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STUDENT SIGNATURE PAGE / AGREEMENTS

Directions: Please read, check the block, and sign your name and date at the bottom:

☐ I agree to maintain confidentiality regarding all aspects of clinical situations.
☐ I agree to abide by the patients right to confidentiality.
☐ I hereby authorize Morton College to release requested clinical requirements to agencies as required.
☐ I have read and agree to comply with Rules of Professional Behavior.
☐ I have read, understand, and agree to comply with the rules and regulations as stated in the Morton College Nursing Handbook, course syllabus, college catalog and clinical facilities.
☐ I understand and agree to comply with the rule that clinical sites require I have health insurance and I understand that is my responsibility to keep my health insurance current.

My signature (below) acknowledges my receipt of this Handbook for Nursing Students and the understanding that I am held accountable for knowing and abiding by the policies of the Associate Degree Nursing Program, as a student in the program.

Student Name (print):

Student Signature: ___________________________ Date: ____________

Return to Nursing Program or Room 302C by the first day of class.

A copy of this form is maintained in all student files kept in the nursing office.
EMPLOYER SURVEY CONSENT FORM

Purpose: Our nursing program conducts annual employer follow-up studies on our graduates. Data from this evaluation will be collected and used for development, maintenance and revision of the program and/or program outcomes. Please indicate your approval by signing the statement below. The approval form and the questionnaire will be sent to your employer approximately six months after your graduation.

I give permission to my future employer to complete the employer survey and return it to the program from which I graduated.

Student Name: _____________________________________________________________ (print)

Student Signature: ____________________________  Date: __________________

MEDIA RELEASE FORM

Morton College provides information to the community regarding student accomplishments, programs and school events. This usually occurs through media outlets and online web-based information.

I hereby irrevocably consent to and authorize the use of reproduction by Morton College, or anyone authorized by Morton College, of any and all images or other forms that would capture one’s likeness, including but not limited to, photographs, videos, film, or prints that the college has this day taken of me, negative or positive. All negatives, together with the aforementioned image descriptions including but not limited to photographs, videos, film or prints shall constitute the property of Morton College, solely and completely.

Student Name: __________________________________________________________________ (print)

Student Signature: ____________________________  Date: __________________
The Associate Degree Nursing Program at Morton College is designed to provide a career ladder option that incorporates an appreciation for the diversity of both student population and the needs of the community. This nursing program academically prepares the student for entry into two levels of nursing. Upon completion of the first level studies students are eligible to apply to take the NCLEX-PN examination. Upon successful completion of the second level studies the students are eligible to apply to take the NCLEX-RN examination.

The nursing profession is facing an enormous amount of change due to advances in technology, society’s aging population, cost-cutting strategies (or quality improvement) managed care and interdisciplinary aspects of health care. These changes impact nursing education and influence changes in the role of the nurse. We believe and encourage the concept that education is continuous and on-going. The goals of the nursing program and Morton College are responsive to the current trends in an evolving health care environment and to providing optimal health care delivery utilizing evidence based practice.

The Morton College Handbook for Nursing Students serves as a reference, containing orientation information and a compilation of those policies, practices, and procedures which govern the nursing program.

The Nursing Faculty

Revised June 2013
Morton College Nursing Model

This model is a visible diagram of the Morton College Nursing Program’s organizing conceptual framework. The model reflects the philosophy of the nursing program, as well as the nursing faculty’s beliefs about person, health, the environment, nursing practice, the learner, the teacher, nursing education, characteristics of the graduate, and identified curricular concepts.
PHILOSOPHY OF THE ASSOCIATE DEGREE NURSING PROGRAM

Philosophy: We believe the educational preparation of nurses is appropriately accomplished within institutions of higher learning. Therefore, this nursing program is an integral part of Morton College and is consistent with the mission of the college. The goals of the nursing program and Morton College are responsive to the trends and changing needs of the community.

The Morton College Nursing Program is designed to help students acquire the knowledge, skills, and habits of intellectual self-discipline to become productive citizens and responsible health care providers in the current health care system. The education of nurses is structured in a systems model to prepare nurses to deliver care in primary, secondary and tertiary settings.

Person is a unique composite of physical, psychological, developmental, social and spiritual variables. The interaction between these variables and the environment necessitates wholistic adaptive responses to maintain a state of health. A person has an inherent right to achieve maximal potential throughout the lifespan. Person adapts wholistically to maintain a state of health. A patient is a person who is the potential recipient of nursing care.

Health is a process of positive adaptation resulting from successful coping with stressors and changes in the environment. Adaptive healthy behaviors involve responsive activities and are related to attaining, maintaining or regaining health and preventing illness. Death can be seen as health.

Environment is a dynamic state of conditions, circumstances and influences surrounding and affecting the health status of the person or group of people. It impacts positively or negatively and at any given time affects the person.

Nursing Practice is an interpersonal process of deliberate, scientific and humanistic reasoning that assists the person to successfully adapt to stressors in a changing environment. It is directed toward enabling persons to maintain, attain or regain health. Nursing practice involves the care of individuals at all points on the health-illness continuum and encompasses a respect for the values and diversity of all. It is provided in a caring and compassionate manner within practice guidelines. The goal of nursing practice is to provide safe, quality care in a cost effective manner in collaboration with other health professionals.

The Learner is a student who actively participates in an educational process. The learner is responsible, accountable, flexible, and capable of appropriately interacting and transferring knowledge from one setting to another. Learning is life long and is influenced by personal, educational, and work experiences.
The Teacher is a facilitator who assesses and guides the student learner and directs activities designed to meet desired outcomes. The teacher is a professional role-model and mentor in coordinating meaningful learning experiences. The teacher and learner, in partnership, facilitate the transfer of knowledge from theory to practice. The teacher is a resource person who empowers the learner to develop critical thinking and problem solving skills. The teacher provides feedback to the learner and exercises professional judgment in evaluating the competencies in both nursing theory and clinical practice.

Nursing Education is a planned process which utilizes principles of learning and informatics to assist the learner in the development of nursing competencies. This process is outcome directed and based on problem solving approaches and previous learning experiences. Transfer of knowledge to practice is an essential element in nursing education.

The career ladder nursing program is designed with appreciation of the diversity of both student learners and needs of the community. This nursing program academically prepares individuals for two levels of nursing. Upon successful completion of the first level studies, students will be eligible to apply to take the NCLEX-PN examination. Upon completion of second level studies, students will be eligible to apply to take the NCLEX-RN examination. We believe and encourage the concept that education is continuous and on-going with provisions for articulation. A curriculum of nursing and general education courses will facilitate responsible citizenship. This curriculum will contribute to the students’ personal and professional growth and promote an understanding of person, the environment, and health.

Characteristics of the graduate
The Morton College ADN graduate is a generalist who is competent, responsible and accountable for providing care in a variety of settings. The graduate utilizes scientific and humanistic reasoning to function as provider and manager of care in the discipline of nursing. The graduate incorporates principles from the physical, biological, social, and nursing sciences into the development of professional nursing practice. Personal attributes and experiential backgrounds account for the differences in the level of performance of the graduates. The graduate is eligible to apply to take the NCLEX-RN examination.
Curricular Concepts

Critical Thinking
- Nursing Process
- Principles from the sciences
- Principles of Teaching/learning

Cultural Humility
- Sensitivity
- Reflection
- Values.

Community
- Resources
- Epidemic
- Health education

Informatics
- Communication
- Information access
- Monitoring & assessment equipment

Relationship Skills
- Therapeutic communication
- Empathy
- Teamwork

Team Work & Collaboration
- Leadership
- Fiscal Responsibility
- Practice guidelines
- Delegation
- Quality improvement

Professional Identities
- Accountability
- Legal and ethical factor
- Life long learning
MORTON COLLEGE NURSING PROGRAM
LEVEL ONE LEARNING OUTCOMES

Upon completion of the first level of the nursing program, the student will be able to:

1. Utilize the nursing process to provide safe, compassionate care in a cost-effective manner in collaboration with other health professionals.
2. Respect the values and cultural diversity of all persons.
3. Practice in an ethical, legal and professional manner.
4. Communicate effectively within the health care environment.
5. Identify the need for continued self-development and community involvement as an educated citizen.
MORTON COLLEGE NURSING PROGRAM
LEVEL TWO LEARNING OUTCOMES

1. At the completion of the second level of the program, the student will be able to:

2. Function within the scope and limitations of practice for a professional nurse as defined by the Illinois Nursing Act of 2007.

3. Create an environment that fosters respect for the values and cultural diversity of all persons.

4. Identify community resources to assist the patient to maximize health potential.

5. Function as a member of the health care delivery system.

6. Write the national Council Licensure Examination-Registered Nurse.
Program Outcomes

1. Performance on Licensure Exams
   The AND program will achieve NCLEX-RN (licensing exam) pass rates at the national average or above.

2. Program Completion
   The ADN program will have at least 76% of current students graduate from the program within three years from admission to the program major.

3. Program Satisfaction
   Alumni survey 84% of alumni will express program satisfaction
   Current Student 84% of students will express program satisfaction.
   Graduating students 84% of students will express program satisfaction (administered to students’ in the last week of the final semester of the nursing program).

4. Program Exit Exam (Reach/HESI)
   84% of students will score the minimal pass rate or above (850 or above) on the second attempt on HESI exit exam.
HEALTH REQUIREMENTS
GENERAL PRELIMINARY REQUIREMENTS

Clinical Requirements
Participation in clinical courses is an integral part of the Nursing program at the college. Each Nursing student is required to comply with all policies and procedures of the contracted clinical agencies. Therefore, each student is expected to uphold the contractual terms in the contracts upon admission and throughout the duration of the nursing program.

Costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are required of all students upon acceptance to the nursing program:

**Physical Examination:** Proof of completion of a physical examination which demonstrates that the student is free from disease and physically and mentally capable of participating in the nursing program. This must be documented by the primary health care provider.

Immunizations and Lab work: (Required)
1) TDap Booster every 10 years
2) Double – Tuberculin Skin test (if positive, chest X-ray is needed)
3) Hepatitis B vaccine series or evidence of immunity - Please consult with your physician about receiving hepatitis.
4) Flu shots annually are required by the clinical sites. (not to be received prior to October 1 current year)
5) Rubella, Rubeola, Mumps, Varicella and Titres*
6) 10 panel urine drug screen**

* Blood titer results must show immunity to rubeola, rubella, mumps and varicella. If titer result is non-immune or equivocal, applicable immunizations are required, followed by a repeat blood titer in 8 weeks.

** 10 panel urine drug screen: Completion of pre-clinical 10 panel drug screen prior to the first day of class. The students must have a negative screen prior to being assigned to a clinical agency.

Pregnant students: If you are pregnant, you should not take any immunizations or X-Rays until you check with your doctor. Please provide a physician’s note i.e. restrictions or limitations of inability to take lab tests or immunizations and lab work required

Note: Health Insurance is a separate requirement that must be maintained throughout the program.

Malpractice Insurance: Students will be participating as a member of a group policy covering Malpractice Insurance for clinical experiences in the hospitals. The fee will be paid with tuition and/or fees at the beginning of each fall semester through the college.

Background Check: Nursing students are required to have a background check prior to the first day of class. All students must sign a release form for permission to perform a background check as required by contracted clinical agencies. This requires a valid social security number.

CPR: Proof of the American Heart Association cardiopulmonary resuscitation (CPR) training at the Health Care Provider level (BLS/Infant/Child) must be submitted prior to the first day of class. Current competence must be maintained throughout the program.

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**Blood Borne Pathogens:** Completion of NUR 121 (Fundamentals in Nursing I) will provide education regarding blood borne pathogens, standard precautions, OSHA requirements and the prevention and management of the spread of infectious diseases to meet the clinical requirements.

**Clinical Orientation:** Clinical orientation is required and performed at the clinical sites where additional information is given related to hospital policies including, but not limited to, electronic medical record (EMR).

*TB skin tests are due on August 12 for all students.*

**Special Notes**

1) If a student experiences a history of diarrhea or unusual G.I. symptoms during the school year or takes a trip out of the country during the school year, a stool culture, and stool for ova and parasites is needed. **Primary healthcare provider note to return to clinical is required.**

2) Health Problems Change in Health Status: If a nursing student has a current health problem, develops a health problem, or has any change in health status, he/she must immediately notify in writing the Director of the Nursing program. A student with a health problem may continue in the nursing program with a note from their physician with written permission to attend school and clinical. To continue the student must be able to fulfill the clinical requirements and objectives for the course.

3) Required Primary Healthcare Provider’s Note to Return to Clinical:
   
   It is the student’s responsibility to remain away from the clinical areas if he/she has an infectious condition. A note from your physician is required stating you are non-infectious and able to return to a clinical setting. To continue the student must be able to fulfill the clinical requirement and objectives of the course.

4) Pregnancy:
   
   If a nursing student is pregnant, she must notify the Director of the Nursing program and her clinical instructor. A pregnant student may continue in the nursing program if she meets the following criteria:

   a) Obtain written permission from her physician at each physician’s visit stating that she may work in the clinical setting.

   b) Demonstrates the ability to fulfill the requirements and objectives of each nursing course in which she is enrolled.

   c) Notifies the director of the nursing program and current instructors regarding any change in her health status.

5) No student will be permitted in the hospitals for clinical experience unless the malpractice insurance is paid and unless all physical forms, immunization sheets and laboratory work are submitted. To be complete, a copy of all laboratory results must be submitted including results of TB test or chest x-ray and a copy of AHA CPR Card for healthcare provider.
GROOMING AND PERSONAL APPEARANCE

UNIFORM*
1) A clean, pressed uniform is worn for each hospital experience and for activities as specified by the faculty. The uniform is not worn for other college activities or classes. The uniform will consist of Indigo V-neck top with MC emblem with Indigo pants or skirt. The matching warm up jacket with MC emblem is optional.
2) No sweat shirts, sweat pants or stirrup pants, jeans or stretch pants.
3) Athletic apparel (such as sweat shirt, pants, and socks) is not allowed.
4) Shirts and blouses must have sleeves. Skirts must be below the knee.
5) Business Casual attire is to be worn to and from the clinical agency and for getting assignments.
6) Gum chewing or eating is not allowed in the clinical areas.
7) Personal hygiene is expected at all times, including no offensive body and or breath odors.

SHOES AND HOSIERY
Neutral color hosiery and white nurse’s shoes or all white athletic shoes as approved by hospital. Shoes worn in clinical area should be used only in the clinical and not for outside use. It is essential that hosiery, shoes and shoe laces be clean and in good repair, and hosiery be free of runs. Backless shoes are not acceptable. Male students are also required to wear white shoes. Only all-white socks and no print undergarments are to be worn under slacks. Anklets cannot be worn with a dress uniform.

HAIR
Hair must be clean, neatly arranged and away from the face and neck. Hair below shoulder length must be pinned or tied back securely and off the collar. Hair ribbons or ornate barrettes are not allowed. Males must be clean shaven or have neatly trimmed mustaches or beards.

NAILS AND NAIL POLISH
Since long nails are a hazard and may cause physical discomfort to the patient and tend to harbor bacteria, nails should be kept no longer than tips of fingers. No nail polish allowed in nursery. Sculptured and or tipped nails are not allowed. No nail polish is allowed in the clinical areas.

JEWELRY AND UNIFORM ACCESSORIES
The wedding and/or engagement ring may be worn when in uniform. Any other type of jewelry is inappropriate with the uniform except one pair of post earrings, which are to be worn only in the earlobe. Earrings are not allowed during the NUR 222 Maternal Child Nursing clinical experience. Perfumes and colognes are not to be used when in the hospital, home care and community settings. Tattoos/body art not covered by the uniform are to be covered with make-up.
A bandage scissors, watch with second hand, name pin, stethoscope, pen with black ink, pencil and small notebook are considered essential accessories to the uniform when in the laboratory for clinical experience. Students not in proper attire as stated in the dress code policy will not be allowed to participate in those days clinical activities and will receive a clinical absence.

* Students are required to adhere to clinical site specific clinical policies regarding grooming and personal appearance.
* Students who are not in compliance with the grooming and personal appearance policy may be asked to leave clinical. This will constitute a clinical absence.
ATTENDANCE POLICY
LAB AND CLINICAL EXPERIENCES

1) Attendance in all scheduled clinical and lab experience is expected. Transportation to and from home, clinical, lab and college classes is the student’s responsibility. Morton College and/or nursing are not responsible for any lost or stolen articles.

2) Absence and or tardiness in the clinical area is not acceptable and detracts from the practice of nursing care and procedures essential to the development of a competent beginning nurse and is discouraged.

3) Tardiness of 30 minutes or more will constitute as a clinical absence. Two tardy arrivals of less than 30 minutes will constitute as a clinical absence. All clinical and lab absences will be made up as stated in each course syllabus.

4) Absences numbering 25% or more of the scheduled clinical days of each course indicates:

   a) The student has not been able to participate in the required clinical experiences necessary to develop Nursing skills.
   b) The student has not cared for a variety and sufficient number of patients.

Under these conditions the instructor will not be able to assess the student’s capabilities and will not be able to render an evaluation of the student’s clinical performance. The student will therefore automatically receive an unsatisfactory grade for the experience and a failing grade for the course.

1) First level students with absences of 10% or more of the scheduled clinical days for each nursing course will be placed on probation. Second level student absences may affect course grades. Refer to individual course syllabi regarding specific attendance and grading policies.

2) All auditing and or re-admitted students are also required to follow the above policy.
ATTENDANCE POLICY
CLASS

1) Attendance in all scheduled classes is expected.

2) Students with absences 10% or more of the scheduled class hours for each course will be placed on probation. A conference will be held with the student, instructor and director to determine cause of the problem. An additional absence after probation statement is issued may require the student to withdraw from the program.

3) The student will be responsible for the materials presented in class during her absence.

   Please see individual course syllabi concerning missed tests and quizzes.

4) The Morton College policy pertaining to the Final Exams shall be observed.

   Chronic absenteeism and tardiness in class is not acceptable. Two tardies will constitute as one absence. Leaving early from class without consent of the instructor will constitute one absence. In such cases, a conference will be held with the student, instructor and the director to determine the cause of the problem.

* All auditing and or re-admitted students are also required to follow the above policy.
STUDENT EVALUATION

1) Passing Requirements

Course grades are evaluated with letter grades. Clinical practice is evaluated as satisfactory or unsatisfactory. A course grade of "C" and a clinical practice grade of "satisfactory" must be achieved in each nursing course in order to progress and graduate from the program. Student progress in the program will only be discussed with the student. Morton College is in compliance with the Family Educational Rights and Privacy Act (FERPA). See college catalog.

2) Grading Policy

   a) The passing grade for all nursing courses is 76% and above. A grade 75.5 to 75.9 will be rounded to 76%. A grade of 75.1 to 75.4 will be rounded to 75.

   A = 92 - 100        D = 68 - 75
   B = 84 - 91        E = 67 and below
   C = 76 - 83

   b) There may be written assignments which are part of the theory and or clinical grade. Grammar spelling, theme writing, neatness and legibility constitute as a part of the grade. See Plagiarism policy in the catalog.

3) Evaluation Form

A clinical evaluation conference will be held with each student by his or her clinical instructor at the end of each course beginning with Nursing 122.

Students not meeting course and clinical objectives will be notified by his or her clinical instructor at any time and be continually updated as the course progresses.
POLICIES

Policy Regarding Students Clinical Performance

1) Students are required to abide by the policies and procedures of the clinical facilities and observe regulations regarding patient safety, welfare, and confidentiality. Maintaining confidentiality in and about clinical situations is required.

2) A student evaluated as unprepared, unprofessional and or unsafe will be removed from clinical. Evaluation will be supported by written anecdotal records.

3) If the student demonstrates unsatisfactory patient care she/he (student) will be required to attend a conference with her/his clinical instructor. The student or instructor may request a joint conference with the Nursing Director. The purpose of this conference will be to allow the student an opportunity to discuss views regarding his/her performance and progress in the course thus far. The conference may have one of three outcomes; (a) Probation (b) No probation, or (c) Dismissal from the program.

4) Should the conference support that the student should be placed on probation he/she will be notified of this in writing. During the probationary period all reasonable efforts will be made by the faculty to assist in strategies for satisfactory performance. Students will be encouraged to meet regularly with the required instructor or see a counselor for assistance.

5) Following these steps, if the student continues to be determined as unsafe in administering nursing care to patients, he/she will be given an unsatisfactory in clinical. An unsatisfactory in clinical performance results in failure of the course.

6) Students who failed clinical for cause related to compromising patient safety will not be considered for re-admittance.

7) Students will be allowed one probation status in each level of the nursing program. An additional probation for any reason, on the same level, will require that the student withdraw from the nursing program.

8) All auditing and or re-admitted students are also required to follow the above policy.

9) The Grade Appeal Procedure can be found in the college catalog.
ADDITIONAL PROGRAM POLICIES

1) **Registration**
   Registration must be performed by the FIRST day of class. If you are not on the class list you will need to leave class, register at the Office of Admissions and Records, and return to class with a signed registration form (See Financial Aid Policy in college catalog). Financial aid is located in Room 204 B and the extension 248.

2) **Program Continuation**
   In order to continue each semester of the nursing program, all nursing courses must be passed with a “C” or better in theory and a satisfactory in clinical. All general education requirements as stated in the program worksheet must be met for progression from semester to semester.

3) **Withdrawal**
   The student must meet with the course instructor prior to making a decision to withdraw (see preadmission policy in Handbook for Nursing Students).

4) **Graduation Petition - submit petition requirement**
   Each student is required to petition for graduation for the PN and or ADN program. Please see College Catalog for graduating procedures. The application deadline for Graduation Petition is listed each semester in the printed course schedule. If student does not submit this petition they will NOT be able to graduate or receive diploma until all requirements are met.

Following is a checklist of Student Responsibilities and resulting Outcomes if not followed.
Additional Program Policies (continued)

STUDENT CHECKLIST *

Registration

Registration must be performed by the first day of class. Upon review of the class roster, if your name is not included on the list of students registered for the course, you must immediately depart the class and register at the Office of Admissions and Records and when completed return to the class with the “signed” registration form for the instructor.

<table>
<thead>
<tr>
<th>Student Responsibility for Resignation</th>
<th>OUTCOME if not followed</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Student must register by 1st day of class at the Office of Admissions and Records.</td>
<td>□ Sent from class to Admissions to register and must bring back a signed form, which means you will be missing important information and marked as absent from the first day of class.</td>
</tr>
</tbody>
</table>

- □ Student will not be allowed to remain in class or in the nursing program if not registered.
  Why? This means the student has:
  - No insurance
  - Cannot enter clinical without insurance
  - Cannot sign into Blackboard

Withdrawal

<table>
<thead>
<tr>
<th>Student Responsibility Readmission</th>
<th>OUTCOME if not followed</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Follow readmission policy in “Handbook for Nursing Student”</td>
<td>□ Student receives failing grade for course.</td>
</tr>
<tr>
<td>□ See Instructor or Director of Nursing for signature on withdrawal form</td>
<td></td>
</tr>
</tbody>
</table>

- □ Take signed withdrawal form for the course to Office of Admissions and Records.

- □ Inform financial aid of withdrawal

- □ If withdrawal form not signed or submitted to Office of Admissions and Records, student will receive a failing grade for the course

- □ May lose financial aid for future courses
Additional Program Policies (continued)
Student Checklist*

Program Continuation

In order to continue each semester of the nursing program, all nursing courses must be passed with a “C” or better in theory and a satisfactory in clinical. All general education requirements as stated in the program worksheet must be met for progression from semester to semester.

<table>
<thead>
<tr>
<th>Student Responsibility for Program Continuation</th>
<th>OUTCOME if not followed</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Make appointment with advising at the end of each semester, to confirm the required courses for the following semester to make sure you have completed your education course requirements..</td>
<td>□ If general education courses not completed as required, you will not be allowed to continue in the Nursing Program.</td>
</tr>
</tbody>
</table>

Graduation Petition

Each student is required to petition for graduation for the PN and/or ADN program, whichever they are enrolled in. Please see the Morton College Catalog for graduation procedures. The application deadline for the Graduation Petition is listed by each semester in the printed course schedule. If a student does not submit this Petition he/she will **not be able to graduate** or receive their diploma until ALL requirements have been met.

<table>
<thead>
<tr>
<th>Student Responsibility for Graduation</th>
<th>OUTCOME if not followed</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Petition for graduation of PN and ADN program by Deadline date of college. See printed course schedule each semester for deadline to petition.</td>
<td>□ Student will not be able to graduate or receive a diploma until ALL requirements are met.</td>
</tr>
</tbody>
</table>

* If further detailed explanation is needed, refer to your Handbook for Nursing Students or the Morton College Catalog.
Additional Program Policies (continued)

1. **MAT 075**: All students must successfully complete MAT 075 or demonstrate proficiency in it within one year before Admission into the Nursing Program.

2. **Medication-Math test**: Students will be required to pass a Medication-Math test in Nursing 122, 135 & 235 to receive a passing grade for the course. The test must be passed with a 83% or better by the time stated in each syllabus. The student may re-test, as stated in each course syllabi, to achieve a passing grade. If a passing grade is not achieved the student will receive a failing grade for the course. Refer to each syllabus for specific criteria.

3. **Clinical Assignments**: The nursing faculty committee may assign the student to specific clinical sites as deemed necessary for optimal learning experiences.

4. **Schedules**: Due to the nature of the clinical requirements of a nursing course and or available clinical facilities, the student will be required to accept alterations that can be made at anytime. Schedules may be altered due to available clinical sites, days, times and instructors.

5. **Probation**: A student may request a review of their situation by the nursing faculty committee. The nursing faculty committee will be convened at the request of the student when probationary status constitutes grounds for withdrawal from the Nursing Program. The duration of probation will be determined by the faculty.

6. **Military Service**: Those students interested in military service, please see a counselor.

7. **Gratuities**: The faculty appreciates the many ways students express their thoughtfulness. However, gift giving and monetary expressions of gratitude cannot be accepted.

8. **HESI Comprehensive Exam 1st level**: A comprehensive first level exit examination must be passed to continue into the second level of the RN program. The student has two opportunities to achieve the minimum pass score and graduate from the program.

9. **HESI EXIT 2nd level**: A comprehensive HESI 2nd level exit examination must be passed to receive credit and a passing grade for NUR 235 and graduate from the program. The criteria will be listed in the NUR 235 syllabus. The student has three opportunities to achieve the minimum pass score.

10. **Documentation Student Name**: In the clinical area, students will sign documentation with First initial, Last Name, MCNS Example: S. Jones, MCNS.
11. **Lab Safety**: students will be oriented to all equipment and instructed not to use lab facility and or equipment without checking with instructor. An Emergency response guide is located at the back of each room and lab.

12. Changes in a students’ schedule will be managed by the theory instructor of the course.

**REMEDIATION POLICY**

Below is the Remediation Policy for students who receive less than 76% on their first exam in every course. Listed is the required HESI exam for first and second level students and recommendations to reviewing and preparing for the exams if a second exam is necessary.

1. Students’ are strongly encouraged to meet with their class instructor if they achieve less than 76% on their first exam in every course.

2. Instructors are available during office hours or by appointment. Hours are posted on instructors office doors.

3. Students are encouraged to meet with instructors throughout the program for any academic concern.

HESI remediation is listed below: Required exams for 1st level and 2nd level students’

A. **HESI Testing 1st Level Students’**
   1. It is recommended that 1st level students who do not achieve 750 on the 1st HESI exam prepare for the 2nd exam by completing the EVOLVE case studies relevant to the content identified by HESI.
   2. Students’ are also strongly encouraged to utilize the HESI remediation services by Elsevier in preparation for the 2nd exam.
   3. Students’ may use and NCLEX-RN review book, as recommended in their Medical-Surgical Syllabi, to prepare for the 2nd HESI.

B. **HESI Testing 2nd Level Students’**
   1. It is recommended that students’ who do not achieve an 850 on the exit exam should review content identified by HESI testing services. The LaCharity, Kumagai, and Bartz textbook used in NUR 235 would be especially useful.
   2. Students may use a NCLEX-RN review test, of their own choosing to prepare for the 2nd exam.
   3. In addition to the recommendations listed above, students who are unsuccessful on the 2nd exam are strongly encouraged to take a NCLEX-RN review course of their own choosing.

C. Students’ may always choose to use the resources available to them in the Student Success Center.
READMISSION TO NURSING PROGRAM

All re-admits go through the regular admission process. **RE-ADMISSION IS NOT GUARANTEED.** Students previously enrolled in the Nursing Program at Morton College who withdrew from a nursing course, failed a nursing course, did not meet the requirements when auditing or repeating a course or interrupted the nursing course sequence will be subject to but not limited to the following requirements for readmission:

1. An application for re-admission must be obtained from Admissions and submitted to the Office of Admissions and Records along with official transcripts from any college or schools attended since last enrollment at Morton College. Make an appointment with the Nursing Advisor, ext 2250, to review course status.
2. Candidates for readmission should include with their application a letter listing the reason(s) for previous withdrawal, recent related nursing activities and future nursing goals.
3. When the re-admit application, letter and appointment with Nursing Advisor have been completed and forwarded to the Nursing Department, the Director of Nursing will call the student to schedule an interview.
4. To promote future success, candidates may be subject to certain requirements for readmission, based on faculty review committee recommendations.
5. These may include, but are not limited to the following:
   a) Depending on lapse of time, nursing courses may be required to be reviewed, audited or repeated, either theory and/or clinical.
   b) Successfully demonstrate clinical skills.
   c) Successfully pass a medication/mathematics test.
   d) Successfully pass reading comprehension test.
   e) Register for nursing math, reading comprehension and/or successful study courses.
6. Students accepted for readmission, must complete all program requirements.
7. Due to the increasing number of technological advances in providing nursing care and due to the need for nurses to continually keep updated, all students repeating a course are subject to attendance policies and to fulfill all course requirements, which includes passing theory with a C or better and receiving a satisfactory in clinical.
8. Students applying for readmission should file their applications early to provide ample time for processing. The Office of Admissions and Records will notify applicants of their eligibility status.
9. Students being readmitted to the nursing program are subject to the current written curriculum and admission policies as stated in the nursing handbook, course syllabi and college catalog.
10. Students from other nursing programs requesting advanced placement are considered on an individual basis and are subject to Morton College’s Nursing re-admission policies as stated in the Nursing Handbook and college catalog.
CURRICULUM READMISSION POLICIES

1) Students will be given one opportunity to reapply to the nursing program after a course failure or a withdrawal due to a failing grade. **READMISSION IS NOT GUARANTEED.** All students who fail a course or withdraw due to a failing grade must pass NUR 138.

2) Students who fail or withdraw failing from NUR 122 will be required to repeat theory and clinical in NUR 121.

3) Students who fail or withdrew due to a failing grade from NUR 135, 136, 137 or 138:
   a) Will be required to repeat theory and clinical for courses in which you have a C back to and including NUR 122.
   b) If the grades for the courses you are required to repeat are a B or A, the student may request to waive the repeating course. With a waiver, you will be required to pass the current final with a 76% before the course begins.
   c) You will also be required to successfully demonstrate all previously learned skills.
   d) If you are unsuccessful in fulfilling b and c, you will be required to repeat theory and clinical in NUR 122, 135, and 136 or 137 depending on course failed.
   e) All students will be **required** to successfully complete NUR 138 if they have one withdrawal and or failure from NUR 122, 135 and or 136, and or 137, or if they failed the first HESI test with less than 750.
   f) NUR 138 must be successfully completed to be eligible for registry in Fall NUR 221 and 222.

4) Students who fail or withdraw due to a failing grade from NUR 221 and or 222:
   a) Will be required to repeat theory and clinical for courses in which you have a C back to and including NUR 122 and 135, 136, and 137.
   b) Successfully complete NUR 138 to be eligible for registration in NUR 221 and 222.
   c) If the grades for the courses you are required to repeat are B or A, you may request to waiver repeating the course. With a waiver, you will be required to pass the current final with a 76% before the course begins.
   d) You will also be required to successfully demonstrate all previously learned skills.
   e) If you are unsuccessful in fulfilling c and d, you will be required to repeat theory and clinical for NUR 122, 135, 136, 137, and 221or 222. If you are unsuccessful in NUR 138, you cannot continue on into second year.

5) Students who fail or withdraw due to a failing grade from NUR 233, 234, and or 235:
   a) Successfully complete NUR 138 to be eligible for readmission into second year.
   b) Will be required to repeat theory and clinical for courses in which you have a C back to and including NUR 221 and 222.
   c) If the grades for the courses you are required to repeat are B or A, you may request to waiver repeating the course. With a waiver you will be required to pass the current final with a 76% before the course begins.
   d) You will also be required to successfully demonstrate all previously learned skills.
   e) If you are unsuccessful in fulfilling a, you cannot continue on into the second year.
   f) If you are unsuccessful in fulfilling c and d you will be required to repeat theory and clinical for NUR 221, 222, 233, 234, and or 235.

**ANY STUDENT WITH A NURSING FAILURE WILL BE REQUIRED TO SUCCESSFULLY COMPLETE NUR 138**

6) Options for Freshman Students who fail 1st level HESI exam after the second attempt
   a) Must complete NUR 138 if they want to reapply the following year for the nursing program.
   b) Can apply for one readmission into the first year second semester nursing courses.
   c) May choose to take the NLEX-PN exam.
7) Options for the Second year Students who fail the HESI exit exam after the third attempt.
   a) Must complete NUR 138 if not previously completed.
   b) May apply for readmission to the first semester of sophomore year nursing courses.
Graduates of approved nursing programs are eligible to take the NCLEX-RN examination for Registered Nurse licensure. Candidates for the examination will be required to provide the following information on the application for licensure. Candidates for NCLEX-PN are also required to provide the following information on the application for licensure:

**DO NOT RETURN—THIS IS FOR YOUR FILES**

<table>
<thead>
<tr>
<th>PART VI: Personal History Information (This part must be completed by all Applicants)</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a statement for each conviction including date and place of conviction, nature of the offense and if applicable, the date of discharge from any penalty imposed.</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>2) Do you now suffer, have you suffered from, been diagnosed as having, or been treated for any disease or condition which is generally regarded by the medical community as chronic, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease condition that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>3) Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>4) Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

Providing fraudulent information for the above may be grounds for refusal to issue the license and at the discretion of the Committee of Nursing and the Department of Professional Regulation a review hearing may be required. The Committee will not conduct this hearing until the individual has completed the required approved nursing program in an approved school and has completed the necessary application forms for licensure required by the Department of Professional Regulation. The decision to allow an individual to take the examination for licensure rests with the Committee.
PROFESSIONAL BEHAVIOR

It is the expectation that all students enrolled in the nursing program will act in a professional manner towards other people, patient and at all clinical sites and the college.

Any student who behaves or engages in unprofessional behavior will be withdrawn from the nursing program. The following situations that warrant immediate withdrawal from the nursing program, (but are not limited to include the following):

1) Theft of supplies from clinical sites, the college, and or possessions of other students, patients, or employees.
2) Destruction of property or possessions of patients, fellow students or employees of college or clinical agencies.
3) Falsifying documentation at clinical sites or on campus.
4) Engaging in disorderly conduct or creating a disturbance on campus or clinical sites.
5) Jeopardizing the safety of patients, students, or faculty or employees of clinical agencies or college through neglect of duty or through disregard for others.
6) The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at clinical.
7) Any refusal or intentional failure to follow direct instructions from an instructor, or a person in authority are a clinical site or college or to challenge obstruct, abuse or interfere with patient care.
8) Use of or possession of guns, knives, explosives or other weapons on campus or at clinical site.
9) Harassment of an individual including, but not restricted to harassment based on race, sex, age, national origin, religion, physical or mental disability at a clinical site.
10) Students will follow all HIPPA policies and procedures in all clinical agencies related to violations of copying patient information.
11) Physical and or verbal abuse of an individual on campus or at clinical site.
12) When using social media (including, but not limited to wikis, blogs, listserves, and/or social networking sites, ie: Facebook, MySpace, Twitter, etc.), students’ are expected to act with professionalism, courtesy and respect. Students’ may be subject to disciplinary action (placed on probation or dismissal from the nursing program) for posting content that exhibits unprofessional and/or disruptive behavior.

* See College Catalog for Code of Student Conduct and Academic Honesty policy.