MASSASOIT
COMMUNITY COLLEGE

NURSE EDUCATION DEPARTMENT
STUDENT HANDBOOK
DAY AND EVENING OPTIONS

2026-2027

Massasoit Community College official website

Rev Fall 2026

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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, July 2026

Message From the Associate Dean

As Associate Dean of Nursing at Massasoit Community College Nurse Education Program, I congratulate you on beginning your professional nursing journey. You are on your way to an exciting and rewarding career!

The administration, faculty, and staff look forward to working with you in your program of study and believe in your success. In addition to providing evidence-based teaching and clinical practices, our faculty provide continued exposure to current nursing issues. The Nursing Program strives to assist students to realize their full potential.

Massasoit Community College Nurse Education program began in 1968 and graduated its first class in 1970. Our program is committed to providing an education based on professional nursing standards. The faculty and staff value respect, caring, appreciation, fostering development and critical thinking in each other, our students, and the college 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.

Within the pages of the Nursing Student Handbook is material 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 to it when necessary. Refer to the Massasoit Student College Course Catalog, Policies Section for information specific to the college.

On behalf of the faculty and staff of the Massasoit Community College Nursing Division, I want to welcome you into the nursing program, and I invite you to engage yourself in learning and wish you a successful and enriching journey.

Ann Sinewick, MSN, RN, Associate Dean of Nurse Education

NURSING DEPARTMENT ADMINISTRATION AND FACULTY

DEAN OF HEALTH SCIENCES

Catherine Powers-Ozyurt, EdD, GCPH, LSW

ASSOCIATE DEAN OF NURSE EDUCATION

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Janice M. Hagman, MSN, RN

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September		**FALL 2026**
Sep 7	Mon	Labor Day (College closed)
Sep 8	Tue	Opening Day3ef
Sep 9	Wed	Fall classes begin
Sep 15	Tue	Last day to add/drop full-semester classes
October		
Oct 12	Mon	Indigenous Peoples' Day (no classes)
Oct 14	Wed	Fall 2026 Accelerated Session begins
Oct 20	Tue	Last day to add/drop Accelerated Session classes
Oct 22	Thu	Professional Development Day (no day classes)
November		
Nov 2	Mon	Spring 2027 Registration opens
Nov 11	Wed	Veterans Day (College closed)
Nov 25	Wed	Thanksgiving Recess (No classes beginning 4pm Wednesday evening)
Nov 26	Thu	Thanksgiving Recess (College closed)
Nov 27	Fri	Day after Thanksgiving (No classes; College open)
December		
Dec 10	Thu	Last day to withdraw from Fall classes
Dec 17	Thu	Last day of Fall classes
Dec 18 – Dec 23	Fri-Wed	Final exams
Dec 25	Fri	Christmas Day (College Closed)
Dec 28	Mon	Fall 2027 final grades due

January		Spring 2027
Jan 1	Fri	New Year's Day (College closed)
Jan 4	Mon	Winter Session begins
Jan 10	Sun	January conferral for fall graduates
Jan 11	Mon	Last day to withdraw from Winter Session classes
Jan 15	Fri	Last day of Winter Session classes
Jan 18	Mon	Martin Luther King Jr. Day (College closed)
Jan 19	Tues	Opening Day
Jan 20	Wed	Spring classes begin
Jan 26	Tue	Last day to add/drop full-semester classes
February		
Feb 15	Mon	Presidents' Day (College closed)
Feb 18	Thu	Spring 2027 Accelerated Session begins
Feb 23	Mon	Last day to add/drop Accelerated Session classes
March		
Mar 14 – Mar 21	Sun – Sun	Spring Break (No classes; College open)
Mar 29	Mon	Summer 2027 Registration begins
April		
April 8	Thu	Professional Development Day (no-day classes)
Apr 12	Mon	Fall 2027 Registration opens
Apr 19	Mon	Patriots' Day (College closed)
Apr 29	Thurs	Last day to withdraw from Spring classes

May		
May 5	Wed	Last day of Spring classes
May 6-11	Thu-Tue	Final exams
May 14	Fri	Spring 2027 grades due
May 27	Thu	Commencement
May 31	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 nursing 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, 6/2024,7/2025,7/2026

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 facilitates 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,

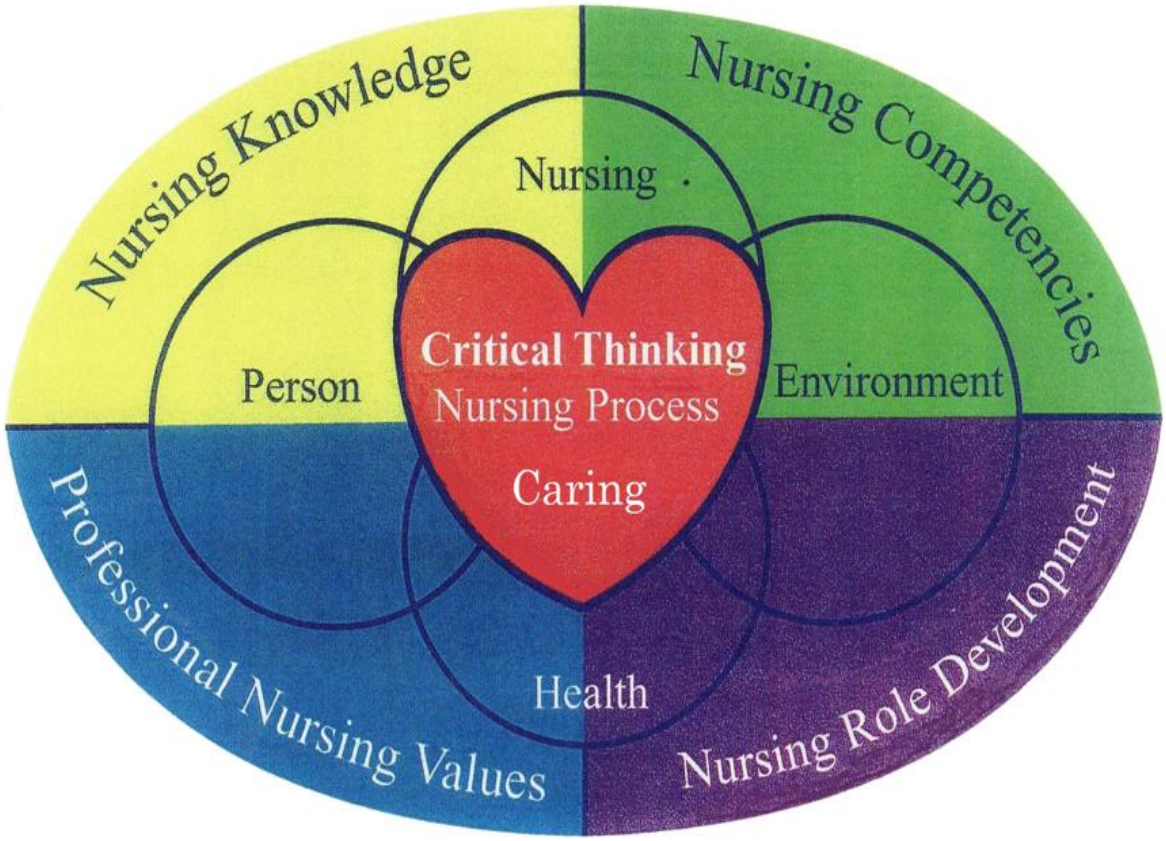
Nursing Role Development- continued

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, July 2026

CONCEPTUAL FRAMEWORK

CRITICAL THINKING - NURSING PROCESS – CARING



Note. Diagram represents the official curriculum framework of the Massasoit Community College Nurse Education Department. Central heart graphic and overlapping concentric pillars (Nursing, Person, Environment, Health) adapted from Nursing: The Philosophy and Science of Caring, by J. Watson, 2008, University Press of Colorado.

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.

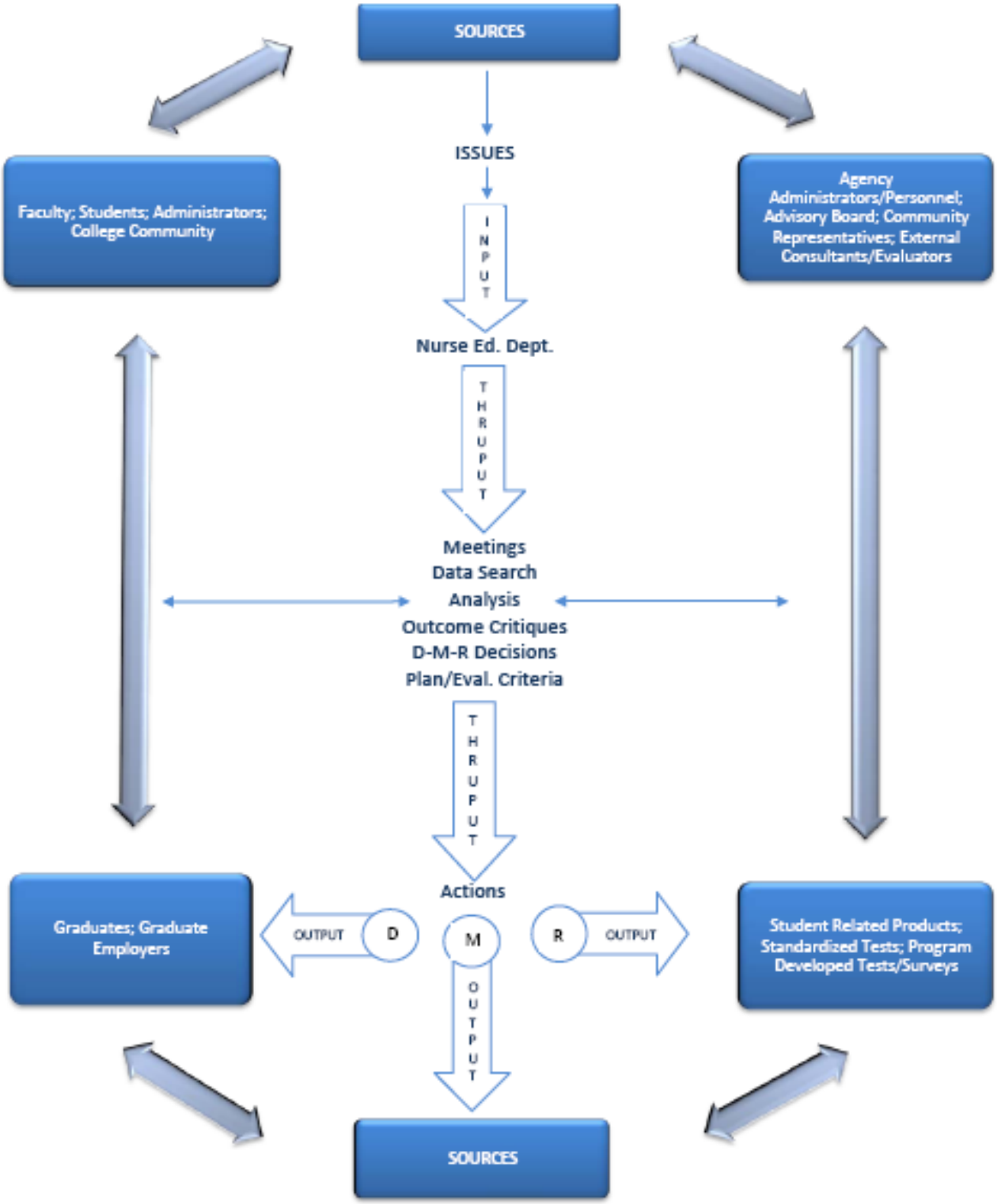
- Mentor and support students, faculty, and colleagues.

- 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

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 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

Core Competencies and Objectives

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.	Students will synthesize knowledge from biological, behavioral, social, and nursing science into the delivery of individualized holistic and caring nursing practice. 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.

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. (Core Competencies at Massasoit Community College)

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

Core Competencies

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

NURSE EDUCATION DEPARTMENT

MISSION STATEMENT AND VALUES

Nurse Education Program Mission

MISSION STATEMENT

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.

VISION

To create a culture of excellence in the art and science of nursing for students and faculty

VALUES

A NURSE IS:

Accountability

Nurturing

Unity

Respect

Success

Excellence

Integrity

Safety

"NURSING IS A WORK OF THE HEART"

Charles Schulz

VALUES

ACCOUNTABILITY

The quality of being responsible for one's actions

NURTURING

Promote a culture of loving, supporting, caring, inspirational, enriching for all

UNITY

State of harmony of being with all people

RESPECT

The acknowledgment, consideration, and regard for the unique contributions of all

SUCCESS

Steadfast in doing something despite difficulty in achieving success

EXCELLENCE

The state of highest quality

INTEGRITY

The maintenance of high and consistent standards that hold up under scrutiny

SAFETY

The state of being safe; freedom from the occurrence or risk of injury, danger, or loss

Reviewed May 2020, May 2021, May 2022, September 2022, June 2023, June 2024, July 2025, July 2026

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:

Learning Objectives

COMPETENCIES	EPSLO's
Nursing Process	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	Incorporate teaching/learning concepts into nursing practice.
Technical Skills	Perform technical skills and competencies necessary for entry into professional practice in accordance with current policies, procedures, and evidence-based practice.
Roles & Responsibilities	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	Synthesize knowledge from biological, behavioral, social, and nursing science into the delivery of individualized, holistic and caring nursing practice.

Communication	Communicate effectively and therapeutically with patients, families, and health care team members in the coordination and delivery of patient care.
Diversity	Provide nursing care to diverse populations both independently and in collaboration with other health team members.

*Adapted from PEW Commission, ADN Competencies and QSEN

Reviewed May 2020, May 2021, May 2022, September 2022; June 2023, June 2024, July 2025, July 2026

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

Grades 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

The Nursing Program is committed to creating an inclusive, supportive learning environment where all students can succeed. Nursing education includes classroom, laboratory, simulation, and clinical experiences that prepare students to provide safe competent and compassionate patient care.

To successfully complete the program and meet professional nursing standards, students must be able to demonstrate certain essential abilities and skills, with or without reasonable accommodation. These standards are intended to help students understand the expectation of the program and the responsibilities associated with preparing for professional nursing practice.

Students who may need accommodation are encouraged to work within the College's Access & Disability Resources (ADR). The Nursing Program supports an individualized process to identify reasonable accommodations that provide equitable access while maintaining academic, clinical, and patient safety standards.

Please see additional information regarding specific technical standards within the section labeled **Clinical Agency Requirements**.

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

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, submit qualifying documentation and complete an ADR Intake meeting. During the meeting reasonable and appropriate academic

accommodations will be determined. Visit Massasoit Community College Alternative Dispute Resolution Program for more information and to begin the process to establish eligibility. ADR uses a platform called Accommodate to manage the accommodation process.
To make an initial accommodation request log in to
Public Accommodation Request Form at Massasoit
Returning students with accommodations previously approved can request updated Accommodation Letters by accessing the ADR card on the student portal (my.Massasoit). Log onto Accommodate and click on Semester Request.

Students are expected to check in with faculty regarding approved accommodations. Communication between students, faculty and ADR is key to successful accommodation implementation.

Students can contact ADR at 508-588-9100 x1807 or by email at adr@massasoit.mass.edu.

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 2025-2026
- Degree Works

The following policies may be found in the Massasoit Community College Catalog 2025-2026 at the following link.

Massasoit Community College 2025-2026 Academic Catalog

- Student Code of Conduct
- Student Grievance Procedure
- Course Repeat Policy

Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025,7/2026

Policies required by the Massachusetts Board of Registration in Nursing

Policies

I. Admission Policy

Purpose
To establish the admission requirements and procedures for applicants seeking admission to the Massasoit Community College Associate in Science Degree Nurse Education Program (Associate in Science (AS) Degree in Nursing; full-time and part-time).

Scope
This policy applies to all applicants to the Nurse Education Program.

Definitions

- **Qualified Candidate:** An applicant who has met all published admission requirements and selective admission criteria.
- **LPN (Licensed Practical Nurse):** A nurse licensed to practice practical nursing in Massachusetts (passed the NCLEX-PN exam).
- **Full-time Generic ADN Program:** 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
Massasoit Community College maintains an open admissions policy; however, admission to the Nurse Education Program is selective. Applicants must first be admitted to the College and then satisfy all published Nurse Education Program admission requirements. Admission is competitive, and meeting minimum requirements does not guarantee admission. The College reserves the right to revise admission requirements in accordance with institutional policies, accreditation standards, and regulatory requirements. Qualified applicants are reviewed by the Nurse Education Department using the Nursing Admission Rubric. Admission offers are based on applicant ranking and available program capacity.

Procedures

Admission Requirements – All Applicants

Applicants must:

1. Meet all College admission requirements published in the Massasoit Community College Catalog.
2. Submit a complete Nurse Education Program application by the published deadline.
3. Complete all prerequisite coursework as published by the Nurse Education Program.
4. Complete all required prerequisite coursework. Anatomy & Physiology I, Anatomy & Physiology II, and Microbiology must have been completed within five (5) years of the published application deadline.

5. Complete the ATI Test of Essential Academic Skills (ATI TEAS) examination in accordance with published admission requirements.
6. Attend a required Nurse Education Program Information Session in accordance with published admission requirements.
7. Applications will be ranked using the Nursing Admission Rubric. Qualified applicants are offered admission based on available program capacity.

Selection Criteria

Applicants who meet all published admission requirements are considered qualified applicants and are evaluated using the Nurse Education Program Admission Rubric. Applicants are ranked according to the published rubric, and admission offers are extended to the highest-ranked qualified applicants based on available program capacity.

The Admission Rubric, including the criteria used to evaluate applicants, is published by the Nurse Education Program and may include academic achievement, prerequisite course performance, ATI TEAS scores, and other approved admission criteria. The Nurse Education Program reserves the right to revise the Admission Rubric in accordance with College policy and regulatory requirements.

Additional Requirements – LPN-AD Applicants

LPN-to associate degree applicants must:

1. Hold a current, unrestricted Massachusetts Licensed Practical Nurse (LPN) license.
2. Have graduated from a state-approved practical nursing program.
3. Meet all published admission and prerequisite requirements for advanced placement
4. Complete any additional requirements established by the Nurse Education Program

Post-Acceptance Requirements – All Students

Acceptance into the Nurse Education Program is contingent upon completion of all College and clinical agency requirements prior to enrollment in clinical courses.

Students must maintain compliance with all requirements established by the College, the Division of Health Sciences, and affiliated clinical agencies throughout enrollment. These requirements include, but are not limited to:

1. Immunization and health documentation required by the Massachusetts Department of Public Health and affiliated clinical agencies.
2. Current CPR certification (American Heart Association BLS-Healthcare Provider).
3. A completed health form signed by a licensed healthcare provider.
4. Successful completion of CORI/SORI background checks and any additional screening required by clinical agencies.

Students who fail to meet or maintain required clinical eligibility may be unable to participate in clinical learning experiences, which may delay progression or prevent completion of program requirements.

Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025, 7/2026

II. Progression Policy

Purpose

The purpose of this policy is to establish the academic standards and progression requirements for students enrolled in the Massasoit Community College Nurse Education Program.

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

- Students enrolled in the Nurse Education Program must remain in good academic standing in accordance with the Massasoit Community College Catalog.
- To progress in the nursing curriculum, students must:

    1. Earn a minimum grade of **78% (C+)** in all nursing courses
    2. Successfully complete all prerequisite and corequisite courses.
    3. Complete courses in the sequence are published in the Academic Map.
    4. Maintain eligibility to participate in required clinical experiences.

Failure to meet progression requirements may delay progression or result in dismissal from the Nurse Education Program in accordance with College and program policies.

Course Progression

Students must complete nursing courses in the sequence established by the approved curriculum. Current prerequisite and corequisite requirements are published in the:

- **Massasoit Community College Catalog**
- **Academic Map**
- **Degree Works**
- **Nurse Education Program curriculum plan**

Responsibilities

- **Registrar, Nursing Faculty, Program Chair, and Program Administrator** – Verify student eligibility for progression, completion of prerequisite and corequisite requirements, and compliance with program requirements.
- **Students** –
    - Meeting progression requirements.
    - Following the published curriculum sequence.
    - Meeting with a Nursing Faculty Advisor at least once each semester.
    - Monitoring academic progress using Degree Works.

Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025, 7/2026

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 supplements the attendance policies of Massasoit Community College and should be read in conjunction with the College Catalog, Student Handbook, and Nurse Education Program Student Handbook.

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**: An absence that is documented and determined by the nursing faculty to meet program criteria for an excused absence, such as illness, family emergency, jury duty, military service, or religious observance.
- **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

Students are expected to attend all scheduled learning activities. 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 instructor in the classroom 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

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. Students must notify the clinical instructor using the communication method designated by the Nurse Education Program 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

IN ALL COURSES, A NO CALL, NO SHOW FOR CLINCAL, LAB OR SIMULATION IS UNACCEPTABLE PROFESSIONAL BEHAVIOR

- First offense will result in a written warning initiated by the clinical faculty and sent to the course team leader and the nursing department chair
- Second offense will result in dismissal. The student has the right to appeal, following college policy

Identification Requirement

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

Class Cancellations:

In the event of inclement weather or other emergencies, official College communications regarding delays or closures will be distributed through the College's emergency notification system and other official communication methods. Students are responsible for monitoring College communications.

Excessive Absences

- If faculty determine that a student cannot meet course objectives due to absences, the student will be counseled.
- Students whose absences prevent them from meeting course or clinical objectives may be unable to successfully complete the course and may be subject to progression or dismissal in accordance with Nurse Education Program policies.

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, 7/2026

IV. Academic Honesty and Exam Security

Purpose

The purpose of this policy is to define academic honesty and provide guidance to students on behaviors that constitute academic dishonesty.

Scope

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

Definitions:

Academic: of, relating to, or associated with an academy or school especially of higher learning (Dictionary definition of "academic" — Merriam-Webster)

Honest: free from fraud or deception: legitimate, truthful (Definition of "honest" from Merriam-Webster Dictionary)

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

Academic Dishonesty

- CHEATING- Intentional use, and/or attempted use of any unauthorized assistance in an academic exercise including, but not limited to, unauthorized use of generative artificial intelligence (generative AI) or dependence upon the aid of sources beyond those authorized by the instructor.
- FABRICATION- Intentional and unauthorized falsification and/or invention of any information or citation in any academic exercise.
- TESTING PROCEDURES: Failure to follow testing procedures as outlined by college personnel including faculty, other staff, and third-party proctors.
- FACILITATING DISHONESTY: Knowingly helping or attempting to help another commit an act of academic dishonesty.
- PLAGERISM: Knowingly representing the words, ideas, or artistic expression of another as one's own work in any academic exercise, including but not limited to unauthorized resubmission of previously submitted assignments for which the student has earned credit, copying other's work, and patch-working source material and representing the work as one's own.
- THEFT OF MATERIALS: The acquisition, without permission, of tests or other academic material belonging to a member of the faculty or staff, or another student.
- Submitting work prepared collaboratively without explicit instructor permission.
- Presenting another's research or purchased material as original

Integrity Related to Exams:

- Students are not allowed to give or receive aid to other students during an examination.
- Students are not allowed to discuss examination content with or among other students who have not taken the examination.
- Students are not to memorize and share questions with other students.

Students, please refer to the "Academic Honesty" section in the Massachusetts Community College 2025-2026 College Catalog

Examination Security:

The following guidelines apply to all nursing examinations:

- It is the student's professional responsibility to be present for all assignments and examinations.
- No food, drink or access to personal items or electronic devices is allowed during the exam.
- The wearing of hats, coats, sweaters, or other attire deemed inappropriate by the faculty proctor is not permitted in the exam room.

- No personal belongings at the desk during examinations, which will include hats, watches, phones, and calculators.
- Students are not allowed to communicate with any other examinee during the exam.
- Faculty members will actively proctor the testing room (s).
- Seating assignments are at the discretion of the faculty proctor.
- Faculty proctors will supply all testing material including pencils, highlighters, calculators, and scratch paper.
- All exam materials will be collected at the conclusion of the exam; no testing materials may leave the exam room.
- If a student has a question or a problem, the student is to raise their hand and alert the proctor.
- Exam review will be conducted at the discretion of the team leader.
- Grades will be posted at a time and format determined by the faculty member.
- No instructor will discuss any exam content until all students have taken the examination.
- On computerized exams, backward navigation is prohibited. Once an item has been viewed or answered, students may not return to it.

Makeup Examination:

- Any student who misses a scheduled exam will receive an alternative make up exam. The instructor will determine the time and place for the alternative exam.

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.

Policy Statement

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

- The MCC Academic Honesty Policy (Massasoit Community *College Catalog 2025-2026*).
- The MCC Student Code of Conduct.
- 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.

Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025, 7/2026

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. This policy establishes expectations for the responsible and professional use of social media and electronic communication to protect patient privacy, maintain professional standards, and uphold the integrity of the Nurse Education Program.

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.
- **Social Media:** Internet-based applications and electronic communication platforms that allow users to create, share, or exchange information, including social networking sites, blogs, discussion forums, video-sharing platforms, messaging applications, and similar technologies.

Policy Statement

Students shall not post, transmit, or otherwise disclose patient information, photographs, videos, audio recordings, clinical experiences, or any information obtained through educational or clinical activities using social media, electronic communication, or other digital platforms in violation of federal or state law, clinical agency policy, or College policy.

NCSBN Guidelines for Nurses and Nursing Students

The Nurse Education Program endorses the *National Council of State Boards of Nursing (NCSBN) Guidelines for the Use of Social Media* and expects students to adhere to these professional standards.

- 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. 66A (Fair Information Practices Act), 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]). Students are expected to comply with all applicable federal and state laws, Board of Registration in Nursing regulations, College policies, and clinical agency policies governing confidentiality and professional conduct.

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. Students are expected to comply with the College's Information Technology Acceptable Use Policy as published in the Student Handbook.

Roles and Responsibilities

- **Faculty, Program Chair, and Program Administrator**: Ensure students comply with this policy.
- **Students**: Students are responsible for maintaining the confidentiality of patient, student, faculty, and College information and for complying with all confidentiality agreements required by the Nurse Education Program and affiliated clinical agencies.

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

- Photos or videos and/or audio recordings in clinical, lab, simulation and classroom settings are prohibited.
- Students should be aware that audio recording may occur in class as an academic accommodation approved through the Access & Disability Resources office.

Enforcement and Consequences

Violations of this policy will be addressed in accordance with the Massasoit Community College Student Code of Conduct, Nurse Education Program policies, and applicable clinical agency policies. Depending on the nature and severity of the violation, sanctions may include, but are not limited to:

- Verbal or written warning
- Removal from the classroom, laboratory, or clinical setting
- Referral for disciplinary review
- Failure of a clinical or nursing course when appropriate
- Dismissal from the Nurse Education Program
- Referral to legal or regulatory authorities when required by law

Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025,7/2026

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 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.

Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025, 7/2026

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

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, 7/2026

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.

Revised/reviewed 3/19, 5/2022, 9/2022, 6/2023, 6/2024, 7/2025, 7/2026

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, 7/2026

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, 7/2026

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 two 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 two 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, 8/2026

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.

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, 7/2026

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, 7/2026

NURSING DEPARTMENT POLICIES

Dress Code

Nursing student uniforms must be worn in the laboratory, simulation laboratory and clinical settings unless otherwise advised.

Purchase: nursing uniform clothing from Village Uniforms

Clothing and shoes are to be clean and in good repair.

Top-

- Navy blue scrub with embroidered school seal on the chest
- Long sleeved plain white shirt under top, if needed.
- White scrub jacket with embroidered school seal on the chest; jacket must not hide ID.
- Sweaters are not allowed in clinical areas.

Bottom-

- Navy blue scrub pants
- White hosiery or socks
- White closed back leather shoes or sneakers

Mandatory Uniform Tools-

- Name pin
- ID badge
- Watch with a sweeping second hand
- Stethoscope
- Goggles
- Black ball point pen
- Scissors
- Kelly clamp

Personal Hygiene-

- Must effectively manage body odors.
- Must be fragrance free; no cologne or perfume should be used

Hair-

- Clean, controlled above the collar and away from the face.

- A plain white headband may be worn if needed.
- Facial hair must be kept well-groomed and in compliance with OSHA standards,
- Guidelines on facial hair and mask fit testing (PDF)

Fingernails-

- Clean
- No nail polish (dips, gels, etc.)
- Nail length is not to exceed the fingertip.
- No artificial nails of any kind

Makeup-

- Must be conservatively applied.

Jewelry (the only allowed jewelry is as follows)-

- One pair of small studs in the ear lobes.
- A plain wedding band.

Tattoos and Body Piercings-

- No visible tattoos or piercings allowed in the clinical/lab/simulation settings.

Rev 6/2023; 6/2024, Revised August 2025, Revised 7/2026

NURSING DEPARTMENT POLICIES

Code of Conduct

The Code of Conduct was created with the goal of fostering an environment that ensures student learning and open access to higher education. All students are responsible for following the policies in the Massasoit Community College Catalog 2025-2026 Code of Conduct.

In addition to the MCC Code of Conduct, all nursing students are responsible for following the policies and Code of Conduct found in the Nursing Student Handbook.

The Codes are intended to encourage personal responsibility, integrity, and ethical decision-making.

The Student Code of Conduct may be applied to behavior conducted online or electronically via email, social media, or another electronic format.

School of Nursing Code of Conduct

- All students are expected to maintain a respectful learning environment by demonstrating professional behavior and communication with others.
- All students are to respect the dignity and rights of others.
- All students are to be truthful, honest.
- All students must show up for class/simulation/clinical on time.
- All students must respect campus property.
- All students must respect clinical site property.
- All students must adhere to clinical site policies and procedures.
- All students are to adhere to HIPAA policies.
- All students are to adhere to confidentiality in both the college and clinical settings.

Reviewed and revised 4/19; Reviewed 5/2020; 5/2021; 9/2022,6/2023; 6/2024, Revised August 2025, Revised 7/2026

NURSING DEPARTMENT POLICIESTE

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).

Reviewed May 2020; May 2021; September 2022, 6/2023; 6/2024, Revised August 2025, Reviewed 2026

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.

New May 2021, Reviewed May 2022; September 2022, 6/2023; 6/2024, Revised August 2025, Reviewed 7/2026

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 your first semester, a copy of your health insurance card is uploaded to Viewpoint and reviewed by the Program Director. 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 and Viewpoint is used for health records maintenance and immunizations tracking. Students will be provided with directions to create a Viewpoint 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 requirements follow the most current CDC guidelines and 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. This card is uploaded to Viewpoint.

TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS FOR NURSING STUDENTS

ESSENTIAL FUNCTION

Communication

Students must be able to communicate effectively and professionally in English, both verbally and in writing, with patients, families, faculty, staff, and members of the healthcare team. Students must be able to obtain, interpret, document, and convey information accurately and respond appropriately to clinical situations.

Observation and Assessment

Students must be able to obtain, assess, interpret, and respond to patient and environmental information necessary for safe nursing practice using observation, clinical instrumentation, technology, and/or approved accommodations.

Motor and Physical Abilities

Students must possess sufficient mobility, strength, coordination, endurance, and motor function to safely perform nursing responsibilities, including providing direct patient care, operating equipment, responding to emergencies, and functioning effectively in clinical environments.

Fine Motor Skills

Students must be able to perform nursing procedures requiring manual dexterity, coordination, accuracy, and the safe use of equipment, instruments, medications, and personal protective equipment.

Cognitive Abilities

Students must be able to demonstrate critical thinking, clinical judgment, problem-solving, concentration, organization, and the ability to prioritize and manage multiple responsibilities in diverse healthcare settings.

Professional and Behavioral Standards

Students must demonstrate professional, ethical, and respectful behavior; maintain appropriate interpersonal relationships; exercise sound judgment; respond effectively to stressful situations; respect diversity and inclusion; accept constructive feedback; and perform academic and clinical responsibilities in a safe and responsible manner.

Professional Responsibility

Students are expected to comply with all Nursing Program and clinical agency requirements. The ability to meet these technical standards and essential functions, with or without reasonable accommodations, is required for admission, progression, and graduation from the Nursing Program.

Technical Standards for Nursing Students

Nursing students must be able to perform the following essential functions, with or without reasonable accommodations, to meet program requirements and provide safe patient care.

Communication Skills

Students must be able to:

1. Communicate effectively in English, both orally and in writing, with instructors, clinical personnel, patients, families, and healthcare team members.
2. Receive, interpret, and respond appropriately to verbal communication, patient concerns, and environmental cues in classroom and clinical settings.
3. Recognize and respond to alarms, alerts, instructions, and requests from patients and healthcare personnel using available technologies and accommodations as appropriate.
4. Obtain, interpret, and communicate patient assessment information accurately, including data gathered through direct observation, instrumentation, assistive technology, or other approved methods.
5. Accurately assess clinical information necessary for safe patient care.

Observation and Information Gathering

Students must be able to:

1. Access and interpret written, electronic, and visual patient information.
2. Observe patient conditions, behaviors, and responses to treatment.

3. Accurately interpret readings, measurements, and displays on equipment used in patient care.
4. Identify and assess clinical findings through observation, technology, instrumentation, or other appropriate methods.

Motor Skills and Mobility

Students must be able to:

1. Perform patient care activities, including positioning, transferring, lifting, and assisting patients, independently or with available equipment and approved accommodations.
2. Move, operate, and manage patient care equipment safely.
3. Reach, bend, stoop, crouch, kneel, and maintain balance as needed to provide patient care.
4. Ambulate and/or move efficiently within clinical environments and respond appropriately in routine and emergency situations.
5. Sustaining physical activity required for clinical experience and patient care responsibilities.

Fine Motor Skills

Students must be able to:

1. Manipulate equipment, instruments, and medical devices accurately and safely.
2. Perform patient care procedures using appropriate techniques and infection-control practices.
3. Administer medications and treatments safely and accurately.
4. Utilize personal protective equipment appropriately in accordance with clinical requirements.

Cognitive, Behavioral, and Professional Skills

Students must be able to:

1. Exercise sound judgment and critical thinking in classroom, laboratory, simulation, and clinical settings.
2. Function safely, effectively, and professionally in stressful, rapidly changing, and unpredictable situations.
3. Prioritize, organize, and manage multiple responsibilities and patient care needs.
4. Establish and maintain therapeutic and professional relationships with patients, families, faculty, staff, and members of the healthcare team.
5. Demonstrate professionalism, accountability, integrity, and ethical behavior consistent with nursing standards.
6. Interact respectfully and effectively with individuals of diverse backgrounds, identities, cultures, beliefs, and experiences.

7. Maintain personal hygiene and professional appearance consistent with program and clinical agency requirements.
8. Participate in learning and clinical activities free from impairment that could compromise safety, judgment, or performance.

Accommodation Statement

The nursing program is committed to providing equal access and opportunity to qualified students with disabilities. Students who require accommodation should work with Access & Disability Resources office to determine reasonable accommodations that enable participation in the program while maintaining essential academic, clinical, and patient safety standards.

Reviewed 4/19, 5/2020, 5/2021, 5/2022; 9/2022, 6/2023, 6/2024, Revised August 2025, Revised July 2026

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 Health Science 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 e-mailed to the Department Chairperson.

Revised 5/16

Reviewed 5/2020, 5/2021, 5/2022; 9/2022, 6/2023, 6/2024, Revised August 2025, Revised July 2026

MASSASOIT COMMUNITY COLLEGE

NURSE EDUCATION DEPARTMENT

POLICY ON CLINICAL EMERGENCIES/ INCIDENCE

(STUDENT)

Clinical Emergencies, Injuries, and Incident Reporting Policy

Purpose

The purpose of this policy is to establish procedures for responding to student illness, injury, hazardous exposure, or other clinical incidents that occur while participating in Nurse Education Program clinical, laboratory, or simulation experiences.

Scope

This policy applies to all students enrolled in the Massasoit Community College Nurse Education Program while participating in program-related clinical, laboratory, simulation, or other educational activities.

Definitions

· Clinical Incident: Any event occurring during a clinical, laboratory, or simulation experience that results in or has the potential to result in injury, illness, hazardous exposure, or other circumstances requiring immediate evaluation or documentation.

· Hazardous Exposure: Exposure to blood, body fluids, communicable diseases, hazardous chemicals, or other potentially harmful substances during educational activities.

Policy

The Nurse Education Program is committed to promoting the health and safety of students participating in clinical education. Students who experience an illness, injury, hazardous exposure, or other emergency during a clinical, laboratory, or simulation experience shall receive appropriate first aid and emergency evaluation consistent with College policy and the clinical agency's emergency procedures.

Students are responsible for complying with all clinical agency reporting requirements and following recommendations for medical evaluation and treatment.

Neither Massasoit Community College nor affiliated clinical agencies assume financial responsibility for medical evaluation, treatment, transportation, or other expenses resulting from a student illness, injury, or exposure unless otherwise required by law.

Procedures

In the event of a student illness, injury, hazardous exposure, or emergency:

1. The student shall immediately notify the clinical instructor or supervising faculty member.
2. The clinical instructor shall assess the situation and activate the clinical agency's emergency response procedures, when appropriate.
3. When emergency medical evaluation is indicated, the student shall be referred to the clinical agency's Emergency Department or other designated healthcare facility.
4. The clinical instructor shall notify the Nurse Education Program Chair or designee as soon as reasonably possible.
5. A Nurse Education Program Incident Report and any required clinical agency incident reports shall be completed promptly.
6. Students who decline recommended medical evaluation or treatment shall acknowledge their decision in writing on the appropriate incident documentation.
7. Students are responsible for complying with all recommended follow-up care and any requirements for returning to clinical activities.

Documentation

All incidents involving student illness, injury, hazardous exposure, or emergency care shall be documented in accordance with College policy, clinical agency requirements, and applicable confidentiality regulations.

References

· Massasoit Community College Student Handbook

· Nurse Education Program Student Handbook

· Massasoit Community College Catalog

· Occupational Safety and Health Administration (OSHA). Bloodborne Pathogens Standard (29 CFR 1910.1030).

MASSASOIT COMMUNITY COLLEGE

NURSE EDUCATION DEPARTMENT

STUDENT SAFETY POLICY FOR COMMUNICABLE AND HIGH-CONSEQUENCE INFECTIOUS DISEASES

Purpose

The purpose of this policy is to promote the health and safety of students, faculty, patients, and the public by establishing expectations for infection prevention and control and participation in clinical experiences involving communicable and high-consequence infectious diseases.

Scope

This policy applies to all students enrolled in the Massasoit Community College Nurse Education Program while participating in clinical, laboratory, simulation, or other program-related educational experiences.

Definitions

Communicable Disease: An infectious disease that may be transmitted from person to person through direct or indirect contact, respiratory droplets, airborne transmission, blood or body fluids, contaminated surfaces, or other recognized routes of transmission.

High-Consequence Infectious Disease (HCID): An infectious disease that poses a significant risk of transmission or serious illness and requires enhanced infection prevention and control measures as determined by the Centers for Disease Control and Prevention (CDC), the Massachusetts Department of Public Health (MDPH), or the clinical agency.

Policy

The Nurse Education Program is committed to providing a safe learning environment while ensuring that students participate in clinical experiences appropriate to their educational preparation, demonstrated competency, and scope of practice.

Students shall:

· Comply with current infection prevention and control practices established by the clinical agency, the Nurse Education Program, and applicable guidance from the Centers for Disease Control and Prevention (CDC) and the Massachusetts Department of Public Health (MDPH).

· Correctly utilize required personal protective equipment (PPE) and isolation precautions.

· Immediately report any suspected exposure, breach in infection prevention practices, or occupational injury to the clinical instructor.

· Participate only in clinical experiences determined by nursing faculty to be appropriate for the student's level of preparation and course objectives.

Faculty are responsible for evaluating clinical assignments and modifying student assignments, when necessary, to maintain student safety and support achievement of course outcomes.

Procedures

1. Students shall follow all infection prevention and exposure management procedures established by the clinical agency.
2. Students experiencing an occupational exposure or communicable disease exposure shall immediately notify the clinical instructor and follow the clinical agency's exposure protocol and the Nurse Education Program's incident reporting procedures.
3. Students may be temporarily restricted from clinical participation when required to protect the health and safety of patients, students, faculty, or others, consistent with public health guidance, clinical agency requirements, and College policies.

Emerging and High-Consequence Infectious Diseases

During a public health emergency or emerging infectious disease event, the Nurse Education Program may implement temporary requirements consistent with guidance from the CDC, MDPH, OSHA, and the assigned clinical agency. Such requirements may include additional education, enhanced PPE, health screening, modified clinical assignments, or alternative learning experiences to protect the health and safety of students, patients, faculty, and staff.

Students shall participate only in clinical experiences appropriate to their educational preparation and demonstrated competency. Faculty will evaluate clinical assignments to ensure student safety and compliance with current infection prevention standards.

Confidentiality

The Nurse Education Program maintains the confidentiality of student health information in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and, when applicable, the Health Insurance Portability and Accountability Act (HIPAA). Student health information will be collected, maintained, and disclosed only as permitted by law and as necessary to support clinical placement, public health reporting, and student safety.

References

Centers for Disease Control and Prevention (CDC). Infection Prevention and Control Guidance.

Massachusetts Department of Public Health (MDPH). Infectious Disease and Infection Prevention Guidance.

Occupational Safety and Health Administration (OSHA). Bloodborne Pathogens Standard (29 CFR 1910.1030).

Massasoit Community College Student Handbook.

Nurse Education Program Student Handbook.

Revised 5/11, Reviewed 4/19, 5/2020; 5/2021; 5/2022; 9/2022, 6/2023, 6/2024, Revised August 2025, July 2026

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 Class, 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 Attendance and Withdrawal Policies and Information at Massasoit 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.

Reviewed 5/2020; Revised 5/2021, 5/2022, 9/2022, 6/2023, 8/2023, 6/2024, Revised August 2025, Revised July 2026

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
July 2026

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 Massasoit Community College official website. 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: Massasoit Login at getrave.com

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 NCLEX Practice Resources at vue.com 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.

Reviewed and Revised May 2020, May 2021, May 2022; September 2022, June 2023, June 2024, 8/2025, 7/2026

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, July 2026

Massasoit Community College Expectations

Student Code of Conduct

Effective October 22. 2025, Massasoit Community College no longer publishes a separate Student Handbook. Relevant information and resources are now included within the College Catalog. Included in the Catalog are the following:

- Student Code of Conduct, page 148 (Last updated on September 1, 2025)
- Student Senate Constitution, page 162 (Last updated on April 14, 2024)
- Student Grievance Procedure, page 175

MASSASOIT COMMUNITY COLLEGE POLICIES

Massasoit Community College Policies

All current students are provided with an account to the MyMassasoit web portal. The portal is the place for students to access grades and transcripts, register for classes, access online course material, provide contact information for the College emergency notification system, join online clubs and organizations, receive notification of canceled classes, and access college email. This email account is the means for all official electronic communication with the College. The portal is accessible through the MyMassasoit link on the Massasoit home page, massasoit.edu. Students sign in using their Massasoit username and password. Assistance is available from the Help Desk in T 544 on the Brockton campus or by emailing helpdesk@massasoit.mass.edu, or calling x1139.

Massasoit Community College Course Catalog and College Policies

Click below to see Course Catalog which contains Massasoit Community College policies**.**

Massasoit Community College Course Catalog

Academic Honesty

By enrolling at Massasoit Community College, students accept the responsibility for maintaining high standards of academic integrity and scholarly practice. Plagiarism, which is using another person's words or ideas without acknowledgment, is strictly forbidden. This means that dependence on the ideas or language of others in a student's oral, written, technical and artistic work must be properly acknowledged and documented. Information on documentation is contained in most handbooks and is generally covered by an instructor in one of a student's composition courses. Academic dishonesty also 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. It is the responsibility of the individual instructor to enforce this policy. If an infraction occurs, an instructor may take action which reflects the seriousness of the infraction, and could range from an informal verbal warning to, but not beyond, the issuance of a grade of F for the course. In addition to action taken relative to the specific course, the course instructor may bring any matter related to academic honesty to the Dean of Students, who may bring the matter to the Vice President of Academic Affairs for consideration of further disciplinary action. The student's right to due process is guaranteed in any disciplinary action involving faculty members and the administration. If a student has a complaint or a grievance he/she should contact the Dean of Students. The Student Grievance Procedure is contained in the Student Handbook which is available in the Student Life Office and the Office of the Dean of Students. The procedure outlines the necessary steps a student must follow to file a grievance

Rev 8-23, 6-24, 8-*25. 7-26*

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Classroom Behavior

Please see Massachusetts Community Colleges Student Code of Conduct on page 149 of the Massasoit Community College 2025-2026 College Catalog

Rev 8/2023, 6/2024, 8/2025, 7/2026

Alcohol and Drug Policy

Please see the Massasoit Community College, MyMassasoit Portal for College Policies and Alcohol and Drug Use, or the 2025-2026 College Catalog.

Reviewed May 2020, May 2021, May 2022, September 2022, June 2023, June 2024, August 2025, July 2026

Identification Policy

All full- and part-time students must have a Massasoit Student ID on their person when on the premises of Massasoit Community College. 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, and to receive discounts or free admission to events sponsored by the College. Students requiring a replacement ID will be charged $5.00. Massasoit allows students to use a preferred name on their student ID; the preferred ID form is available through the MyMassasoit portal.

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. Fines start at $10.

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

Affirmative Action, Equal Opportunity, and Sexual Harassment

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to:

- Amee Synnott, Title IX & Compliance Officer, at 508-588-9100 x1304 or via email at asynnott@massasoit.mass.edu;

- the Massachusetts Commission Against Discrimination at File a Complaint of Discrimination with the Massachusetts Department of Fair Housing;

- the Equal Employment Opportunities Commission at www.eeoc.gov/filing-charge-discrimination; or

- the United States Department of Education’s Office for Civil Rights via www2.ed.gov/about/offices/list/ocr/docs/howto.html.

Rev 8/2023, 6/2024, 9/2025, 7/2026

Sexual Harassment Policy

It is the goal of Massasoit Community College to promote an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees is unlawful and will not be tolerated by Massasoit. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. For additional information about rights, procedures, resources, and support services, please see the full Policy on Affirmative Action, Equal Opportunity & Diversity at massasoit.edu/EEO.

Reviewed May 2020, May 2021, May 2022, September 2022, June 2023, June 2024, July 2025, July 2026

MASSASOIT COMMUNITY COLLEGE

COURSE Matters

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 ***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
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, 7/2026

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, 7/2026

Basic Needs

The College recognizes that students can only learn effectively if they can access basic needs such as housing and food. Massasoit's Center for Basic Needs Security can connect students with resources related to housing, food insecurity, clothing, utility assistance, financial/ benefit assistance, legal support services, technology access, childcare, and transportation. Students can email Ellyn Craig- Senior Special Program Coordinator for Basic Needs Security at ecraig3@massasoit.mass.edu or call 508-588- 9100 X 1018. The Basic Needs Security office is located in SC123. Students may also complete a C.A.R.E.S report through the Massasoit Reporting Forms webpage. The Food Pantry at Massasoit Community College offers students the opportunity to shop for free groceries and hygiene products monthly. Students can come to the Food Pantry daily Monday- Thursday for a free lunch, snack, and drink with their student ID. The Food Pantry is located in SC136 and can be reached at 508-588-9100 X 1402. Alice's Closet is an on-campus clothing closet free for Massasoit Community College students. Students may visit the Food Pantry to schedule an appointment with Alice's Closet.

Rev 9/2022, 8/2023, 6/2024, 8/2025, 7/2026

Library

The Libraries at Massasoit Community College collaborate with academic programs and student groups to offer a diverse range of programming reflecting the vibrant experience of our populations. The Libraries also support and fulfill our college's mission through

1. the curation and maintenance of inclusive academic resources;
2. offering a full array of information and research services; and
3. an active, program-rich learning environment at our Brockton and Canton locations.

Library assistance is available to students, faculty and staff by drop in, appointment (both in-person and virtually) or by phone, email, or live chat.

For the most current information on our hours, events, and services, please visit library@massasoit.edu library@massasoit.mass.edu x1941 - Brockton | x2942 - Canton

New 6/2024, 8/2025,7/2026

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, 7/2026

APPENDIX
FORMS

MASSASOIT COMMUNITY COLLEGE

DIVISION OF HEALTH SCIENCES

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 HEALTH SCIENCES

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 HEALTH SCIENCES

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)

This form (when signed) will be filed in the student's academic record. Reviewed 5/2020, 5/2021, 6/2022, 6/2023, 6/2024, 8/2025

MASSASOIT COMMUNITY COLLEGE
DIVISION HEALTH SCIENCE
NURSE EDUCATION DEPARTMENT

Appendix E. AGREEMENT TO PROGRAM RESPONSIBILITIES

This attestation acknowledges that I have received and reviewed the Nurse Education Department Student Handbook, revised, Fall 2026. I understand the nature of the Program and my responsibilities as a student in the Program.

Print Student Name_____

Student Signature _____

Date _____

This attestation acknowledges that I have reviewed and understand the Course Syllabus.

Printed Student Name_____

Student Signature_____

Date_____

Appendix F

MASSASOIT COMMUNITY COLLEGE- BROCKTON, MA 02302
REPORT OF MEDICAL HISTORY
NURSE EDUCATION PROGRAM (Day 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:_____ **Email:**_____

Report of Medical History

TO THE MEDICAL PROVIDER:	IMMUNIZATION	DATES AND RESULTS
1. TB (Tuberculosis) One of the following completed within the past 12 months is required: • Mantoux (PPD) 1 step TB skin test • QuantiFERON®-TB Gold Plus • T-SPOT®.TB OR • If positive results, submit: - A clear chest x-ray (lab report required) within the past 2 years **AND**, - Completed symptom sheet	• **1**. Mantoux (PPD), QuantiFERON®-TB Gold Plus, or T-SPOT®.TB - on admission **X-ray must be within 2 years**	month/day/year **Date implanted**_____/_____/_____ **Date read:**_____/_____/_____ **Results**:_____ **O**r **Date**_____/_____/_____ **Value** _____ ***Report must be attached and written here*** Positive test result – 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: • Documentation of two vaccines and a positive quantitative titer (lab report with numeric values and reference range required)	**3**. **Measles/Mumps/Rubella (MMR)** **If titer is negative or equivocal, a booster is needed and another titer.** **INCLUDE LAB REPORT**	month/day/year **Date #1** _____/_____/_____ **Date # 2** _____/_____/_____ **Titer:** _____/_____/_____ **Result**_____
4. Hepatitis B The following is required: • Documentation of vaccines and a positive quantitative titer (lab report with numeric value and reference range required)	**4. Hepatitis B:** **Vaccines and Positive titer with lab report.** **If negative, you must restart the series.** **For non-converters, you must submit all immunization**	**If titer is negative** **Booster:** _____/_____/_____ **Repeat titer**_____/_____/_____ month/day/year **Date #1** _____/_____/_____ **Date # 2** _____/_____/_____ **Date #3** _____/_____/_____

5. Varicella (Chicken Pox) The following is required, • Documentation of 2 vaccines and a positive quantitative titer (lab report with numeric value and reference range required)	**documentation including dates, and a note from your healthcare provider.** **INCLUDE LAB REPORT** **5. Varicella (chickenpox) positive titer Non-immunity requires booster and another titer.** **INCLUDE LAB REPORT**	**Titer:**_____ **Result**_____ month/day/year ***Varicella #1*** _____/_____/_____ ***Varicella #2*** _____/_____/_____ **Date of Titer:**_____/_____/_____ **Result:** _____ **If negative:** month/day/year **Booster:** ____/_____/_____
6. COVID19 Vaccine	**6. Covid 19 Vaccine** **Please submit documentation.**	**Date of Titer:**____/_____/_____ **Result:**_____ **Please circle type of vaccine** **Moderna** **Pfizer** **Johnson & Johnson** **Dates:** **Date #1** _____/_____/_____ **Date # 2** _____/_____/_____ **Type of Booster** **Moderna** **Pfizer** **Date** _____/_____/_____

HEALTHCARE PROVIDER (MD, NP, PA) ADDRESS

HEALTHCARE PROVIDER'S SIGNATURE DATE PHONE NUMBER

REPORT OF MEDICAL HISTORY

LAST NAME (Print) FIRST NAME (Print) MIDDLE DATE OF BIRTH

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:
Describe any abnormalities in the following system

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:_____
_____
_____
_____

Are there any limitations for physical activity? Yes_____ No_____
(Performance and Clinical Tasks)

Explain:_____
_____
_____
_____

Do you have any recommendations regarding this student? Yes_____ No_____

Comments:_____
_____
_____