requirements as outlined in the contracts between the Division of Health Sciences at Massasoit Community and the clinical agencies.
2. Current CPR certification (American Heart Association BLS-Healthcare Provider).
3. A completed health form signed by a licensed healthcare provider.
4. CORI/SORI background check clearance, as required by clinical agencies.

Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025

II. Progression Policy

Purpose

The purpose of this policy is to outline the minimum grade requirements and prerequisite/corequisite courses that students must meet to progress in the Nurse Education Program at Massasoit Community College.

Scope

This policy applies to all students enrolled in the Massasoit Community College Nurse Education Program.

Definitions

- **Prerequisite** – A course or requirement that must be completed before enrolling in a specific course or program.
- **Corequisite** – A course or requirement that must be taken at the same time as another course or requirement.
- **Academic Map** – A document that shows the progression of nursing and non-nursing courses in the program.
- **Degree Works** – A web-based tool that provides students and advisors with a method to track degree progress, prepare for registration, and plan for graduation.

Policy

- A satisfactory quality point average must be maintained in accordance with the College Policies outlined in the Catalog.
- A **minimum grade of 78% (C+)** is required in all nursing courses to continue in the Nurse Education Program.
- Students must complete courses in the sequence outlined in the Academic Map.
- Failure to follow the prescribed course sequence will prevent progression to subsequent courses and may place the student at risk of non-completion.

Course Progression

Full-Time Nursing Students

- **NURS 101 (Nursing I)** → prerequisite for **NURS 203 (Nursing II)** and **NURS 204 (Nursing III)**
- **NURS 203 (Nursing II)** and **NURS 204 (Nursing III)** → prerequisites for **NURS 301 (Nursing IV)** NURS 203 & 204 are corequisites
- **NURS 301 (Nursing IV)** → prerequisite for **NURS 302 (Nursing V)** and **NURS 303 (Nursing Seminar)**
- **NURS 303 (Nursing Seminar)** → corequisite with **NURS 302 (Nursing V)**

Part-Time Evening LPN to AD Program

- **NURS 304 (Nursing A)** → followed by **NURS 305 (Nursing B)** → followed by **NURS 306 (Nursing C)**
- **NURS 307 (Nursing Trends)** → corequisite with **NURS 306 (Nursing C)**

Part-Time Evening Generic Program (program is currently on hiatus)

- **NURS 212 (Nursing I-E)** → followed by **NURS 214 (Nursing III-E)** → followed by **NURS 213 (Nursing II-E)** → followed by **NURS 304 (Nursing A)** → then **NURS 305 (Nursing B)** → then **NURS 306 (Nursing C)**
- **NURS 307 (Nursing Trends)** → corequisite with **NURS 306 (Nursing C)**

Responsibilities

- **Registrar, Nursing Faculty, Program Chair, and Program Administrator** – Verify that students complete requirements as outlined in this policy and the Academic Map.

- **Students** – Responsible for adhering to the prescribed course sequence and meeting with a Nursing Faculty Advisor at least once per semester to review program progression.

■ Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025

III. Attendance Policy

Purpose

The purpose of this policy is to outline the attendance requirements for the Massasoit Nurse Education Program and to identify consequences for absence. This policy adheres to the College's *Attendance & Discipline Policies* as outlined in the [Massasoit Community College Student Handbook](#) and Massasoit Selective Admissions webpage.

Scope

This policy applies to all students enrolled in the Associate Degree Nurse Education Program (full-time and part-time options).

Definitions

- **No Show / No Call:** A student's absence from a scheduled clinical day without prior notification to the clinical instructor *and* administrative assistant.
- **Absence Due to Religious Belief:** In accordance with Chapter 151C of Massachusetts Law, students unable to attend class or meet an academic requirement due to religious observance shall be excused and provided with an opportunity to make up missed work without penalty, fees, or prejudice.
- **Excused Absence:** A temporary absence officially approved by faculty that does not carry negative consequences. Examples include medical emergencies, family emergencies, or religious observances.
- **Unexcused Absence:** An absence without a valid reason or without prior approval from the appropriate authority. Unexcused absences are not eligible for makeup.

General Policy

Attendance is both a professional accountability issue and the responsibility of the student. Students are expected to attend all regularly scheduled classes, clinical, and laboratory/simulation sessions.

Classroom Attendance

- Classroom attendance is crucial for comprehension of the nursing curriculum and safe application in clinical settings.
- Students are responsible for all material presented in class.
- **Class Absence Procedure:** Students must notify the administrative assistant prior to the start of class if they will be absent or tardy.

Examinations

- Students must take all examinations at the **scheduled time**.

- In the event of an illness or emergency, students must notify the Team Leader and campus administrative assistant *before* the exam begins.
- If the absence is excused, the Team Leader will arrange a makeup exam (see *Academic Integrity Policy V. – Testing*).

Clinical, Laboratory, and Simulation Attendance

- Clinical and laboratory attendance is **mandatory**. Regular attendance is essential to meet course objectives.
- Any clinical absence requires mandatory makeup experience.
- **Notification Requirements:** Students must notify the clinical instructor, Team Leader, and administrative assistant prior to the start of clinical/lab/simulation. Notification must be by **telephone (text messages are not acceptable)** for clinical absences or tardiness.
- Any absence will be reported to Massasoit Nursing Faculty; repeated absences will be directed to the Nurse Education Program Chair and Program Administrator.
- All missed clinical, laboratory, and simulation hours must be made up.

Consequences

- A student who fails to call and does not attend a scheduled session (“no show, no call”) will receive a clinical/lab warning or, if appropriate, clinical failure for that day.
- Two excused absences are the maximum allowed for laboratory makeup.
- Unexcused or excessive absences that result in **clinical/lab and course failure** will prevent progression in the nursing course work.

Identification Requirement

Students must wear their Massasoit Community College student picture ID to all classes, clinical, and laboratory/simulation sessions.

Class Cancellations

- In case of inclement weather, class cancellations will be announced around 6:00 a.m. on local radio and TV stations (WPLM-FM 99.1, WCTK 98.1, WBZ-TV Ch. 4, WBZ-AM 1030, WHDH-TV Ch. 7, NECN Ch. 8, WFXT-TV Ch. 25).
- Evening cancellations are announced around 3:00 p.m.
- Each campus may close independently.
- Students are encouraged to sign up for campus alerts at www.getrave.com/login/massasoit.

[See College Catalog Addendum 2024–2025 for details.](#)

Excessive Absences

- If faculty determine that a student cannot meet course objectives due to absences, the student will be counseled.
- A pattern of absence or excessive absences may result in a recommendation for dismissal from the program.

Additional Provisions

- Students absent from clinical, laboratory, or simulation for *any* reason must complete makeup learning hours and associated experiences.
- The College and Nurse Education Program adhere to **Title IX** requirements.
- If the majority of course requirements have been completed, the College's *Incomplete Policy* may be considered to allow for makeup work.

■ Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025

IV. Academic Integrity and Exam Security

Purpose

The purpose of this policy is to define academic integrity (honesty) and provide guidance to students on behaviors that constitute academic dishonesty. Maintaining integrity is central to the Nurse Education Program, as it supports trust, fairness, accountability, and professionalism. The nursing faculty affirms that academic integrity, honesty, and examination security are essential to maintaining the integrity of the College, the Nurse Education Program, course content, faculty-student relationships, and student morale.

Scope

This policy applies to all nursing students and all members of the Nurse Education Department.

Definition of Academic Dishonesty

As outlined in the *Massasoit Community College Catalog* (2024–2025, p.41), academic dishonesty "...includes but is not limited to a student giving or receiving aid during examinations or in completing laboratory assignments, computer programs, or other work assigned in courses, unless given explicit permission by the instructor."

The MCC Student Code of Conduct further defines the following forms of academic dishonesty:

- **Cheating** – Intentional use or attempted use of unauthorized assistance in any academic exercise.
- **Fabrication** – Intentional and unauthorized falsification or invention of information or citations.
- **Unauthorized Collaboration** – Submitting work prepared collaboratively without explicit instructor permission.
- **Facilitating Dishonesty** – Helping or attempting to help another student commit academic dishonesty.
- **Plagiarism** – Representing another's words, ideas, or work as one's own, including reusing prior work without permission, copying, or arranging for others to complete assignments.
- **Submitting Prewritten Work** – Presenting another's research or purchased material as original.
- **Theft of Materials** – Acquiring academic materials (tests, assignments, etc.) without authorization.

Artificial Intelligence (AI) and Academic Integrity

The Nurse Education Program recognizes the increasing presence of Artificial Intelligence (AI) tools in academic and professional settings. Students must use AI responsibly and in alignment with the MCC Academic Honesty Policy. Unless explicitly authorized by the instructor, use of AI tools for academic work will be considered academic dishonesty.

- **Permitted Use** – When an instructor provides clear, written guidance authorizing AI use for a specific assignment or activity.
- **Prohibited Use** – Submitting AI-generated work as one's own, using AI to complete exams or assignments, or failing to cite AI-generated content when instructed.
- **Responsibility** – Students are accountable for ensuring that all submitted work reflects their own understanding and meets professional nursing standards.

Exam Security

Academic dishonesty also includes giving or receiving aid during examinations or laboratory assignments without explicit instructor authorization.

The following exam security guidelines apply:

- Grades will be posted at a time and in a format determined by the course team.
- Students are responsible for being present for all examinations and assignments.
- In the event of absence, students must notify the course team leader by email **and** call the administrative assistant on or before the day of the exam.
- Make-up examinations: decisions regarding eligibility for make-up exams are at the discretion of the course team. Makeup exams are not guaranteed; if allowed content will remain the same but format may be different.
- No discussion of exam content is permitted until all students have taken the exam.
- Exam review will occur only after all students have completed the exam and at the discretion of the course team leader.
- No personal belongings are permitted at desks during exams, including hats, watches, phones, and calculators.
- No food, drink, or access to personal items or electronic devices is allowed during exams.
- Faculty will provide all testing materials (e.g., pencils, highlighters, calculators, scratch paper).
- All exam materials must be returned at the conclusion of the exam; nothing may leave the exam room.
- Students may not communicate with other examinees during the exam. Questions must be directed to the proctor.
- Seating assignments are at the discretion of faculty.
- Faculty will actively proctor all testing rooms.
- Attire deemed inappropriate by the proctor (e.g., hats, hoods, coats, bulk sweaters) is not permitted in the exam room.
- Students may not memorize, discuss, or share exam questions during or after the exam.
- On computerized exams, **backward navigation is prohibited**. Once an item has been viewed or answered, students may not return to it.

Restroom Breaks During Exams

- Exam time lost due to restroom breaks will not be made up.
- All testing materials must be surrendered to the proctor before leaving the exam room.
- Students must sign in and out when leaving for a restroom break.
- A proctor must be available to escort students to and from the restroom.

Professional Expectations

The nursing faculty affirms that Academic Integrity, Honesty, and Exam Security are essential to uphold:

- The integrity of the College and the Nurse Education Program.
- The trust between faculty and students.
- Morale and fairness within the student body.
- The professional readiness of future nurses.

The *American Nurses Association Code of Ethics* (2025) emphasizes that “...integrity manifests outwardly as honesty, constancy, and consistency with shared moral norms.” Nursing students are expected to embody these ethical standards throughout their academic and professional practice.

Policy Statement

Nursing students and members of the Nurse Education Department are required to adhere to:

- The MCC Academic Honesty Policy (*College Catalog*, p.41).
- The MCC Student Code of Conduct (2024–2025).
- The Nurse Education Program Academic Integrity and Exam Security Policy.

Violations will be addressed through the Student Code of Conduct process, which supports ethical decision-making, accountability, and professional growth.

V. Use of Social Media Policy

Purpose

The purpose of this policy is to define appropriate use of social media while enrolled in the Nursing Education Program at Massasoit Community College and to outline consequences of misuse. The policy is intended to safeguard the safety, privacy, and professionalism of students, faculty, staff, and patients.

Scope and Applicability

This policy applies to all students enrolled in the Massasoit Community College Nursing Education Program.

Definitions

- **Health Insurance Portability and Accountability Act (HIPAA):** A U.S. law enacted in 1996 that protects the privacy and security of individuals' health information. HIPAA establishes national standards for how protected health information (PHI) is handled.
- **Family Education Rights and Privacy Act (FERPA):** A U.S. federal law that protects the privacy of student education records. FERPA applies to all schools receiving funding from the U.S. Department of Education.

Policy Statement

Students may not post, release, or otherwise disclose photos, identifiable case descriptions, images, or records related to educational or clinical activities via social networking sites (e.g., Facebook, Twitter, YouTube, Instagram), non-educational blogs, message boards, websites, personal emails, or any other non-professional means.

The **National Council of State Boards of Nursing (NCSBN)** has published guidelines and a video resource, *A Nurse's Guide to the Use of Social Media*, available at:

<https://www.ncsbn.org/index.page>.

Additional guidance can be found in *A Nurse's Guide to the Use of Social Media (2011)*: [NCSBN Social Media PDF](#).

NCSBN Guidelines for Nurses and Nursing Students

- Maintain patient privacy and confidentiality at all times.
- Do not transmit patient-related images or information via electronic media.
- Do not share or post patient information unless disclosure is legally required or necessary for patient care.
- Do not identify patients by name or post details that could lead to identification.
- Do not disparage patients, even if not identified.
- Maintain professional boundaries in all online interactions with patients or former patients.
- Comply with college, program, and agency policies regarding the use of electronic devices.

Massachusetts Board of Registration in Nursing Requirements (Adapted from July 2012 Guidance)

Nursing students and licensed nurses must comply with Board regulations when using social or electronic media, including:

- **Patient Dignity and Privacy:** Safeguard patients' dignity and right to privacy (244 CMR 9.03 [17]).
- **Confidentiality:** Protect patient information; share only as required by law or for patient safety (244 CMR 9.03 [16]).
- **Professional Boundaries:** Maintain boundaries with current and former patients, especially those who may be vulnerable (244 CMR 9.03 [24]).
- **Legal Compliance:** Adhere to HIPAA, FIPA, M.G.L. c.112 §§74–81C, and all other applicable laws (244 CMR 9.03 [6]).
- **Standards of Practice:** Engage in nursing practice consistent with professional standards (244 CMR 9.03 [5]).
- **Accountability:** Remain responsible for one's nursing judgments, actions, and competency (244 CMR 9.03 [9]).

Reference: [Massachusetts Board of Registration in Nursing, July 2012 Newsletter](#).

IT Acceptable Use Policy

All members of the college community must respect intellectual property and the work of others across all media. Violations, including plagiarism, invasion of privacy, unauthorized access, and copyright violations, may result in sanctions. See the **Massasoit Student Handbook** (pp. 16–19): [IT Acceptable Use Policy](#).

Roles and Responsibilities

- **Faculty, Program Chair, and Program Administrator:** Ensure students comply with this policy.
- **Students:** Must sign a confidentiality agreement annually, as required by the Student Handbook, to protect patient health information and privacy.

Procedures

1. Personal electronic devices must be set on vibrate or turned off during class and clinical sessions.
2. Cell phone calls and/or texting are not permitted in class or clinical settings.
3. Exceptions are allowed only in emergency situations.
4. Cell phones and devices are prohibited during exams or test reviews.
5. Personal devices may not be used as calculators during exams.

Audio/Video Taping, Photos, and Recordings

- Audio/video recording of lectures requires permission from the faculty member and is for personal use only.
- Recordings may not be posted online.
- Permission must be obtained from instructors and all individuals before recording in labs or classrooms.

- Photos or videos and/or audio recordings in clinical settings are prohibited.
- Photos/videos of faculty or students are permitted only with their consent.

Enforcement and Consequences

Violations of this policy may constitute breaches of legal, professional, or ethical obligations. Any violation of this policy will result in the following actions:

1. **Letter of Warning** – Issued to the student by the Department Chair and/or Program Administrator.
2. **Removal from Educational Setting** – The student may be removed from class, clinical, or laboratory settings.
3. **Formal Review** – Infractions will be reviewed by the Associate Dean of Nurse Education (Nursing Program Administrator), Dean of Health Sciences, Nursing Course Team Leader, Nursing Faculty Team, Dean of Students, and Vice President of Academic Affairs.
4. **Dismissal** – The student will be dismissed from the Nurse Education Program if their conduct is deemed unprofessional after a formal Conduct Investigation and Hearing is completed as described in the MCC Student Handbook (Student Code of Conduct-Updated 9/1/2025).

Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025

VI. Course Exemption Policy

Purpose

The purpose of this policy is to identify course exemption guidelines as they relate to the Nurse Education Program.

Scope

This policy applies to all nursing students enrolled in the Massasoit Community College Nurse Education Program.

Definition

- *Course Exemption* – As defined by the College's [Credit for Prior Learning Policy](#).

Courses

- **Full-time Nursing Courses:** Nursing I, II, III, IV, V, and Nursing Seminar
- **Part-time Nursing Courses:** Nursing I-E, Nursing II-E, Nursing III-E, Nursing A, Nursing B, Nursing C, and Nursing Trends
- **Non-Nursing Courses:** English I and II, Anatomy & Physiology I and II, General Psychology, Liberal Arts elective, Microbiology, Human Growth and Development, Principles of Sociology, and a math course (or achievement of the required score on the college placement test).

Policy

As a selective admissions program, the Nurse Education Department does **not** permit course exemption for any nursing courses.

Non-nursing courses within the program may be exempted in accordance with the College's Credit for Prior Learning Policy. Students may also receive non-nursing course credit through CLEP or ACE exam testing, as outlined in the **Alternative Sources of Credit Policy** (College Catalog 2024–2025, p.20).

Process

- **Student Responsibility:**
 - Submit a request to the applicable department for review of prior learning and/or portfolio assessment (College Catalog 2024–2025, p.21).
 - Alternatively, request CLEP or ACE exam reports be sent directly to Massasoit Community College for evaluation.
- **Registrar Responsibility:**
 - Review and process transcript changes as applicable.
 - Ensure compliance with the Credit for Prior Learning Policy and Alternative Sources of Credit Policy for non-nursing courses.

Note

Nursing courses are not subject to the Credit for Prior Learning Policy or Alternative Sources of Credit Policy, due to the selective admissions structure of the program.

VII. Advanced Placement Policy

Purpose

The purpose of this policy is to outline the process and requirements for Licensed Practical Nurses (LPNs) who wish to pursue an Associate Degree in Science (AS) at Massasoit Community College.

Scope

This policy applies to all LPN applicants to the Massasoit Community College Nurse Education Program. Applicants should also review the **Nurse Education Program Admission Policy** for additional details.

Program Options

- **Day Option:** Two-semester program, Full-time
- **Evening Option:** Three-semester program, Part-time

Policy

Massasoit Community College provides for advanced placement of qualified LPN applicants into the second level of the Nursing Curriculum.

- The **Admissions Department** receives and processes applications and verifies all submitted data.
- The **Nurse Education Program Administrator** consults with the Admissions Department regarding updates to policies, procedures, and guidelines. Reviews applicant files.
- **Nursing Faculty Committee** review applicant files and participates in policy updates, procedures and guidelines.

Requirements for All Advanced Placement Applicants

All applicants must meet the following criteria:

1. **Application & Documentation**
 - File an application through the Admissions Office.
 - Submit required documents, including:
 - Official high school transcript or GED/HiSET certificate
 - Official transcript from the school of practical nursing
 - Official transcript(s) from any college(s) previously attended
2. **Completion of Non-Nursing Prerequisites**
 - Complete all *first-year non-nursing course requirements* (see program requirements).
 - Priority consideration will be given to applicants who achieve a grade of **B or higher** in prerequisite courses (B- may also be considered).
3. **Licensure Requirement**
 - Hold a current, unrestricted Massachusetts LPN license.

Credit Award Upon Program Completion

LPN-AD students must complete the Nurse Education Program to be eligible for advanced placement credits. Upon graduation:

- **Day Option Students** will have 16 credits added to their transcript:
 - Nursing I – 8 credits
 - Nursing II – 4 credits
 - Nursing III – 4 credits
- **Evening Option Students** will have 16 credits added to their transcript:
 - Nursing I-E – 6 credits
 - Nursing II-E – 5 credits
 - Nursing III-E – 5 credits

Note

Advanced placement credits are awarded **only upon successful completion and graduation** from the Massasoit Nurse Education Program.

■ Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025

VIII. Transfer Policy

Purpose

The purpose of this policy is to outline the acceptable transfer credits required of qualified candidates applying to the Nurse Education Program (full-time or part-time option) at Massasoit Community College.

Scope

This policy applies to all applicants to the Associate Degree Nursing Program (full-time and part-time options).

Policy Statement

Massasoit Community College follows a common transfer policy to ease and clarify requirements for transferring earned credits from one institution to another. Individual program requirements, however, may supersede this policy.

The Nurse Education Program adheres to the College Transfer Policy with the following exception:

- Only **one nursing course**—an equivalent to the Fundamentals of Nursing course may be considered for transfer.

The Admissions Department uses a rubric to screen applicants. The Nurse Education Department Program Administrator, consulting with Nursing Faculty and the Registrar, reviews transfer eligibility.

Transfer Credit Requirements

For a nursing course to be considered for transfer, applicants must meet the following requirements:

1. The course must be equivalent to the Massasoit Community College's **Fundamentals of Nursing (NURS-101, 8 credits) course**, including:
 - Minimum of **90 clinical hours** providing direct nursing care to adult patients in a health care agency
 - **45 hours** of Nursing Arts Laboratory experience
 - **70 hours** of didactic lecture
2. Submission of the course syllabus for review by the Program Administrator, Department Chair, and Nursing Faculty Committee. Course review must confirm comparable class, lab, and clinical credit hours.
3. A grade of **B- or higher** in nursing courses, with a **passing clinical component**.
4. Courses completed more than **two years** prior to application will not be considered.
5. Admission is **space available**.
6. Only **college-level credits** will be accepted.
7. The course must be completed at a **regionally accredited college**.
8. The course must be from an **accredited nursing program**.
9. The course must be from a **state Board-approved school of nursing**.
10. Submission of **official transcripts** showing the course grade and credits.

Application Deadlines

- **November 1** – Spring Semester admission
- **February 1** – Fall Semester admission

Application Requirements

Applicants seeking transfer credit must submit a complete application according to Nursing Education Program procedures, including:

- Current **TEAS VII** test results
- Documentation of all **prerequisite course requirements**
- **Official transcripts** from all prior institutions

Note: Transfer credits for nursing courses will not be accepted if more than **two years** have elapsed since successful completion of the course.

IX. Educational Mobility

Purpose

The purpose of this policy is to guide nursing students in progressing from one level of nursing education to another. This policy recognizes students' previous educational achievements and seeks to avoid unnecessary repetition of coursework.

Scope

This policy applies to:

- Licensed Practical Nurses (LPNs) seeking advanced placement into the Associate Degree Nursing Program.
- Students pursuing articulation opportunities with four-year institutions.
- Students enrolled in the Massasoit Community College Nurse Education Program.

Definitions

- **LPN (Licensed Practical Nurse):** A nurse licensed by the Commonwealth of Massachusetts after completing an approved practical nursing program.
- **Articulation Agreements:** Formal agreements between Massasoit and four-year colleges/universities to facilitate transfer of coursework and credits toward a bachelor's degree in nursing.
- **Mobility:** The progression from the LPN level to the associate degree (AD) level in nursing education.

Policy Statement

The Massasoit Community College Nurse Education Program offers multiple opportunities for educational mobility:

- **Non-nursing applicants** may pursue the associate degree in nursing and eligibility for the NCLEX-RN examination.
- **Licensed Practical Nurses (LPNs)** may enter the second half of the Nursing Program (full-time or part-time option) through advanced placement based on their LPN education and license. LPN applicants must meet the same admission requirements as non-nursing applicants.
- **Graduates of the Massasoit Nurse Education Program** may pursue advanced study through articulation agreements with four-year institutions.

Roles and Responsibilities

- **Program Administrator** – Reviews and approves advanced placement agreements.
- **Dean of Health Sciences** – Provides oversight and ensures compliance with college policies.
- **Coordinator of Transfer Affairs and Articulation** – Facilitates articulation agreements and transfer processes.
- **Registrar** – Verifies transcripts and official academic records.

Procedures for LPN to AD Mobility

1. Admission and Placement

- LPN applicants must follow the *Admission Policy* and *Advanced Placement Policy*.
- Documentation required:
 - Proof of graduation from a Massachusetts Board-approved School of Practical Nursing.
 - Current, unrestricted Massachusetts LPN license.

2. Credit Awarded upon Program Completion

- **Full-Time LPN Option:** Credit for Nursing I, Nursing II, and Nursing III.
- **Part-Time LPN Option:** Credit for Nursing I-E, Nursing II-E, and Nursing III-E.

3. Articulation Agreements

- Nursing graduates of Massasoit Community College may continue their education through formal agreements with partner four-year institutions.
- See *MCC website for Advanced Placement Nursing Articulations*.

▪ Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025

X. Policy on Withdrawal

The purpose of this policy is to outline the process and implications of withdrawing from the Massasoit Community College Nurse Education Program.

This policy applies to all students enrolled in the Massasoit Community College Nurse Education Program.

General Withdrawal from a Course

- Withdrawing from a course after the Add/Drop period but before the official withdrawal deadline will result in a grade of **“W.”**
- A grade of “W” impacts the student’s percentage of completed courses, which may affect financial aid eligibility and academic progress.

Withdrawal from a Nursing Course

- A nursing student is permitted to withdraw from a nursing course one time only.
- Students who withdraw from a **nursing course** are required to withdraw from the **Nurse Education Program**.
 - Students who withdraw from **Nursing 101** or **Nursing I-E** are not eligible for readmission and must apply for admission to the next applicant pool.
 - **Students who withdrew from Nursing Courses other than Nursing 101 and Nursing I-E are referred to the Readmission Policy.**

Withdrawal Procedure

- Students may initiate a formal withdrawal from a course or from the College through the **13th week of the semester** (see the **Academic Calendar** for specific dates).
- Students are **strongly encouraged** to meet with their academic advisor before withdrawing from any course.
- Log in to the **My Massasoit student portal** and select **Withdrawal Form** from the *Registration & Financial Services* menu, or email **studentcentral@massasoit.mass.edu** to request the form.
- Complete and submit the Withdrawal Form.

Important Considerations

- Simply ceasing to attend class **does not** constitute an official withdrawal.
- Students who stop attending but do not formally withdraw will receive a grade of **“F”** for the course. Failing grades are factored into the GPA.
- A grade of **“W”** will appear on the student’s transcript **only after** the official withdrawal process is completed.

▪ Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025

XI. Readmission Policy

This policy guides nursing students who are eligible to seek readmission to the Nursing Education Program after a course withdrawal or failure.

Eligibility for Readmission:

1. Ineligible Students:

- Students who fail or withdrew from **NURS 101 (Nursing I)** or **NURS 212 (Nursing I-E)** are not eligible for readmission. They must reapply to the program with the next applicant pool.
- Students who fail the **clinical component** of any nursing course are not eligible for readmission.
- Students who have been absent from the program for **more than three years** are not eligible for readmission.

2. Eligible Students:

- Students who fail or withdraw from one nursing course **beyond NURS 101 or NURS 212** may apply for readmission **one time only**, provided:
 - Less than three years have elapsed since their last enrollment.
 - There is available space in the program.
 - The student has no history of clinical failure.

Readmission Requirements:

Students seeking readmission must complete the following:

1. **Application:** Apply through the Admissions Department.
2. **Letter of Explanation:** Submit a letter to the Nurse Education Program Administrator describing:
 - The reason for withdrawal or failure.
 - What has changed to support future success.
3. **Plan of Academic Readiness:** Provide a detailed remediation plan that includes:
 - Activities completed during time away from the program.

- Strategies for achieving success if readmitted.
- 4. **Demonstrated Competency:** Theory/skills through faculty-assigned remedial work
- 5. **Course Materials:** Purchase or obtain all the required current textbooks and additional supplies for the repeated course.

Summary:

Students may be readmitted to the Nursing Education Program **only once**, and eligibility is determined by program-specific criteria, college policy, remediation efforts, and available space.

■ Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025

XII. Graduation Policy

Purpose

The purpose of this policy is to identify the requirements for graduation for students enrolled in the Nurse Education Program.

For more information regarding graduation requirements, please see the Massasoit Community College (MCC) website: *Graduation Information*. This policy is specific to students in the MCC Nurse Education Program who have met both the general college and nursing program graduation requirements.

Nursing Program Graduation Requirements

In addition to MCC's graduation requirements, a student in the Nurse Education Program must:

1. Complete all courses within the nursing curriculum with a grade of **78% (C+) or higher**.
2. Complete all required simulation and laboratory hours.
3. Discharge all financial obligations to the College.

Graduation Procedures

The following steps must be completed to ensure eligibility for graduation:

1. Meet with your Nursing Faculty Advisor to review *Degree Works* for program requirements.
2. Complete and submit the *Intent to Graduate* form to the Registrar for Nursing V and Nursing C.
3. After submission of the *Intent to Graduate* form, the Registrar's Office will send the student a letter indicating any outstanding course requirements for graduation.
4. Students will be contacted by the Office of the Registrar during their final semester to confirm upcoming graduation from their certificate and/or associate degree program and to request the desired diploma name and pronunciation.
 - Students enrolled in concurrent programs (second, third, or fourth programs) should also submit an *Intent to Graduate* form for each program to ensure all requirements have been met.

Additional Information

- **Degree Works:** MCC offers *Degree Works*, a web-based tool that provides students and advisors with a clear and convenient method to track degree progress, prepare for registration, and plan for graduation. Students who do not comply with the policies and procedures outlined are not eligible for graduation.
- **Transcript & NCLEX-RN Application:** MCC provides an official transcript indicating program completion, which is required for the NCLEX-RN application.
- **Intent to Graduate Form:** Students must complete and submit the *Intent to Graduate* form to the Registrar's Office for transcript review.

Application Deadlines

- **November 1** – Spring Semester admission
- **February 1** – Fall Semester admission

Application Requirements

Applicants seeking transfer credit must submit a complete application according to Nursing Education Program procedures, including:

- Current **TEAS VII** test results
- Documentation of all **prerequisite course requirements**
- **Official transcripts** from all prior institutions

Note: Transfer credits for nursing courses will not be accepted if more than **two years** have elapsed since successful completion of the course.

■ Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025

XIII. Student Rights and Grievances

Purpose

The purpose of this policy is to outline student rights and responsibilities and to provide procedures for filing a grievance. This policy applies to all students enrolled in the Massasoit Community College (MCC) Nurse Education Program.

Student Rights

Students enrolled in the Nurse Education Program are entitled to the following rights:

1. **Educational Access** – The right to pursue their education and receive assistance in overcoming educational, cultural, emotional, and economic disadvantages that may create challenges to the learning process.
2. **Equal Treatment** – The right to fair and equal treatment without discrimination based on race, color, religion, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave, military service, or national origin.
3. **Privacy** – The right to privacy and confidentiality under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99.
4. **Due Process** – The right to procedural and substantive due process in disciplinary or grievance matters

Student Responsibilities

Students are expected to:

1. Be knowledgeable of and comply with all applicable federal, state, and local laws and ordinances.
2. Be knowledgeable and comply with all directives, policies, and procedures of Massasoit Community College.
3. Conduct themselves in a manner that does not interfere with the learning environment of others inside or outside of the classroom, including College events.
4. Review and respond to official College communications and information shared with students.

Student Grievances

- **Definition of a Grievance**

A grievance is a written complaint filed by a student with the person designated by the President as the Student Grievance Officer, specifically alleging an abridgment of student rights.

- **Definition of Substantial Evidence of Error or Injustice**

For the purpose of grade appeals, substantial evidence of error or injustice is defined as:

- The assignment of a course grade on some basis other than a student's performance in the course; or
- The assignment of a course grade using unreasonable standards that differ from those applied to other students in the same course; or
- The assignment of a course grade that represents a substantial, unreasonable, and unannounced departure from the instructor's previously articulated standards.

Grievance Process

- The Nurse Education Program adheres to the College's student rights and grievance policies as outlined in the Massasoit Community College Student Code of Conduct and Student Handbook.
- Students are expected to first attempt conflict resolution directly with the parties involved.
- If resolution is not achieved, a student may file a formal grievance with the **Dean of Students**.
- The Dean of Students, in consultation with the Student Grievance Officer, will review the complaint to determine if substantial evidence of error or injustice exists.
- It is the student's responsibility to submit the grievance in writing, following MCC policy.

Grievance Filing Procedure

1. **Informal Resolution (Required First Step)**

- The student should first attempt to resolve the issue directly with the faculty member, staff member, or individual involved.
- If unresolved, the student should bring the matter to the attention of the Program Director/Department Chair.
- Efforts at informal resolution should be documented.

2. **Formal Grievance Filing**

- If informal resolution fails, the student may file a formal grievance.

- The grievance must be submitted **in writing** to the **Dean of Students** within **10 business days** of the incident or within 10 business days of learning the outcome of the informal process.
- The written grievance should include:
 - Student's name and contact information
 - Description of the issue and specific rights alleged to have been violated
 - Evidence of substantial error or injustice (see above definitions)
 - Summary of attempts at informal resolution
- 3. **Dean of Students Review**
 - The Dean of Students, in consultation with the **Student Grievance Officer**, will review the complaint to determine whether substantial evidence of error or injustice exists.
 - The student will receive written notice of the decision within **15 business days**.
- 4. **Appeals Process**
 - If the student is dissatisfied with the Dean's decision, they may submit a written appeal to the **Vice President of Academic Affairs** within **10 business days** of receiving the decision.
 - The Vice President's decision will be final and binding.

Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025

XIV. Advanced Placement or Transfer of Military Education, Training, or Service for Military Health Care Occupations

Purpose

The purpose of this policy is to outline the process for granting advanced placement or transfer credit for students with military education, training, or service who wish to enter the Nurse Education Program.

Policy

1. **LPN Licensure and Military Occupation**
 - Students who hold a current Massachusetts LPN license and have a qualifying military health care occupation are eligible for admission with advanced placement in the Nurse Education Program.
2. **Military Occupation without LPN Licensure**
 - Students who have a qualifying military health care occupation but do not hold a Massachusetts LPN license are not eligible for advanced placement. These students may apply through the selective admission process for entry into the Nurse Education Program.
3. **Military Education and Transfer of Credit**
 - Students with military education are eligible to transfer course credits in accordance with the College's Transfer Policy.
 - Students who hold both a Massachusetts LPN license and military education are also eligible to transfer course credits under the College's Transfer Policy.
4. **Limitations on Transfer Credit**

- Nursing majors will **not** receive credit for non-traditional study such as life experience, professional development, or coursework completed through the Armed Services when such credit would be applied to nursing-designated coursework.

5. Related Policies

- Advanced Placement: See Nursing Advanced Placement Policy (Section VII).
- Nursing Transfer: See Nursing Transfer Policy (Section VIII).
- Transfer: See College Transfer Policy.

Summary

Students with military health care education, training, or service may be considered for advanced placement or transfer of previously completed coursework in accordance with established College and Nursing Program policies.

■ Revised/reviewed 6/2023, 6/2024, 7/2025

NURSING DEPARTMENT POLICIES

Dress Code

The first impression made upon others is visual. Therefore, the image of the professional nurse is enhanced by proper appearance. If the nurse looks neat and competent, she/he is more likely to be seen as competent by superiors, co-workers, and the patients who depend upon her/him. In the interest of professionalism and to be in compliance with the rules of most health institutions, the following dress code is to be followed by Massasoit Nursing students.

- Business casual will be strongly encouraged to be worn on college campus unless otherwise directed. College photo ID must be visible.
- Uniforms must be worn to clinical agencies except for designated agencies, which require business casual attire.
- The uniform consists of:
 - Navy blue top with embroidered school seal embroidered on the chest and navy blue scrub pants to be purchased from Village Uniforms. May wear white scrub jacket with school insignia embroidered on chest in the clinical area. Sweaters cannot be worn on clinical units.
 - White Shoes - Shoes should be clean and in good repair. Appropriate footwear is ALL WHITE leather shoes or sneakers with white hosiery or socks. No open back clogs.
 - Name pin, college photo ID, watch with sweep second hand, scissors, Kelly clamp, stethoscope, goggles, and a black ball point pen. All parts of the uniform should be clean, in good repair and fit properly.
- Hair must be clean, controlled above the collar, and away from the face.
- Male students must keep any facial hair well- groomed and in compliance with OSHA standards. (see <https://www.cdc.gov/niosh/npptl/pdfs/FacialHairWmask11282017-508.pdf>).
- Make-up should be minimal and tastefully applied.
- Fingernails should be clean and at an appropriate length. No nail polish or **artificial nails**.
- No jewelry except one pair of small studs may be worn **in ears only**. A plain wedding band is acceptable.
- No gum chewing is allowed in the clinical agency.
- Personal hygiene must effectively manage body odors.
- Personal hygiene products must be fragrance free; no cologne or perfume should be used.
- No visible tattoos or piercings in the clinical setting.

NURSING DEPARTMENT POLICIES

Conduct

Practice in a clinical agency is designed to be a rehearsal for the professional role. The student is expected to meet the same standards of conduct required when joining the workforce. These include punctuality and satisfactory attendance, completion of assigned duties, honesty, responsibility for one's actions and acceptance of agency policies. A professional respects and protects the right of others and maintains confidentiality with respect to information acquired while providing service.

Revised 5/2020, 5/2021, 9/2022,6/2023, 6/2024, Revised August 2025

Student Code of Conduct and Guidelines

All students are responsible for complying with the rules, regulations, policies, and procedures contained in the Student Code of Conduct.

Students, faculty, and staff to encourage appropriate behavior conducive to a good educational environment devised this list:

- Be courteous and respectful to everyone.
- Be honest.
- Respect campus property.
- Actively participate in your education: attend classes, be on time, and be prepared.
- Listen while the professor and fellow classmates are speaking.
- Turn off all electronic devices in classrooms, labs and libraries.
- Refrain from using profanity and degrading language.
- Refrain from yelling in corridors, cafeteria, and student lounge.
- Abide by the College's Smoking Policy.
- Be responsible for your choices and actions.

How we conduct ourselves has an impact on others, let's make it a positive one!

The first impression is a lasting impression...be sure you leave a positive one!

Reviewed and revised 4/19; Reviewed 5/2020; 5/2021; 9/2022,6/2023; 6/2024, Revised August 2025

NURSING DEPARTMENT POLICIES

POLICY ON INCOMPLETE GRADES IN NURSING COURSES

Each nursing course must be completed with a minimum grade of 78 (C+) prior to progression to the next level of nursing, i.e. Nursing I must be satisfactorily completed before the student can take Nursing II and/or Nursing III.

If the student receives a grade of INCOMPLETE for the semester, that grade must be completed before the student can take the next level nursing course. Each level of nursing is a prerequisite to the next level of nursing. Students who do not make up the incomplete prior to the beginning of the next level nursing course may have until the next semester in which to complete the grade. Students who do not make up the incomplete prior to the next nursing course must withdraw from the nursing program. Incomplete grades that are not resolved will automatically change to an F as defined by the college policy.

When the incomplete is made up, the student will then need to reapply to the Nursing Program, through the Admissions Office, in order to enroll in the next higher-level course. See readmission guidelines below.

Incomplete Grades

Given by the instructor if at least a majority of the course work has been completed. In this event, the student is required to contact the instructor as soon as possible, no later than 30 days after the semester, to determine how the work will be made up. The grade of Incomplete will remain open through the following semester (summer sessions excluded) at which time, if not changed by the instructor, the grade of Incomplete becomes a Failure (F).

NURSING DEPARTMENT POLICIES

POLICY ON FAILURE OF A NURSING COURSE

The passing grade in all nursing courses is 78 (C+). Students who did not achieve 78 (C+) will not be able to continue in the program. Nursing grades include theory and clinical practice. Clinical practice grades are “Pass-Fail.” Students must “Pass” clinical practice and receive a minimum grade of 78 (C+) in nursing theory in order to take the next level nursing course. Students must pass the semester specialty clinical rotations in order to pass the course. Each level of nursing is a prerequisite to the next level.

Students who fail any non-co-requisite nursing course (Nursing II and III) cannot continue in the Nursing Program at the College. If they wish to stay at the College and take non-nursing courses, they must change their program of study through the Registrar’s Office. If a student is eligible to repeat a nursing course, see the Policy on Nursing Readmission.

Any student who has failed any nursing course twice, or has failed two (2) nursing courses, will not be readmitted to any of the nursing program options at Massasoit Community College.

Any student who fails one nursing course, and withdraws once from a nursing course will not be readmitted to any of the nursing program options at Massasoit Community College.

Students who fail will receive written notification and will be encouraged to meet with the Nursing Department Chair or designee.

Any time that a student is judged to be a danger to themselves, patients, other students or professionals while in the clinical area by his/her instructor, that instructor will temporarily terminate the student’s clinical experience pending careful review by the appropriate team with the Nursing Department Chairperson or designee. Further action, up to and including dismissal from the Nursing Program will be determined by the course team in consultation with the Nursing Department Chairperson or designee and Division Dean. Students will have the right to appeal the decision through the department and/or Division Dean. The student grievance procedure is also available as an avenue of appeal.

Grade Appeals

The Grade Appeal process is available to students who believe their final grade in a course is the subject of a) an error and/or b) an injustice. Students considering a formal appeal must consult the college’s Grade Appeals Officer before submitting their appeal. More details about this process, as well as contact information for the Grade Appeals Officer, can be found at www.massasoit.edu/appeals.

NURSING DEPARTMENT POLICIES

STUDENT SAFETY AND PUBLIC HEALTH INFORMATION

All students enrolled in the Massasoit Community College Nurse Education Program may be exposed to certain health risks during program activities. Risks as a result of exposure to certain chemicals, anesthetic and pharmaceutical agents, radiation, or zoonotic diseases may be heightened for students with certain medical conditions including asthma, chronic obstructive pulmonary disease (COPD), or pregnancy. Students are encouraged to discuss potential health risks with their medical provider.

Students seeking accommodations for any reason, including as a result of a medical condition, should contact Access & Disability Resources at adr@massasoit.mass.edu."

In the event of a public health emergency (e.g. COVID-19), faculty, in consultation with Massasoit Community College Administration, Dean of Health Sciences, Program Administrator (Associate Dean of Nurse Education), and clinical agency administrators, may develop or modify appropriate policies and procedures relating to student safety and prevention of exposure to disease.

All nursing students are required to be fit-tested for N95 Respirator Masks. N95 Respirator Masks, goggles and/or face shields, and use of personal protective equipment (PPE) are required for participation in clinical experiences. The N95 Respirator Mask and a face shield / goggles will be provided by Massasoit Community College or the clinical agency. Students are expected to comply with PPE guidelines outlined by the College and clinical agencies. Failure to comply with these requirements may result in removal from clinical agency, and/or potential disciplinary action up to and including clinical failure for course or dismissal from program.

Students will be provided with appropriate notice of any new or modified policies or procedures, consistent with the requirements of this Nurse Education Student Handbook.

MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT

CLINICAL INFORMATION

CLINICAL AGENCY REQUIREMENTS

MEDICAL INSURANCE

Students must provide documentation of health care insurance. Medical insurance is available through the College's Group Plan for a reasonable cost. Prior to the beginning of each semester, the student must provide the Program Director with a copy of his or her health insurance card. Failure to do so will prevent the student from attending his or her clinical assignment. For further information: **STUDENT HEALTH INSURANCE**

If you do not have your own health insurance and you are taking 9 credits or more per semester you may obtain health insurance through the school. If you have your own health insurance coverage, then this fee must be waived. Waivers may be submitted through Banner Self-Service accessed through the student's My Massasoit account.

IMMUNIZATIONS

Chapter 76, Section 15C (Immunization of college health science students) of the General Laws of Massachusetts requires all **full-time students** (those taking 12 credit hours or more) and all students on a VISA provide proof of immunization for: **measles, mumps, and rubella; tetanus, diphtheria, and pertussis (Tdap); hepatitis B; and Varicella**. Refer to [School Immunizations | Mass.gov](#). Refer to [105 CMR 220.00: Immunization of students before admission to school | Mass.gov](#). Refer to [244 CMR 6 \(mass.gov\)](#). CastleBranch is used for health records maintenance and immunizations tracking. Students will be provided with directions to create a CastleBranch account. Refer to Health Forms in the Nurse Education Department Student Handbook for more information.

OTHER HEALTHCARE REQUIREMENTS

The annual Flu Vaccine (2025-2026) is required per clinical agency partner agreements. Covid-19 Vaccine and booster are required by per our clinical agency agreements. All other health requirements must be met prior to attending clinical. Students are mandated to abide by the Massachusetts Department of Public Health, and clinical agency screening and immunization requirements. Students will be excluded from clinical agencies and class if health requirements and agency requirements are not completed.

CLINICAL AGENCY REQUIREMENTS - continued**DRUG TESTING**

Be aware that some clinical agencies may require drug testing for students assigned to those clinical agencies.

CORI CHECKS/SORI

CORI checks will be done on all students annually and more frequently in some cases based on clinical placements. As part of the agency requirement, fingerprinting is required for all students going to clinical at the VA Hospital. Fingerprinting will be required at various clinical agencies at an additional cost to the student.

CPR CERTIFICATION

The student admitted into the Nurse Education Program must submit verification of an American Heart Association or the equivalent American Red Cross course completion of a Healthcare Provider CPR Course. All students admitted must maintain a current CPR card while in the program.

Reviewed 4/19, 5/2020, 5/2021, 5/2022; 9/2022, 6/2023, 6/2024, Revised August 2025

MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT

HAZARDOUS MATERIALS POLICY

To comply with federal regulations issued by the Occupational Safety and Health Administration regarding hazardous communication, all Nurse Education students will complete the computerized clinical placement orientation modules.

Students should report a spill of a hazardous chemical to the appropriate department personnel and should **not** be involved with the clean-up of the spill.

If a student is known or suspected to have been exposed to a hazardous material, and is in need of medical attention, the student will follow the protocol of the clinical agency. [The student will then follow the Allied health Division's *Exposure Incident Management Protocol* as to the follow-up.]

Program officials should be notified **immediately** and an incident report must be completed by the clinical instructor, signed by the student and then mailed or faxed to the Department Chairperson.

Revised 5/16

Reviewed 5/2020, 5/2021, 5/2022; 9/2022, 6/2023, 6/2024, Revised August 2025

**MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT**

**POLICY ON CLINICAL EMERGENCIES/ INCIDENCE
(STUDENT)**

In the event of an emergency, illness, accident, or hazardous exposure involving a student, the clinical instructor or designee should make sure the student is sent to the hospital emergency department, or designated healthcare facility for appropriate evaluation. The hospital/healthcare facility will provide access to emergency care for students but bears no responsibility for costs incurred. The College also bears no responsibility for the cost incurred.

- If a student refuses to seek medical treatment, this should be **documented on the incident report** and signed by the student.
- The Nurse Education Department at Massasoit Community College must be informed in writing by the clinical faculty.
- Incident report (see Appendix).

Rev 9/2022, 6/2023, 6/2024, Revised August 2025

**MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT**

STUDENT SAFETY POLICY FOR EBOLA PATIENT CARE

Students in the Nursing Education, Respiratory Care, Medical Imaging, Dental Assisting, Medical Assisting and Phlebotomy Programs are matriculated in pre-licensure and pre-certification programs. Care of patients suspected or diagnosed with the Ebola virus is out of the scope of practice of these students. No student or faculty member within the Nurse Education, Medical Imaging, Respiratory Care, Dental Assisting, Medical Assisting and Phlebotomy Programs of Massasoit Community College should directly participate in the diagnostic testing or care of a patient with suspected or actual contamination with the Ebola virus.

Revised 5/11, Reviewed 4/19, 5/2020; 5/2021; 5/2022; 9/2022, 6/2023, 6/2024, Revised August 2025

**MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT
LATEX SENSITIVITY & ALLERGY POLICY**

Latex products may be encountered in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life-threatening anaphylactic shock. These guidelines have been established at Massasoit Community College to provide information to potential allied health and nursing program applicants/students who are sensitive to latex. It is the student's responsibility to self-disclose this allergy.

Latex free environments may not be available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in the Nurse Education Program. If a student is already admitted to a health science program, he/she must consult a qualified allergist for evaluation of latex allergies should signs and symptoms develop. All such evaluations are at the student's expense. If it is determined that a student suffers from a latex sensitivity/allergy and the student desires an academic adjustment, including auxiliary aids or service, or reasonable accommodation due to this condition, the student must contact the College's Disability Counselor.

As with all matters related to one's health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. This may include the carrying of an epi-pen by the individual or other precautions as advised by the student's health care provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during a clinical education, fieldwork, and healthcare career, even when reasonable accommodations are made and to regularly consult with his/her health care provider.

In an effort to minimize the presence of latex in the lab facilities, Massasoit Community College will provide latex-free and powder-free gloves in all College lab facilities. Should a clinical agency site NOT provide latex-free gloves, the College will provide latex-free gloves for clinical use. Additionally, the College is taking the following steps to minimize latex in its lab facilities: *1) replacement of all gloves in use by faculty and students with nitrile or vinyl gloves and; 2) future purchasing of latex-safe supplies and equipment whenever possible.* As with all students in the Nurse Education Program, a student with a latex sensitivity or allergy is required to satisfactorily complete all requirements and technical standards of the program to which they have been accepted. Developed: February 3, 2010; Reviewed 5/2020,

MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT
STUDENT REPRESENTATION AND OPPORTUNITIES TO PARTICIPATE IN
DEVELOPMENT AND EVALUATION OF THE NURSING PROGRAM

NURSE CLUB

Nurse Club is open to Nurse Education majors. The purpose of Nurse Club is to lend support to each other, raise funds for student activities and involvement in community service work.

The students in each class are encouraged to hold elections for class officers annually. The elected positions are: President, Vice President, Secretary and Treasurer. They also elect a faculty person from their respective team to serve as advisor to their club.

Each class forms a club with a Constitution and works with The Student Life Office.

Officers are responsible for representing their class in communication systems and planning class projects.

NURSE EDUCATION DEPARTMENT, CURRICULUM and TEAM MEETINGS

Students also elect Representatives for their respective teams. The representatives act as liaisons between students and faculty at Team, Department and Curriculum Meetings.

Membership on these committees gives students a voice in curriculum content as well as provides opportunity to discuss other issues as they arise.

COLLEGE GOVERNANCE and STUDENT PARTICIPATION

Nursing students are also encouraged to participate in college activities such as Student Senate and Committees.

Participation Policy

Federal regulations require that Massasoit verify that students are participating in classes for which they are receiving aid. To fulfill this requirement, your faculty member is monitoring your participation in this course and will be required to report your participation prior to aid being disbursed. Please visit <https://massasoit.edu/enrollment/paying-for-college/financial-aid/attendance-withdrawal-information/> to review the participation deadlines. Students identified as “never participated” or “stopped participating” will be notified by the Registrar that they are being withdrawn from the class.

**MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT**

POLICY ON MATH COMPETENCY RELATED TO DOSAGE CALCULATIONS

Certain math skills are basic to nursing. These skills are essential when calculating medication dosages and intravenous drip rates to ensure the delivery of safe nursing care.

A dosage calculation test will be administered at the beginning of selected courses. Students must achieve the passing criteria as a prerequisite to administering medications in the clinical setting.

A dosage calculation test including fractions, decimals, conversions, and dosage calculations will be administered. Students enrolled in (NURS I, NURS I-E, NURS III, NURS III-E) must pass with ninety percent (90%) or better. Students enrolled in (NURS IV, NURS V, NURS A, NURS B, NURS C) must pass with a score of 100%.

Students who are unsuccessful in achieving the passing criteria will be required to attend tutoring sessions at the ARC on their own time. Students will be given 3 attempts to successfully pass the exam. During this interim, students will not be allowed to administer medications in the clinical area. **After a third attempt if not successful in passing the exam, students will receive a clinical failure for the course.**

Reviewed and revised May 2020; May 2021; September 2022, June 2023, June 2024, Revised August 2025

NURSING STUDENT RESOURCES

<input type="checkbox"/> Pre-Test	<input type="checkbox"/> Pre-Test	<input type="checkbox"/> Referral to Dean of Student Office for referral to Counseling Center	<input type="checkbox"/> Intervention and Follow-Up
<input type="checkbox"/> Self-Diagnostic Profile	<input type="checkbox"/> Self-Diagnostic Profile		<input type="checkbox"/> According to Department Policy and College Guidelines
<input type="checkbox"/> Meetings	<input type="checkbox"/> Meetings	<input type="checkbox"/> Group	<input type="checkbox"/> Meetings
<input type="checkbox"/> (as appropriate)	<input type="checkbox"/> (as appropriate)	<input type="checkbox"/> <i>Individual</i>	<input type="checkbox"/> (as appropriate)
<input type="checkbox"/> Academic Advisor	<input type="checkbox"/> Academic Advisor	<input type="checkbox"/> Women's Center Seminars	<input type="checkbox"/> Faculty
<input type="checkbox"/> <i>Team Discussion</i>	<input type="checkbox"/> <i>Team Discussion</i>	<input type="checkbox"/> Self-Esteem Issues	<input type="checkbox"/> <i>Department Chairperson</i>
<input type="checkbox"/> <i>Department Chairperson</i>	<input type="checkbox"/> <i>Department Chairperson</i>	<input type="checkbox"/> <i>Victims of Violence</i>	<input type="checkbox"/> <i>Division Dean</i>
<input type="checkbox"/> Referral to ARC	<input type="checkbox"/> Referral to ARC	Peer Support Group	Referral to Counseling Department and Human Services
<input type="checkbox"/> For services	<input type="checkbox"/> For services		
<input type="checkbox"/> Group Study Skills	<input type="checkbox"/> Group Study Skills		
<input type="checkbox"/> <i>Test Taking Skills</i>	<input type="checkbox"/> <i>Test Taking Skills</i>		
<input type="checkbox"/> <i>Test Anxiety</i>	<input type="checkbox"/> <i>Test Anxiety</i>		
<input type="checkbox"/> <i>Management</i>	<input type="checkbox"/> <i>Management</i>		
<input type="checkbox"/> Tutoring	<input type="checkbox"/> Tutoring		
<input type="checkbox"/> ARC STAFF	<input type="checkbox"/> ARC STAFF		
<input type="checkbox"/> TUTORS-Nursing Tutors	<input type="checkbox"/> TUTORS-Nursing Tutors		
<input type="checkbox"/> Math Group	<input type="checkbox"/> Math Group		
<input type="checkbox"/> <i>Nursing Group</i>	<input type="checkbox"/> <i>Nursing Group</i>		
<input type="checkbox"/> <i>Individual</i>	<input type="checkbox"/> <i>Individual</i>		
<input type="checkbox"/> PEER TUTORS	<input type="checkbox"/> PEER TUTORS		
<input type="checkbox"/> Group	<input type="checkbox"/> Group		

<input type="checkbox"/> <i>Individual (Theory)</i> Referral to Counseling Center			
--	--	--	--

LANGUAGE DIFFICULTY	PHYSICAL DIFFICULTY	FINANCIAL DIFFICULTY
<input type="checkbox"/> ESL Support	<input type="checkbox"/> Meetings: (as appropriate)	<input type="checkbox"/> Referral to Financial Aid Office
<input type="checkbox"/> Referral to the ARC	<input type="checkbox"/> Faculty <input type="checkbox"/> <i>Department</i> <input type="checkbox"/> <i>Chairperson</i> <input type="checkbox"/> <i>Disabilities</i> <input type="checkbox"/> <i>College Representative</i> <input type="checkbox"/> <i>MD Note</i> <input type="checkbox"/> <i>With Recommendations</i> <input type="checkbox"/> <i>And Limitations</i> <input type="checkbox"/> <i>Adaptive Equipment Required</i>	<input type="checkbox"/> Meetings: <input type="checkbox"/> (as appropriate) <input type="checkbox"/> Department Chairperson <input type="checkbox"/> <i>Dean of Students</i>

MASSASOIT COMMUNITY COLLEGE SCHOOL CANCELLATION POLICY

- If mandatory college closing (classes canceled) is required prior to the start of scheduled clinical, the student will not be required to attend clinical for the duration of the cancellation.
- If mandatory college closing (classes canceled) during the day, after the student has arrived at the clinical site, the student is required to complete the assigned procedures prior to leaving the site. The student must ensure patient safety is not compromised and documentation is completed.
- If mandatory college closing (classes canceled) is required, and is more than one day during a semester, the student may have to make up hours/time to fulfill program requirements.
- If classes are not canceled, but there is questionable weather, the student will use their own discretion as to their ability to travel safely to and from clinical site. Should the student decide that travel is not prudent, they are to follow the program's attendance policy regarding absence from clinical.

CANCELLATION OF CLASSES

To view school cancellations, visit the Massasoit website www.massasoit.edu. When cancellation of school and classes is necessary due to inclement weather, announcements will be made at approximately 6:00 a.m. on the following radio & TV stations: WPLM FM (99.1), WCTK FM (98.1), WRKO-AM (680), WBZ-AM (1030), WBZ-TV (Ch. 4), WHDH-TV (Ch. 7), NECN (Ch. 8), WFXT-TV (Ch. 25).

**** Note that each campus may be independent of the other regarding class cancellations in an emergency situation. Evening school cancellations are broadcast over the same stations beginning at approximately 3:00 p.m. It is a possibility that day classes are cancelled and evening classes are not.**

Please do not call the College.

For individual class cancellations while school is in session, and class room changes please view digital monitors located in each building on the Brockton Campus and on the Canton Campus in the student commons, outside the ARC.

Please see the Massasoit Community College Student Handbook

You may also sign up for emergency and weather notifications and receive text message notifications or email notifications of school closures or delays. To sign up for rave alert notifications go to: www.getrave.com/login/massasoit

State of Emergency – A State of Emergency Declaration by the Governor automatically cancels all events, classes and closes the college.

NURSING DEPARTMENT POLICIES NCLEX-CAT APPLICATION PROCESS

Applicant must:

- ☐ Be a graduate of a school approved by the Board of Registration in Nursing
- ☐ Pay the application fee
- ☐ Declare a misdemeanor or felony conviction
- ☐ C.O.R.I (Criminal Offender Record Information) checks will be done on all NCLEX applicants.
- ☐ Applicant must apply on-line to www.vue.com/nclex to sit for state board examination (NCLEX)

If you have ever been convicted of a misdemeanor or a felony in a court of law or have an open case with the Department of Children and Families (DCF), your record will be subject to review by the Commonwealth of Massachusetts Board of Registration in Nursing upon application for the registered nurse licensure examination.

MASSASOIT COMMUNITY COLLEGE
NURSE EDUCATION DEPARTMENT
STANDARDS OF CONDUCT

244 CMR: BOARD OF REGISTRATION IN NURSING

244 CMR 9.00: STANDARDS OF CONDUCT

Nursing Students are expected to be familiar with and abide by the 244 CMR 9.00: Standards of Conduct as outlined by the Commonwealth of Massachusetts Board of Registration in Nursing. Refer to [244 CMR 9.00: Standards of conduct for nurses | Mass.gov](#)

Reviewed 5/2020, 5/2021, 5/2022. 9/2022, 6/2023, 6/2024, Revised August 2025

Massasoit Community College Expectations

Student Code of Conduct

Introduction Massasoit Community College recognizes that all students, as members of the college community, enjoy the freedom of speech and assembly, freedom of association, freedom of the press, right of petition and the right of due process. These rights do not come without responsibilities and respect for others in the College community. Attendance at the College is a privilege and not a right, and enrollment carries with it obligations in regard to conduct, both in and out of class. Students are responsible for knowing and understanding the contents of this Code. Students are responsible for abiding by the laws governing the College and are expected to observe standards of conduct set by the College.

Learning Outcomes

The College expects its students to act in a mature and responsible manner. Respect for the rights of others, openness to new and challenging ideas, civility and courtesy are examples of this expectation. The Code of Conduct process is intended to be an educational process that supports the mission of the College. This policy is therefore intended to promote personal responsibility, integrity and ethical decision making. Students who participate in this process should achieve the following learning outcomes:

- Understand how the Code supports the goals and mission of the College;
- Understand the possible impact of their choices on their academic and personal success;
- Accept personal responsibility for the choices and decisions made and the impact of their behavior on the College community
- Reflect on their ethical obligations as a student in the College community;
- Recognize the value of the student conduct process as an educational opportunity; and
- Identify ways to address their behavior so it does not negatively impact their educational goals or the community in the future.

Application of the Code of Conduct

The Code of Conduct shall be used to address student disciplinary offenses as referenced in this policy. The Code of Conduct applies to student conduct, which occurs at the College, in any of its facilities, on any of its grounds or at any College related activity regardless of location. Under certain circumstances, the Code may also apply to off-campus conduct. Each student shall be responsible for their conduct from the time of admission through the actual awarding of a degree, before classes begin and after classes end, and during periods between terms of actual enrollment. The Code of Conduct shall apply to a student's conduct even if the student withdraws from the College while a discipline matter is pending. [student-handbook.pdf \(massasoit.edu\)](https://www.massasoit.edu/student-handbook.pdf)

MASSASOIT COMMUNITY COLLEGE POLICIES

Academic Dishonesty

Academic Dishonesty is defined in the Massasoit Student Code of Conduct to include cheating, falsification of information, working on assignments with classmates without permission, plagiarism, purchasing or submitting assignments from others, or theft of materials. If there is information that academic dishonesty occurred, a faculty member may choose to act as outlined in the course syllabus, including issuing a failing grade for the assignment or the course.

Students may also be referred to the Dean of Students Office for disciplinary action under the Massasoit Student Code of Conduct. If the student believes that there is substantial evidence of error or injustice associated with a failing grade issued because of academic dishonesty, the student may file a grievance under the Grade Appeal Process.

Where the issuance of a failing grade by a faculty member for academic dishonesty will result in a student's dismissal from a program (for example in nursing and other health care programs), the charge of academic dishonesty shall be directly referred to the Dean of Students Office for administration under the Student Code of Conduct.

Rev 8-23, 6-24, 8-25

Classroom Behavior

Students are expected to choose behavior that does not interfere with the learning of others. In order to assure that all students have the opportunity to fulfill their educational goals, students are prohibited from engaging in substantially disruptive behavior whether they are in a face-to-face, hybrid, or an online classroom. Substantially disruptive behavior as defined by the Massasoit Student Code of Conduct includes, but is not limited to: shouting down a speaker; disrupting a faculty member's instruction such that it impedes the learning process; failing to comply with a College Official's appropriate directives or instructions; threatening harm; harassing others; fighting or committing violent acts; or engaging in conduct that places health or safety at risk. Substantial disruption or interference does not include conduct that is protected under the First Amendment. Such behavior in the classroom will result, minimally, in a request to leave class and a referral to the Dean of Students.

Rev 8/2023, 6/2024, 8/2025

Alcohol and Drug Policy

Please see the Massasoit Community College Student Handbook for the Alcohol and Drug Policy

MASSASOIT COMMUNITY COLLEGE POLICIES

Identification Policy

All students must have a Massasoit Student ID on their person when on the premises of Massasoit Community College and at clinical sites. The Brockton and Canton Student Life Offices issue photo IDs to all students during regular office hours. The ID is required for use as a library card, admittance to athletic facilities, to sell used books to the College bookstore and to receive discounts or free admission to events sponsored by the College. Students requiring a replacement ID will be charged. Please see Massasoit Community College Student Handbook

PARKING

Massasoit maintains parking lots at all three locations for student, faculty, staff, and visitor parking. Lots designated for faculty/staff and visitor parking are posted. All other lots are open for general usage during the day and evening. Parking violations may result in citations issued by Campus Police or local police officers. These tickets are administered by local municipal officials. All students, faculty, and staff are required to have a parking sticker. Parking stickers can be obtained at the Campus Police Stations on the Brockton and Canton Campuses. Refer to Student Handbook - Massasoit Community College

Reviewed May 2020, May 2021, May 2022, September 2022, June 2023, June 2024, August 2025

MASSASOIT COMMUNITY COLLEGE POLICIES

Affirmative Action, Equal Opportunity, and Sexual Harassment

Massasoit Community College prohibits discriminatory harassment and sexual harassment, including sexual violence. Inquiries or complaints concerning *discrimination, harassment, retaliation, or sexual violence* shall be referred to the Title IX Coordinator and Compliance Officer, Amee Synnott, Office of the President, 508-588-9100, x1304, Brockton Campus, Administration Building, Room 219, asynnott@massasoit.mass.edu. A complaint can also be filed online at www.massasoit.edu/report. For more information about Title IX, visit www.massasoit.edu/title-ix.

Rev 8/2023, 6/2024, 9/2025

Sexual Harassment Policy

Sexual harassment is any verbal, non-verbal, or physical behavior of a sexual nature that has the effect of interfering with a student's education status or creating an intimidating, hostile, or offensive environment. Sexual harassment of a student, employee of the college or a clinical instructor is unlawful, impermissible and intolerable. It is against the policy of Massasoit Community College for any member of the College community to harass sexually another student of the College or a student to harass or be harassed by an employee of the College or by a clinical education employee. The College is committed to providing a working and educational environment that is free from any and all forms of abusive, harassing or coercive behavior and conduct. College Policies & Procedures - Massasoit Community College

Please refer to the Student Handbook - Massasoit Community College.

Reviewed May 2020, May 2021, May 2022, September 2022, June 2023, June 2024, July 2025

MASSASOIT COMMUNITY COLLEGE

COURSE MATTERS

Withdrawal From a Course or The College

Please see the [Deadline and Refund Schedule](#) for specific withdrawal dates.

A grade of “W” will be recorded on the student’s transcript after the official withdrawal procedure has been completed. Students are encouraged to speak to their advisor before withdrawing from any course. Please be advised that ceasing to attend a class may result in an administrative withdrawal or a failing grade. If a student stops attending classes but does not formally withdraw, the student will receive a failure (F) in any course involved. Failures are averaged into the GPA for all students.

Rev 8/2023, 6/2024, 8/2025

Disclaimer for Possible Syllabus Change/ Course Topical Change required by Health Indicators

The syllabus, course topical, and teaching format (for those with in-person class meeting times) may change based on public health guidance.

Grade Appeals

The Grade Appeal process is available to students who believe their final grade in a course is the subject of a) an error and/or b) an injustice. Students considering a formal appeal must consult the college’s Grade Appeals Officer before submitting their appeal. More details about this process, as well as contact information for the Grade Appeals Officer, can be found at www.massasoit.edu/appeals.

Rev 8/2023, 6/2024, 8/2025

Incomplete Grades

Instructors have sole discretion in assigning a temporary grade of Incomplete (I) to a student when at least the majority of the work for the class has been completed. Incomplete grades are not computed in determining the semester and cumulative GPA, and semesterly honors statuses like Dean’s List are not awarded until after the Incomplete grade has been changed and an official semester GPA determined.

The instructor of the course has the right to establish the appropriate amount of time for the student to make up the missing work to determine a final grade. However, the instructor must change the grade by the end of the following semester (specific semester information below) or the grade will change automatically to a Failure (F). Grade changes must be submitted on the official grade change form, located in the MyMassasoit portal. The Incomplete grade cannot be changed to a Withdrawal (W).

The student is expected to take the initiative in seeking to complete coursework necessary to change the Incomplete to a letter grade.

Timelines for Incomplete (I) to Failure (F) processing:

- If a student receives an Incomplete (I) in the winter, spring, or summer semesters and the student has not completed the work for the instructor to change it to a letter grade, it will be converted to a Failure (F) at the end of the fall semester.
- If a student receives an Incomplete (I) in the fall semester and the student has not completed the work for the instructor to change it to a letter grade, it will be converted to a Failure (F) at the end of the spring semester.

Individual programs may have different grading requirements based on accreditation rules. Contact the program director for information on individual grading policies.

Rev 8/2023, 6/2024,8/2025

MASSASOIT COMMUNITY COLLEGE RESOURCES

Academic Advising

Students should meet with their academic advisor to talk about their academic and career goals and progress in achieving them as early as possible prior to the start of each semester. Please check your Degree Works page (accessed through the Massasoit Student portal) to identify your academic advisor and their contract information.

Rev 8/2023, 6/2024, 8/2025

Access & Disability Resources

The office of Access & Disability Resources (ADR) is committed to ensuring that students with disabilities have equal, effective, and meaningful access to all academic programs, community events, goods, and services provided by the College in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students with disabilities interested in establishing eligibility for services and/or academic accommodations will need to voluntarily disclose their disability to ADR (a confidential process), submit qualifying documentation and complete an ADR intake meeting to determine accommodations. Once accommodations are determined, the student will need to inform their professor of their accommodations by providing the professor with a copy of an Accommodation Letter (provided by ADR) for the current semester. Students can contact ADR at 508-588-9100 x1807 or by email at adr@massasoit.mass.edu. Visit www.massasoit.edu/adr for more information.

Rev 8-20-21; 9/2022, 8/2023, 6/2024, 8/2025

Basic Needs

The Center for Basic Needs Security provides resources for students, faculty, and community members. If a student is experiencing challenges meeting their basic needs, including clothing, food or housing insecurity as well as physical and mental health resources, there are many campus and community resources in place that can provide support. Students may email Ellyn Craig, Coordinator of Basic Needs Security, ecraig3@massasoit.mass.edu or call 508-588-9100 x 1018 for support.

Rev 9/2022, 8/2023, 6/2024, 8/2025

Library

The Library welcomes all visitors – students, staff, faculty, and community members – for a service-rich virtual and in-person experience. Everyone can engage in both academic research and dynamic programming that focuses on a wide range of topics and current events. Massasoit's library services include: research help, database and book access, printing, technology loans, photocopying, scanning and study spaces. The Library's Website can be accessed through a variety of options: i.e., through the Library tile shown on the MyMassasoit portal, via live chat on the Library's website, over the phone, or in-person at both our Canton and Brockton locations. For more information, visit <https://library.massasoit.edu/>

New 6/2024, 8/2025

MASSASOIT COMMUNITY COLLEGE RESOURCES

Office of Health and Wellness

The Office of Health and Wellness at Massasoit is designed to support students' holistic health and wellbeing. We provide health information, outreach campaigns, and programs focused on high-risk areas that impact college-aged populations, such as drugs, alcohol, stress management, mental health problems, mental health prevention strategies, and tobacco cessation.

In addition to maintaining student health and immunization records, the Office of Health and Wellness leads public health crises/emergencies efforts. Additionally, we provide referrals for students experiencing physical or mental health concerns and organize comprehensive campus-wide education and programs related to all the dimensions of health. For more information, contact the Office of Health and Wellness at HealthandWellness@massasoit.mass.edu or 508-588-9100 x1495.

Rev 8/2023, 6/2024, 8/2025

Tutoring Services

The Academic Resource Center (ARC) offers both virtual and in-person tutoring services for many courses, including mathematics, science, computer science, writing, and reading. Additionally, they offer study skill support and general computer and technology assistance. Appointments are strongly recommended.

For more information and/or make a tutoring appointment:

- ☐ Call the ARC at 508-588-9100 x1801 or x2516
- ☐ Email the ARC staff at arc@massasoit.edu or cantonarc@massasoit.edu
- ☐ Use Navigate (found in the MyMassasoit portal) to schedule an appointment

Rev 8/2023, 6/2024, 9/2025

APPENDIX FORMS

**MASSASOIT COMMUNITY COLLEGE
DIVISION OF NURSING AND ALLIED HEALTH
NURSE EDUCATION DEPARTMENT**

Appendix A.

CLINICAL WAIVER FORM

I, _____ (student name), a student at Massasoit Community College enrolled in the Nurse Education Program, understand and agree that I am fully responsible for the cost of any physical, emotional or property injury resulting from my transportation, safe conduct, to and from the clinical agency for/or my participation in clinical activities and thus, will no way hold the college or faculty/staff members responsible for any injuries and/or losses incurred during transit, or while participating in any clinical activities including, but not limited to medical and dental expenses incurred as a result of my participation in this program.

Signature: _____

Date: _____

MASSASOIT COMMUNITY COLLEGE**DIVISION OF NURSING AND ALLIED HEALTH****NURSE EDUCATION DEPARTMENT****MEDICAL INFORMATION RELEASE FORM****Appendix B.**

Clinical education centers require medical information on all students prior to attending orientation and clinical experience. This information will remain in strict confidence.

I, _____ give permission to Massasoit Community College Nurse Education Program to release my medical information to my new clinical education center.

Signature

Date

Name (please print)

Address

**MASSOIT COMMUNITY COLLEGE
DIVISION OF NURSING AND ALLIED HEALTH
NURSE EDUCATION DEPARTMENT**

SIGNIFICANT INCIDENT REPORT

Appendix C.

STUDENT'S NAME _____ DATE OF INCIDENT _____

CLINICAL INSTRUCTOR _____ SITE _____

Please use this form to document any significant incident occurring in the Student's Clinical Experience. Incidents may be **positive or negative**. These reports will be kept confidential as part of the student's file.

Written Description of Incident:

I have had the opportunity to read and discuss this report.

Student's Signature

Date

Faculty Signature

Date

COMMENTS:

MASSASOIT COMMUNITY COLLEGE NURSE EDUCATION DEPARTMENT

Appendix D. CONFIDENTIALITY AGREEMENT

Massasoit Community College and its affiliates have a legal and ethical responsibility to safeguard the privacy of all patients and to protect the confidentiality of their health information. Additionally, Massasoit Community College and its affiliates must assure the confidentiality of its patient, fiscal, research, computer systems, management, and other business information. In the course of my assignment at a H.C.O. organization/practice, I may come into the possession of confidential information. In addition, my personal access code (User ID and Password) used to access computer systems is also an integral aspect of this confidential information.

By signing this document, I understand the following:

- Access to confidential information without a patient care/business need-to-know in order to perform my job – whether or not that information is inappropriately shared – is a violation of this policy. I agree not to disclose confidential or proprietary patient care and/or business information to outsiders (including family or friends) or to other employees who do not have a need-to-know.
- I agree not to discuss confidential patient, fiscal, research, computer systems, management and other business information, where others can overhear the conversation, e.g., in hallways on elevators, in the cafeterias, on the shuttle buses, on public transportation, at restaurants, at social events. It is not acceptable to discuss clinical information in public areas even if a patient's name is not used. This can raise doubts with patients and visitors about our respect for their privacy.
- I agree not to make inquiries for other personnel who do not have proper authority.
- I know that I am responsible for information that is accessed with my password. I am responsible for every action that is made while using that password. Thus, I agree not to willingly inform another person of my computer password or knowingly use another person's computer password instead of my own.
- I agree not to make any unauthorized transmissions, inquiries, modifications, or purging of data in the system. Such unauthorized transmissions include, but are not limited to, removing and/or transferring data from the computer systems to unauthorized locations, e.g., home.
- I agree to log off a workstation prior to leaving it unattended. I know that if I do not log off a computer and someone else accesses confidential information while a computer is logged on with my password, I am responsible for the information that is accessed.
- I agree to adhere to the Simulation Fiction and Confidentiality Agreement.

Our clinical sites have the ability to track and monitor access to on-line records and reserves the right to do so. It can be verified that those who accessed records did so appropriately.

I have read the above special agreement and agree to make only authorized entries for inquiry and changes into the system and to keep all information described above confidential. I understand that violation of this agreement may result in corrective action, up to and including termination or suspension from the clinical site. I understand that in order for any User ID and/or Password to be issued to me, this form must be completed.

Student's Signature _____
 Student's Name _____ Date _____
 (Please Print)

**MASSASOIT COMMUNITY COLLEGE
DIVISION OF NURSING AND ALLIED HEALTH
NURSE EDUCATION DEPARTMENT**

Appendix E. AGREEMENT TO PROGRAM RESPONSIBILITIES

I have received and reviewed the materials in the student handbook with respect to the MASSASOIT COMMUNITY COLLEGE NURSE EDUCATION PROGRAM. I understand the nature of the Program and my responsibilities as a student in the Program.

Academic Calendar for Fall 2025 and Spring 2026

Philosophy of Nursing

Conceptual Framework

Critical Thinking - Nursing Process - Caring

Three-Year Long-Range Plan

Program Evaluation System Pathway

Academic Maps

Academic Map – Requirement Sheet Full-Time Day Program

Academic Map – Requirement Sheet Full-Time LPN-AD Program

Academic Map – Requirement Sheet Part-Time LPN-AD Program

Nursing Department Course Descriptions for Day and Evening Courses

Nursing Department Objectives and Assessments for College Core Competencies

Massasoit Community College Core Competencies

Mission Statement and Values

Program Outcomes/End of Program Student Learning Outcomes (EPSLO's)

Level Education Objectives for Day and Evening Program Options

Methods of Instruction

Methods of Evaluation

Program Technical Standards

Student Initial _____

**MASSASOIT COMMUNITY COLLEGE
DIVISION OF NURSING AND ALLIED HEALTH
NURSE EDUCATION DEPARTMENT**

**Appendix E. AGREEMENT TO PROGRAM RESPONSIBILITIES
Massachusetts Board of Registration in Nursing Required Policies**

- I. Admission Policy and Procedures
- II. Progression Policy
- III. Attendance Policy
- IV. Academic Integrity
- V. Use of Social Media
- VI. Course Exemption
- VII. Advanced Placement
- VIII. Transfer
- IX. Educational Mobility
- X. Withdrawal
- XI. Readmission
- XII. Graduation
- XIII. Student Rights and Grievances
- XIV. Advanced Placement or Transfer of Military Education, Training or Service for a Military Health Care Occupation

Nursing Department Policies

- ☐ Academic Honesty and Exam Security
- ☐ Artificial Intelligence Software
- ☐ Dress Code
- ☐ Conduct
- ☐ Student Code of Conduct and Guidelines

- ☐ Policy on Cell Phone Use and Social Media Devices
 - ☐ Appropriate Use of Social Media
 - ☐ Use of Social Media by Nurses and Nursing Students
 - ☐ Policy on Audio-Taping, Photos, and Video
- ☐ Policy on Incomplete Grades
- ☐ Policy on Failure of a Nursing Course
- ☐ Grade Appeals

Student Initial _____

**MASSASOIT COMMUNITY COLLEGE
DIVISION OF NURSING AND ALLIED HEALTH
NURSE EDUCATION DEPARTMENT**

Appendix E. AGREEMENT TO PROGRAM RESPONSIBILITIES

Nursing Department Policies

- ☐ Clinical Information
 - ☐ Coronavirus (COVID) Vaccination Requirements
 - ☐ Policy on Clinical Emergencies/Incidence
 - ☐ Student Safety Policy for Ebola Patient Care
 - ☐ Latex Sensitivity and Allergy Policy
 - ☐ Student Representation and Opportunities to Participate in Development and Evaluation of the Nursing Program
 - ☐ Nurse Club
 - ☐ Nurse Education Department, Curriculum and Team Meetings
 - ☐ College Governance and Student Participation
 - ☐ Policy on Math Competency Related to Dosage Calculations
 - ☐ Nursing Student Resources
 - ☐ Academic Difficulty
 - ☐ Clinical Difficulty
 - ☐ Personal Difficulty
 - ☐ Substance Abuse
 - ☐ Language Difficulty
 - ☐ Physical Difficulty
 - ☐ Financial Difficulty

Student Initial_____

**MASSASOIT COMMUNITY COLLEGE
DIVISION OF NURSING AND ALLIED HEALTH
NURSE EDUCATION DEPARTMENT**

Appendix E. AGREEMENT TO PROGRAM RESPONSIBILITIES

Nursing Department Policies

- ☐ School Cancellation Policy
- ☐ NCLEX Application Process
- ☐ Standards of Conduct
- ☐ Articulation Agreements

Massasoit Community College Expectations

- ☐ Student Code of Conduct
- ☐ Learning Outcomes
- ☐ Application of the Code of Conduct

Massasoit Community College Policies

- ☐ Academic Dishonesty
- ☐ Classroom Behavior
- ☐ Alcohol and Drug Policy
- ☐ Identification Policy
- ☐ Parking
- ☐ Affirmative Action, Equal Opportunity, and Sexual Harassment
- ☐ Sexual Harassment Policy

Massasoit Community College Course Matters

- ☐ Course Withdrawals

- ☐ Disclaimer for Possible Syllabus/Course Topical
- ☐ Change required by Health Indicator
- ☐ Grade Appeals
- ☐ Incomplete Grades

Student Initial _____

**MASSASOIT COMMUNITY COLLEGE
DIVISION OF NURSING AND ALLIED HEALTH
NURSE EDUCATION DEPARTMENT**

Appendix E. AGREEMENT TO PROGRAM RESPONSIBILITIES

Massasoit Community College Resources

Academic Advising

Access and Disability Accommodations

Basic Needs

Office of Health and Wellness

Tutoring Services

Appendix

- A. Clinical Waiver Form
- B. Medical Information Release Form
- C. Significant Incident Report
- D. Confidentiality Agreement
- E. Agreement to Program Responsibilities
- F. Medical History Forms and Immunizations

I have received and reviewed the materials in the student handbook with respect to the MASSASOIT COMMUNITY COLLEGE NURSE EDUCATION PROGRAM. I understand the nature of the Program and my responsibilities as a student in the Program.

Student's Signature: _____

Student's Name: _____ Date _____

(Please Print)

This form (when signed) will be filed in the student's academic record.

Appendix F

MASSASOIT COMMUNITY COLLEGE- BROCKTON, MA 02302
REPORT OF MEDICAL HISTORY
NURSE EDUCATION PROGRAM

LAST NAME (Print)	FIRST NAME (Print)	MIDDLE NAME (Print)	DATE OF BIRTH
HOME ADDRESS (Number & Street)	CITY OR TOWN	STATE	ZIP CODE
STUDENT TELEPHONE: _____		SEX: M F (circle one) Email: _____	

TO THE MEDICAL PROVIDER:	IMMUNIZATION	DATES AND RESULTS
1. Mantoux - TB (Tuberculosis) One of the following completed within the past 12 months is required: <ul style="list-style-type: none"> 1 step TB skin test OR <ul style="list-style-type: none"> If positive results, submit: <ul style="list-style-type: none"> A clear chest x-ray (lab report required) within the past 2 years AND, Completed symptom sheet 	1. Mantoux (PPD)- on admission X-ray must be within 2 years	month/day/year Date implanted ____/____/____ Date read: ____/____/____ Results: _____ Report must be attached and written here Positive PPD – need chest X-ray month/day/year Date of x-ray: ____/____/____ X-ray report must be attached
2. Tetanus, Diphtheria & Pertussis (TDaP) Submit documentation of a Tetanus, Diphtheria & Pertussis (TDaP) vaccination, administered within the past 10 years.	2. Tetanus, Diphtheria & Pertussis within 10 years	Dates of Tetanus month/day/year ____/____/____ A booster must be given if more than 10 years
3. Measles, Mumps & Rubella (MMR) The following is required: <ul style="list-style-type: none"> A positive antibody titer (lab report required) Or documentation of two shots and a positive titer 	3. Measles/Mumps/Rubella (MMR) If titer is negative or equivocal, a booster is needed and another titer. INCLUDE LAB REPORTS	Titer: _____ Result: _____ Or 1. _____ 2. _____ Titer: _____ Result _____ If titer is negative...
4. Hepatitis B The following is required: <ul style="list-style-type: none"> A positive antibody titer (lab report required) Or documentation of three shots and a positive titer with lab report 	4. Hepatitis B: Positive titer with report. If negative, you must restart the series. For non-converters, you must submit all immunization documentation including dates, and a note from your healthcare provider. INCLUDE LAB REPORT	Booster: _____ Titer: _____ Results: _____ Date of titer: ____/____/____ Result _____ month/day/year Date #1 ____/____/____ Date # 2 ____/____/____ Date #3 ____/____/____ Titer: _____

<p>5. Varicella (Chicken Pox) The following is required,</p> <ul style="list-style-type: none"> • A positive antibody titer (lab report required) • Documentation of 2 shots and a positive titer (lab report required) 	<p>5. Varicella (chickenpox) positive titer Non-immunity requires 2 vaccines and another titer.</p> <p>INCLUDE LAB REPORT</p>	<p>Result _____</p> <p>Titer: _____</p> <p>Result: _____</p> <p>If negative: _____ month/day/year</p> <p>Booster: _____</p> <p>Or</p> <p>Varicella #1 ____/____/____</p> <p>Varicella #2 ____/____/____</p> <p>Date of Titer: ____/____/____</p> <p>Result: _____</p>
<p>6. COVID19 Vaccine</p>	<p>6. Covid 19 Vaccine</p> <p>Please submit documentation.</p>	<p>Please circle type of vaccine</p> <p>Moderna</p> <p>Pfizer</p> <p>Johnson & Johnson</p> <p>Dates:</p> <p>1. _____</p> <p>2. _____</p> <p>Booster (if applicable)</p> <p>Type of Booster</p> <p>Moderna</p> <p>Pfizer</p> <p>Date: _____</p>

HEALTHCARE PROVIDER (MD, NP, PA)

ADDRESS

HEALTHCARE PROVIDER'S SIGNATURE

DATE

PHONE NUMBER

Reviewed/Revised: November 2022, August 2023, July 2024, August 2025

REPORT OF MEDICAL HISTORY

LAST NAME (Print)	FIRST NAME (Print)	MIDDLE	DATE OF BIRTH
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To THE **EXAMINING PHYSICIAN**: Please review the student's history and complete the form below. Please comment on all positive answers. **THIS STUDENT HAS BEEN ACCEPTED TO A NURSING OR ALLIED HEALTH PROGRAM** pending your statement that the student is physically qualified to participate fully, with reasonable accommodations, to successfully complete the program.

Are there abnormalities of the following systems? Describe fully. Use an additional sheet if needed:

SYSTEMS	YES	NO	PHYSICIAN'S COMMENTS
1. Head, Ears, Nose, & Throat			
2. Respiratory			
3. Cardiovascular			
4. Gastrointestinal			
5. Hernia			
6. Eyes			
7. Genitourinary			
8. Musculoskeletal			
9. Metabolic/Endocrine			
10. Neuropsychiatric			
11. Skin			
12. Allergies			

Is there loss or seriously impaired function of any organ? Yes _____ No _____

Have you any general comments? Yes _____ No _____

Comments: _____

****Please see technical standards**

Are there any limitations for physical activity?
 (Performance and Clinical Tasks) Yes _____ No _____

Explain: _____

Do you have any recommendations regarding this student? Yes _____ No _____

Comments: _____

