NORTHWESTERN MICHIGAN COLLEGE

2026 – 2027

NURSING PROGRAM POLICY MANUAL

Mission: To provide a quality curriculum through which nursing students are prepared to be competent, professional nurses and develop a commitment to lifelong learning.

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WELCOME

Dear Nursing Student:

Welcome to Northwestern Michigan College's Nursing Program. You have chosen to become a member of a health profession that is both incredibly rewarding and challenging. This exciting career challenge is about to begin. The NMC nursing program faculty all wish you success as you pursue your nursing career. So, study hard, take advantage of all learning activities, seek new learning experiences, and take responsibility for your own learning. We are here to assist you in reaching your goal of becoming a member of the nursing profession!

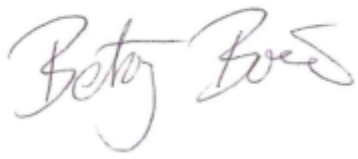
Our faculty and staff are here to support you as you pursue your goals. The faculty are experts in nursing education AND in professional nursing practice. They will provide instruction and advisement along the way, both in the classroom and in the clinical setting. The nursing department staff are experienced in the processes that are part of your education and are here to assist you as well. Finally, I am here to provide guidance and support throughout your education.

The real key to success is you. It is a challenging program, but it must be. Nursing is challenging. But it is also exciting and rewarding! Be sure that you take full advantage of every learning opportunity. Study hard, put in the time, and most importantly, ask for help. Lastly, remember why you are here! Keep your eye on your goal and do everything you can to achieve it!

This policy book is provided so that you may have a full understanding of the Nursing Program philosophy, student expectations, policies, and clinical regulations. Read it carefully as your signature on the verification form indicates that you understand and will abide by the policies of the program.

We all want to welcome you and wish you success as you pursue nursing as your chosen profession.

With best wishes for success,



Betsy J. Boris, MSN, RN, CNE
Director of Nursing & Allied Health

Mission

To provide a quality curriculum through which nursing students are prepared to be competent, professional nurses and develop a commitment to lifelong learning.

Statement of Philosophy

The Department of Nursing strives to fulfill the Mission, Vision, and Values of Northwestern Michigan College. The faculty have designed a curriculum to meet the needs of students which provides a foundation necessary to facilitate successful completion of the NCLEX exam and, ultimately, successful entry into the nursing profession. In addition, the nursing programs encourage lifelong learning through collaboration with community partners and universities. The curriculum of the nursing programs is based upon the following beliefs:

> Human beings are unique, holistic individuals. They function within families, groups, and communities in a dynamic interaction with the environment. Human beings have the potential for learning and developing over the life span. They are autonomous beings who have the right and responsibility to make choices as they attempt to attain or maintain optimal health states.
>
> Health is a dynamic state across the wellness-illness continuum, through which the patient actively engages in the process of living and dying and is comprised of biological, psycho-social, and cultural aspects.
>
> Environment is the context within which the nurse and patient live, interact, and function. It is comprised of all conditions, circumstances, and influences surrounding and affecting the development and behavior of individuals, families, groups, or communities. Environment has the potential to enhance or diminish the health of human beings.
>
> Nursing is a unique, holistic, and caring profession. The professional nurse utilizes the nursing process which is guided by evidenced-based research, various types of thinking, and ethical and legal standards to facilitate progression of the patient toward optimal health throughout the lifespan. Nursing responds to the needs of individuals, families, groups, and communities and collaborates with other healthcare professionals and consumers to promote healthy environments and lifestyle behaviors.

The nursing faculty members believe that ADN graduates of the Northwestern Michigan College Nursing Program are professional practitioners. Graduates of the Practical Nursing Program are technical nurses. All program graduates provide safe, effective, holistic care within the scope of practice of the nursing profession. The Associate Degree and Practical nurse use various types of thinking such as clinical reasoning and critical thinking within their practice. The graduate nurse is an excellent communicator and views the bigger picture to include the family and significant individuals in the patient's life. They are collaborators of care with other members of the health care team. The plan of care for their patient is evidence based and incorporates education to help promote a healthy lifestyle.

As educators in the Department of Nursing, we believe that students must accept responsibility for their learning but also understand that we must support, guide, and facilitate student learning. Education is believed to be a lifelong journey that begins with learning the basic knowledge needed to practice and progresses through continual improvement of the individual's own professional practice. We believe in keeping learning at the center and encourage our students to advance their education to continue the learning process.

Organizing Framework

The organizing framework for the Northwestern Michigan College Nursing programs provides a foundation to implement the mission, philosophy, and curriculum of the nursing program. It encompasses the beliefs of the faculty and the understanding that learning is at the center of our mission. The level 4 student learning outcomes are the core components of this framework:

- Communication & Collaboration Skills
- Patient-Centered Care
- Nursing Judgment
- Professional Identity
- Safety

Students will successfully reach these outcomes through immersion in an evidence-based curriculum that values the nursing process and offers opportunities to experience nursing through various clinical placements in the acute care and community settings.

Student Learning Outcomes

	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Communication & Collaboration	**Definition**: *The use of professional verbal and written communication skills to promote knowledge, facilitate quality patient-centered care, and function effectively within nursing and interdisciplinary teams.*			
	Recognizes the impact of professional communication skills in promoting knowledge, facilitating quality patient-centered care, and in promoting effective team functioning.	Explains the impact of professional communication skills in promoting knowledge, facilitating quality patient-centered care, and in promoting effective team functioning.	Utilizes professional communication skills to facilitate shared decision-making in providing patient-centered care, and in promoting effective team functioning.	Integrates professional communication skills to facilitate shared decision-making in providing patient-centered care, and in promoting effective team functioning.
Nursing Judgment	**Definition***: The use of various types of thinking that includes, but is not limited to, critical thinking and clinical reasoning to provide safe, effective, quality, evidence-based patient care.*			
	Recognizes various types of thinking required to implement the nursing process.	Explains various types of thinking required to implement the nursing process.	Applies various types of thinking required to implement the nursing process.	Integrates various types of thinking required to implement the nursing process.
Patient-Centered Care	**Definition**: *The recognition of the autonomy of the patient or their designee when implementing coordinated care that respects the patient's culture and values, and includes the family/significant others, while holistically addressing the physical, mental, and spiritual needs.*			
	Implements holistic patient-centered care for one to two assigned patients with guidance.	Implements holistic patient-centered care for an assigned group of patients.	Implements holistic patient-centered care for an assigned group of patients.	Coordinates holistic patient-centered care provided to an assigned group of patients.
Professional Identity	**Definition**: *Upholds professional standards, ethics, and legal regulations in the practice of nursing while implementing interventions that are consistent with established policies and procedures.*			
	Implements nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters with guidance.	Implements nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters with guidance.	Implements nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters.	Employs nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters.
Safety	**Definition**: *The potential for harm to patients and health care team members is minimized by implementing current practice policies and procedures.*			
	Demonstrates safe care practices that minimize the potential for harm to patients, self, and health care team members with guidance.	Performs safe care practices that minimize the potential for harm to patients, self, and health care team members.	Implements safe care practices that minimize the potential for harm to patients, self, and health care team members.	Integrates safe care practices that minimize the potential for harm to patients, self, and other health care team members.

Updated 2/6/12

Mathematics Requirements within the Nursing Program

Accurate pharmacological calculation skills will be developed and evaluated in HNR 106 Pharmacology I. In each clinical course students will be required to validate their calculation competency. These calculation skills are a prerequisite for all subsequent clinical course work. The following math requirement must be met prior to students administering medications in a clinical course. **If the math requirement is not met, the student will receive an Unsatisfactory (U) for the class and will be dismissed from the program.**

A 10-item calculation skills exam will be administered in second, third, and fourth semester clinical nursing courses during the first week of classes each semester. Students may take this exam twice, achieving a required score of 100% by the first clinical day of the second week in the following courses: HNR 126, 242, 248, 252, 262. For HNR 102 Fundamentals of Nursing, the student must obtain a 100% by the end of the 10th week of the semester. Bring a calculator to use for this exam. ***Phone calculators may not be used.*** If the student is not successful on the second attempt, remediation will be required as outlined below.

Students who do not achieve 100% on their math skills exam must bring documentation of participation in tutoring/remediation activities to their instructor after which the test may be taken a third time. This must be done by the end of the second week of clinical for second, third and fourth semester students and the end of week 11 for first semester students. A score of less than 100% on the third attempt is considered a course fail and the student will be ineligible to continue in the course. This will also result in a program failure and the student will need to apply for readmission for the next semester. If this is a second program fail, the student will not be eligible for readmission and must follow the recommendations in the policy book related to *Readmission*.

Language Requirements within the Nursing Program

It is an expectation of the Nursing Department that students use correct grammar, spelling, punctuation, word selection, and sentence structure in all written assignments. The goal is to have each student able to document patient care accurately and succinctly. If a student does not demonstrate satisfactory language skills, the student may not continue in the program. Examples of errors include spelling, grammar, incorrect verb forms, punctuation, sentence structure, paragraph structure, failure to capitalize proper names, incorrect word choice/incorrect use of English language (there vs their vs they're; who vs whom; to, too, two; its vs it's; then vs than; your vs you're; lead vs led; already vs all ready; past vs passed; affect vs effect; do vs due, etc.).

APA format is used for all nursing papers. The student must demonstrate knowledge of APA format as defined by the Communication and Collaboration Student Learning Outcome based on current educational level in the student's designated program.

Course Requirements for Graduation

It is the student's responsibility to ensure all required coursework for the designated program of study is completed prior to graduation. It is the student's responsibility to ensure transfer credits meet program requirements for graduation. Students must request official transcripts from previous colleges/universities be sent to the Records and Registration office at the time of admission to Northwestern Michigan College. This process can be found on the Admissions Website under Transfer Students (https://www.nmc.edu/admissions/transfer-students/index.html).

CPR certification must be completed prior to admission or taken as a co-requisite with HNR 102 within the first five weeks of program admission. It is a pre-requisite for clinical nursing classes. Approved courses, including AHA Basic Life Support for Health Care Providers (CPR and AED), are at the discretion of the Program Director and must include an in-person skills check-off.

Students apply for graduation through the Records & Registration Office (https://www.nmc.edu/student-services/records-registration/getting-things-done/degree-certificate-application.html). This should be completed during the second semester of the PN program and the third semester of the ADN program. This allows ADN students the opportunity to identify any missing general education courses that may be needed for graduation and can be completed with the fourth semester courseload allowing for on-time graduation.

Once the graduation application is completed and reviewed, students will receive an audit letter confirming they have met the graduation requirements or identifying what is needed for graduation.

The following courses are required for completion of an ASSOCIATE DEGREE IN NURSING:

		CREDITS
*BIO 227	Anatomy & Physiology I	4
*BIO 228	Anatomy & Physiology II	4
*MTH 111	Intermediate Algebra OR *MTH 120 Mathematical Explorations	4/3
*ENG 111	English Composition	4
*ENG 112	English Composition	4
*PSY 101	Intro to Psychology	3
*Group 1	Humanities Elective	3
*HAH 100c	Informatics Essentials	1
HNR 101	Fundamentals of Nursing – Lecture	4
HNR 102	Fundamentals of Nursing – Clinical	4
HNR 106	Pharmacology I	1
HNR 107	Pharmacology II	2
HNR 125	Nursing Across the Lifespan – Lecture	5
HNR 126	Nursing Across the Lifespan – Clinical	5
*HNR 241	Advanced Maternal & Child Nursing – Lecture	2
*HNR 242	Advanced Maternal & Child Nursing – Clinical	3
*HNR 221	Acute Care I - Lecture	1.5
*HNR 222	Acute Care II- Lecture	1.5
*HNR 248	Acute Care – Clinical	4
*HNR 251	Mental Health Nursing – Lecture	2
*HNR 252	Mental Health Nursing – Clinical	1
*HNR 261	Nursing Management – Lecture	3
*HNR 262	Nursing Management – Clinical	4

Licensed Practical Nurses admitted to the ADN Completion Option must complete the (*) courses above. Graduates from NMC's Practical Nursing Program greater than five years or graduates from a program other than NMC may need to complete an individualized self-study class to update their skills and/or knowledge base to prepare for second year nursing classes.

Note: A maximum of 22 nursing credits will be awarded for Practical Nursing course work. A minimum of 16 degree credits must be completed through NMC classes.

The following courses are required for completion of the PRACTICAL NURSING PROGRAM:

		CREDITS
BIO 227	Anatomy & Physiology I	4
BIO 228	Anatomy & Physiology II	4
MTH 111	Intermediate Algebra OR MTH 120 Mathematical Explorations	4/3
ENG 111	English Composition	4
HNR 101	Fundamentals of Nursing – Lecture	4
HNR 102	Fundamentals of Nursing – Clinical	4
HNR 106	Pharmacology I	1
HNR 107	Pharmacology II	2
HNR 125	Nursing Across the Lifespan – Lecture	5
HNR 126	Nursing Across the Lifespan – Clinical	5
HNR 145	Practical Nursing Role & Issues	1
HAH 100c	Informatics Essentials	1

Program of Study

The specific Program of Study identifies the required sequence of classes. Failure to complete courses according to the model schedule may result in a delay in graduation and licensure. It is the student's responsibility to enroll in and to complete all required courses. See current NMC Catalog for course prerequisites and co-requisites.

Financial Aid Statement

Students are individually and solely responsible for understanding and monitoring their financial aid eligibility and the implications of course registration on their financial aid status. Students receiving federal, state, or institutional financial aid are often required to maintain a minimum number of credit hours per semester to remain eligible for those funds (e.g., full-time, half-time status). It is the student's responsibility to proactively consult with the NMC Office of Financial Aid to understand the specific credit hour requirements for their individual financial aid package.

Criminal Background Checks

Criminal background checks are required for Northwestern Michigan College nursing students. These are obtained upon admission to any nursing program and are repeated if a student has not had continuous enrollment for the previous 12 months. An updated background check may be required if there is reasonable suspicion of criminal activity during enrollment in respective nursing program. Any associated costs are the sole responsibility of the nursing student.

The costs associated with this background check will be the sole responsibility of the nursing student. Following graduation all nursing license applicants in the State of Michigan are required by the Bureau of Health Professions to complete an updated criminal background check prior to taking the NCLEX exam.

The following link provides information on the State of Michigan exclusions for criminal history. Please review the information if you have a criminal history to determine if you are eligible for clinical placement. Felonies typically have restricted admission until after a 10–15-year period following completion of sentencing requirements including probation. Misdemeanors vary in the severity of the crime and the time frame a student would be excluded from placement in a health care setting. Misdemeanor guidelines do not require completion of probation time in the exclusion time period.

- Michigan Health Code (http://legislature.mi.gov/doc.aspx?mcl-333-20173a)
- Public Health Code Act 368 of 1978 (http://legislature.mi.gov/doc.aspx?mcl-333-16174)

Once admitted to the program, students subsequently convicted of crimes identified at the State and/or Federal level as exclusionary will be dismissed from the Nursing Program. It is the student's responsibility to report changes in the status of their criminal background to the Director of the Nursing.

Licensure

To attain licensure as a Practical Nurse or as a Registered Nurse and thus be permitted to participate in the practice of nursing, a person must successfully pass the appropriate National Council Licensure Examination (NCLEX-PN) for Practical Nurses or the National Council Licensure Examination (NCLEX-RN) for Registered Nurses.

The Board of Nursing may deny a license for a previous felony conviction, previous treatment for drug or alcohol abuse, or after finding the existence of one or more grounds for board action listed in 333.16221 of the Public Health Code, Act 368 of 1978. ***If a student has a criminal conviction, they should contact the Michigan Board of Nursing and discuss their eligibility for licensure before taking any classes.***

General Policies

Students will be subject to the policies and procedures of Northwestern Michigan College, the Health Occupations Academic Area, and the Nursing Department. In addition, policies of all clinical agencies apply to students during the times they are scheduled for clinical coursework in each institution.

Cell Phone Use
Due to the potential disturbance to others, cell phones are to be turned off or silenced when in class or lab. Cell phones are not permitted in patient care areas. If a special arrangement is needed, the student is to contact the instructor. Cell phones are not permitted during exams. Students violating this policy will be dismissed from class, lab, or clinical and due process will be initiated dependent on the severity of the situation. Subsequent occurrences will result in progressive consequences up to and including dismissal from the program.

Clinical Assignments
Students may only provide direct nursing care for the specific patients to whom they are assigned by their nursing instructor or health facility designee. While they are expected to contribute to teamwork and to respond to other patients' needs, any direct nursing care must be approved and/or supervised by the nursing instructor.

Clinical Facility Policies
Students must follow the policies set forth by the clinical facility. Students must follow the clinical facility's guidelines for their employees, including but not limited to searches, drug screening, and theft. A student must be eligible for clinical privileges at a designated facility to provide patient care at the institution. On admission, the Director of Nursing will require verification of each students' clinical eligibility from the assigned clinical institution. If a student becomes ineligible to work in a clinical facility (i.e. fired, not eligible for rehire, etc.), this information must be communicated to the Director of Nursing. Secondary to the small number of clinical agencies available, a student may be ineligible to complete the nursing program.

Communication
To ensure confidentiality related to student issues, all written communication through the Department of Nursing will be sent to the student's NMC e-mail account.

Use of Artificial Intelligence (AI) by Health Occupations Students
This policy outlines the principles and guidelines governing the use of Artificial Intelligence (AI) tools by students enrolled in the Health Occupations Programs. Our program recognizes the growing prevalence of AI and its potential to be a valuable resource. However, we also emphasize the importance of developing fundamental skills, critical thinking, and ethical professional conduct. This policy aims to provide clarity on the appropriate and inappropriate uses of AI in academic work.

1. **Focus on Foundational Learning:** The primary goal of this program is to equip students with the essential knowledge, skills, and clinical judgment required to be competent and ethical nurses. AI tools should not be used in a way that circumvents the development of these core competencies.

2. **Emphasis on Original Work:** Students are expected to produce original work that reflects their understanding of the course material and their developing abilities.

3. **Ethical and Responsible Use:** The use of AI must adhere to principles of academic integrity and ethical conduct. Students are responsible for understanding the limitations and potential biases of AI tools.

4. **Transparency and Disclosure:** Students must be transparent about when and how they have used AI in their work, if permitted by specific assignment guidelines.

5. **Development of Critical Evaluation Skills:** Students should learn to critically evaluate the information generated by AI tools and not accept it as definitive or factual without verification.

Guidelines for AI Use
The permissibility of using AI tools will vary depending on the specific assignment and the learning objectives. Instructors will provide clear guidelines for each assessment.

Drug Screen
All new students and students returning after 12 months of non-enrollment will be required to complete a drug screen as part of the admission process. Random drug screens will continue as per the Alcohol and Drug Nursing Policy & Procedure in Appendix A. **If a drug screen is positive at any time for substances that are required to be tested by clinical agencies, the student will be dismissed from the nursing program**.

Instructor-Learner Expectations
Nursing faculty at Northwestern Michigan College are committed to providing a quality curriculum through which nursing students are prepared to be competent, professional nurses and develop a commitment to lifelong learning. The nursing programs hold in high regard professional behaviors and attitudes, including duty, honesty, respect for others, and a commitment to excellence. All members of the nursing department, including students, faculty, staff, and administrators, are held to high standards in these areas. (See Appendix B for entire document)

Liability Insurance

Students are covered by the College liability insurance policy. In addition, it is recommended that students have their own liability insurance coverage.

Occupational Safety and Health Administration (OSHA) Regulations
The nursing program is required to comply with all OSHA regulations. Students will receive instruction related to these guidelines within the nursing program course content.

Social Networking Statement
Information covered under Health Insurance Portability and Accountability Act of 1996 (HIPAA) or Family Educational Rights and Privacy Act (FERPA) regulations may not be discussed on social media or any electronic communication. The following actions are strictly prohibited:

1. Sharing patient information
2. Sharing student academic information

The following links will provide more information:

- A Nurse's Guide to the Use of Social Media from the National Council of State Boards of Nursing (NCSBN) (https://www.ncsbn.org/3739.htm)
- FERPA General Guidance for Students (https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)
- Information on HIPAA guidelines: Health Information Privacy (https://www.hhs.gov/hipaa/for-professionals/index.html /)

Student Health

1. Health Assessment
NMC's nursing programs are strenuous and involve direct care of patients; therefore, all students must be in good mental and physical health. Students are required to have a health assessment completed and provide documentation before beginning clinical nursing courses. Health assessments are valid up to 12 months prior to admission.

Performance of safe and competent patient care is always of the utmost importance. Therefore, if at any time a Nursing Instructor or the Director of Nursing has reason to believe that a student's health or behavior may compromise safe patient care, that student may be required to obtain a health appraisal including a random drug screen by a practitioner designated by the college (Appendix A).

2. Hepatitis Vaccination
The Occupational Safety and Health Administration (OSHA) has enacted a rule known as the *OSHA Standard on Occupational Exposure to Blood-borne Pathogens*. This Standard was established to eliminate or minimize occupational exposure to blood-borne pathogens, particularly to the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV). In issuing this Standard, OSHA is acknowledging that health care providers face a significant health risk as the result of occupational exposure to blood-borne pathogens.

Recent interpretations of the Standard by OSHA regulators regarding who is subject to citations for failure to comply which may result in a fine to the institution, include not only the institution's employees, but also "the employees of other employers on their premises," including students.

Because the ruling and its subsequent interpretation places obligations on area hospitals and other clinical agencies to ensure compliance with the Standard, and because violations for noncompliance may result in significant fines to these agencies, it has become both necessary and prudent for these agencies to identify a

Plan for compliance to OSHA's Standard. Essentially, this plan requires that all nursing students and faculty provide documentation of immunity to Hepatitis B either through titer or immunization. Students and faculty have the right to refuse immunization but, in this event, must provide documentation of this decision to the NMC Nursing Department and to the Clinical Agencies.

3. **Vaccination Requirements/Exposure Protocols**
   All students must provide documentation of vaccination, approved waiver, or titer demonstrating immunity for required clinical vaccinations. Current requirements include, but are not limited to, Hepatitis B, MMR, Tdap, Varicella, Influenza, and Covid-19. Documentation of the student's vaccination, approved waiver, or titer demonstrating immunity will be kept on file by the NMC Nursing Department and available to clinical agencies as requested. **Students may not attend clinical until documentation has been approved on NMC's clinical compliance tracking programs.**

   It is strongly recommended that nursing students discuss vaccinations with their primary care provider, who are most aware of the student's health status.

   The clinical agency has a right to require college, faculty, and student compliance of any OSHA or other regulatory requirement. The clinical agency's Nursing Department has the responsibility for overseeing that quality nursing care is delivered in a safe manner which serves to protect the patient and the provider of care. It is the responsibility of the nursing staff of the clinical agency to observe and remind the students about universal precaution measures and to report to the faculty member repeated non-compliance of a student. **The clinical agency Nursing Administrators have the right and responsibility to request the college to terminate a clinical rotation of a student with repeated failures to comply.**

   In the event of any Occupational Exposure, the student should be evaluated by clinical agency personnel **prior to** leaving the premises. The Clinical Instructor must complete an Incident Report at that time. If preferred, the student may seek medical assistance elsewhere, but documentation of the visit must be sent to the Nursing Department. A medical evaluation should take place no later than seven (7) days after the exposure. **ANY COSTS OF EVALUATION AND TREATMENT RELATED TO THIS EXPOSURE WILL BE THE RESPONSIBILITY OF THE STUDENT.**

   The student does have the right to refuse any blood test and/or prophylactic treatment. However**,** such refusal must be documented, and copies will be retained by the clinical agency involved and sent to the college. If the follow-up testing and/or treatment are performed at a site other than the health care agency involved, documentation of that testing (**not test results)** and treatment must be forwarded to the appropriate clinical agency and to the college.

   These policies are implemented primarily to protect students from the potentially grave effects of exposure to Hepatitis B and other infectious agents. The policies are also required by the OSHA Standards. If you have questions or concerns, please call 231-995-1235.

4. **Patient Safety and Prescription Student Medication**
   To best ensure patient and student safety, all students must notify their current lead clinical and clinical nursing instructor of all prescription **and** non-prescription medications that may impair clinical judgement skills. Because some medications affect cognitive awareness and/or motor skills, it may be necessary to alter and/or limit that student's clinical assignment during medication usage. Every reasonable effort will be made to accommodate the student while ensuring patient safety. However, depending on the extent and length of this clinical limitation, it may or may not be possible to complete all clinical requirements for that course within the current semester of study.

5. **Health Care Costs**
   As Northwestern Michigan College and the Department of Nursing are not responsible for health care costs incurred by students as a result of clinical practice, it is strongly recommended that all students obtain personal health care insurance and/or make arrangements for the payment of any such expenses.

   Every effort will be made to prevent accidental injury and illness, and to ensure that students are assigned to care for patients whose health care needs are estimated to be within that student's expected skill levels. Each student will be informed of and expected to maintain Universal Precautions in the performance of all patient care. It is the student's responsibility to thoroughly prepare themselves at the appropriate learning level, for the

nursing care of their assigned patients and to take appropriate precautions against personal injury and illness. It is important to note though, through no fault of the college, instructors, or clinical agency that the possibility exists that a student could accidentally injure or expose him/herself to disease. If an injury occurs in the clinical setting, the facility may require emergency room care and/or medical follow-up. The cost of this and any other care is the responsibility of the student. All students, therefore, should have personal health care coverage. Information about student health insurance is available through NMC's Health Services.

6. **Updating Health Information**
   It is the student's ongoing responsibility to keep required health information current, and to monitor personal compliance requirements to remain eligible to attend clinical courses. CPR certification must be current throughout the program. TB testing will be required upon admission to the program and when required by clinical facilities in subsequent clinical semesters. All major health changes that affect completion of student learning outcomes must be documented in your student file through the Health Occupations Office. Medical releases following an injury or illnesses are included in these health update requirements.

   Absences incurred due to noncompliance with keeping up to date health information are considered unexcused and may result in not being able to meet the outcomes of a course and an Unsatisfactory grade in the course, or dismissal from the nursing program.

Personal Attributes and Professional Behavior

While preparing to enter the profession of nursing, students are expected to demonstrate professional behaviors and personal attributes of a nursing professional. The integrity and honesty of the nursing student must be above reproach. The nursing student must accept accountability and responsibility for all actions.

The nursing student must assure that interaction with assigned patients is maintained at a professional level. The nursing student must recognize that all patient information is confidential and therefore, to be shared only with other health personnel who are directly involved in the care of that patient. In addition, nursing student/patient interaction is restricted to the clinical hours when the student is assigned to care for the patient. Personal contacts (phone calls, visits etc.) outside of assigned clinical hours are inappropriate and are a violation of confidentiality and expected professional behavior.

It is expected that the nursing student will demonstrate interest in and enthusiasm for the study of nursing. The nursing faculty expects the nursing student to be dependable; that is, the student is seldom absent and arrives for all classroom and clinical experiences on time. The nursing student must conduct him/herself professionally and follow all policies of the clinical agencies.

The student is responsible for learning. However, the nursing faculty is available to assist and support each student in mastering the requirements of the nursing program. All students are assigned an academic advisor and are encouraged to seek their advisor if they are having difficulty with any aspect of the program.

Nursing faculty recognize that personal circumstances may have a detrimental effect on a student's academic performance. Resources are available through NMC's Student Life Office.

Dress Code for Nursing Students

The following regulations apply to all students in the Nursing Program at Northwestern Michigan College. The appearance of the students enrolled in the nursing program should reflect professional standards. Professional appearance includes much more than the clothing one wears. It includes grooming, hygiene, and showing a positive therapeutic demeanor toward others. In the healthcare setting professional appearance can impact both the safety and comfort of the patients we serve; therefore, in addition to the items described in the following dress code, the student is expected to avoid any aspect of appearance and hygiene that would fall outside professional standards.

Northwestern Michigan College and the NMC Nursing Program fully recognize and respect that clothing, including head coverings and garments, beards, cosmetics, hair style, etc. may be an expression of religious values or gender identity. Safety and asepsis are a priority of the nursing profession, and the dress code is driven by those needs. This policy will not limit individual expression of such beliefs and values if patient safety is not compromised.

For any clinical rotation, the student must follow the dress code of an assigned institution. If the policy of the facility is more restrictive, the policy of that facility takes priority.

HAIR:	Hair should be styled in a manner appropriate to maintaining asepsis and patient comfort in the clinical setting. Hair needs to be off the face to decrease risk of a safety or infection control hazard.
FACIAL HAIR:	Sideburns, mustaches and beards must not increase the risk of infection in any way. For safety and infection control reasons, employees working in patient care areas or around equipment where facial hair could interfere with the safe operation of equipment, will be required to cover beards that are not closely trimmed. In some areas, facial hair may be prohibited if it interferes with proper use of PPE (Personal Protective Equipment) requirements.
JEWELRY:	A plain band ring and non-loop earrings may be worn. Hanging necklaces are not permitted.
PIERCINGS:	Visible body piercings that could interfere with performing job duties, maintaining asepsis or pose a safety risk to the student or patient are not allowed.
NAILS:	Nails should be kept short, no longer than the fingertip, clean and well-rounded to promote asepsis and hygiene. Nail polish and acrylic nails are not permitted.
FRAGRANCE:	Fragrance free products are to be used due to sensitivities by patients and staff members. This also includes any smell of tobacco from products used outside the clinical setting. Students are expected to maintain regular personal hygiene.
UNIFORM:	All students wear hunter green scrubs. Information on the specific scrub required is available through the Health Occupations Office. If you have any questions regarding the appropriateness of any uniform, please call 231-995-1235 or your academic advisor prior to making your uniform purchase. Sweaters worn over a uniform are not permitted. A clean white or black shirt may be worn under the uniform top. The NMC student patch is worn on the left sleeve approximately one inch from the shoulder. Protective eyewear (goggles) are required in the clinical area for designated procedures. Bandage scissors, leak proof black pen and small notebook are also considered a vital part of the uniform.
BADGE:	An NMC provided identification badge must be always worn in the clinical setting.
SHOES:	Clean well-kept shoes must be worn in the clinical setting. Shoes should be washable or easily cleaned, and students should be able to easily determine if they are soiled. Shoes used in clinical settings should be exclusively used for this purpose. Open toe shoes are not acceptable.
HOSIERY:	Clean socks that reach above the ankle must be worn.
LAB COATS:	White laboratory coats instead of a uniform may be worn to the clinic areas over business casual attire on non-patient care days. Business casual is defined as slacks or khakis, dress shirt or blouse, dress or skirt, top or sweater. Dress shoes must be suitable to the clinical area.
TATTOOS:	Tattoos that are newly acquired and still in the healing process must be covered. Such a covering cannot interfere with hand hygiene or aseptic technique. If this occurs, the student will be suspended from clinical activity until the issue is resolved. Tattoos that promote violence, discrimination, racism or sexism need to be covered in the clinical setting.
***NOTE:**	All students and instructors are to follow all facility policies.

Attendance

Students are to regularly attend all classes and lab/clinical sessions as assigned. For non-clinical courses attendance requirements may vary and it is the student's responsibility to review each course syllabi for the requirements of a specific course or instructor. Absence from a scheduled clinical session for any reason may require that the experience be made up at an additional fee to the student. Absences from a scheduled lab/clinical session may interfere with the student's ability to successfully complete their course. After any illness/health problem, a student may be required to obtain and submit a statement from their health care provider which describes that student's ability to perform patient care. The clinical instructor always has the final decision on a student's capability for clinical performance.

In the event of a health condition, which might affect a student's ability to complete a normal clinical assignment, the student must obtain and submit a written release to continue clinical that includes any restrictions from their provider. If the nursing faculty believes that the student, with reasonable accommodations, may be able to meet the clinical objectives, the student will be given the option to remain in the course. The nursing faculty reserves the right to decide that the risks to the student or patients are too great OR that the objectives cannot be met within the restriction. At that time, the student must withdraw from that course, and it would not be considered a course failure. Provided the student withdraws in good academic standing, they may apply for readmission to the program after submitting proof that the health restrictions are alleviated. Readmission would be dependent upon the availability of space in the required course.

Absence

If you are scheduled for a class on campus and will not be present, contact your instructor per class policy either via telephone or email. If you do not have your instructor's office telephone number, call the Health Occupations office manager at 231-995-1235 and leave a message for the instructor. The Health Occupations office manager is usually present from 8:00 a.m. to 4:00 p.m.

If you are scheduled for a clinical course experience and will not be present, you must notify the clinical unit and your instructor prior to the time that you are expected to report for the experience.

MAKE-UP CLINICAL: Clinical experience is critical to the study of nursing and the attainment of nursing skills. Clinical experience includes time that is scheduled on the clinical unit, time scheduled in the campus lab, clinical seminar time, or any other assigned use of clinical hours. Students are required to make-up missed clinical time. Lead faculty and assigned clinical instructor will determine how the time is to be made up.

If a student misses one clinical day in a clinical course, make-up time may be achieved through observation or alternate experience based on the clinical objective for that course. This will be scheduled by lead and clinical faculty. If a second missed clinical day occurs, the student will be required to make up that time on a nursing unit corresponding to the clinical course specialty (med-surg, OB, etc…). There will be a corresponding payment of $35/hour for clinical instructor educational supervision on the respective unit which may be divided amongst multiple students requiring make up time.

However, it may not be possible to make up clinical time; even with the use of the clinical fee if there have been an excessive number of absences. Therefore, it would be necessary to repeat the course. **EXCESSIVE ABSENCE IS DEFINED AS MISSING MORE THAN TWO CLINICAL CLASS PERIODS PER CLINICAL COURSE**. As a result of excessive absences, the student will be dismissed from the clinical course. If absences are excused, the student may be allowed to return the next semester, pending space availability. If absences are unexcused, the student may be dismissed from the program of study. For students in good standing, continuation in corresponding didactic course is dependent on circumstances of withdrawal and consultation between lead faculty, clinical faculty, and Director of Nursing.

NOTE: *A standard clinical day is up to eight hours per session. Any absence greater than eight hours in one clinical day will count for more than one clinical day missed.*

NO CALL/ NO SHOW: A No Call/No Show, which is defined as failure to notify the clinical unit and clinical instructor prior to the scheduled time of arrival, may result in a grade of Unsatisfactory (U).

EMERGENCIES: In the event of a serious family illness or a funeral of an immediate family member, special consideration will be given with proper communication and documentation. However, it is possible that such absence will interfere with meeting the requirements of the course.

CLINICAL STARTING TIME: When students are assigned a starting time in the clinical area, this time is not the arrival time. Students are to arrive in sufficient time to be ready to begin their clinical experience at the starting time, which may be as much as 30 minutes, depending on the assignment.

TARDINESS: Repeated tardiness may result in a FAILING GRADE in the course based on due process.

INCLEMENT WEATHER: In the event of the **official closing of the college** due to inclement weather, nursing students should not report for clinical. The decision to cancel class will be announced by 5:30am. Since this cancellation will include all classes that begin prior to 5pm, all day and evening clinical sections will be cancelled. If the college has a delayed start time, the student will report to the clinical setting when the college opens.

If the announcement is not made sufficiently early, students are expected to use good judgment in deciding whether to travel to the clinical facility. However, if the instructor is unable to reach the hospital, students may not provide patient care and should not remain on the clinical unit, unless another instructor is present and able to assume supervision. If an instructor cancels class but NMC is open, the instructor and students will be expected to make up the time missed to meet the requirements of the class.

Testing Policy

TEST PREPARATION

- Proctored standardized tests administered in theory classes will maximally account for 10% of the total course points.
- Test questions are derived from End of Program Outcomes specific to the Associate Degree Nursing Program and Practical Nursing Program. These are then used to derive Student Learning Outcomes (SLO) for each nursing course as well as more specific individual unit outcomes within the course. Each semester is designed to expand upon the knowledge gained in the previous semester; therefore, questions may reflect outcomes and expectations from previous courses within the Nursing Program and pre-requisite courses, such as Anatomy and Physiology. This is a comprehensive program, and questions may include outcomes and expectations from previous courses.
- Weighting of exams and other assignments is established in the criteria for grade determination found in each course syllabus.
- Nursing exams use Bloom's Taxonomy with application and analysis style questions beginning first semester. The number of application and analysis style questions on each exam will progressively increase throughout the program.
- Nursing exams are modeled after the NCLEX-PN and NCLEX-RN. All question types may include exhibits of multimedia, tables, graphics, sound and video. Question types may include but are not limited to:
    - Multiple Response
    - Multiple Choice
    - Fill-in-the-Blank
    - Calculation
    - Hot-spot
    - Drag-and-drop/Ordered Response Item

- Bowtie
- For more information on NCLEX style test questions, formatting, and tests, please see NCSBN

TEST ADMINISTRATION

- No additional items should be brought to the testing room by the student unless approved by the instructor. Any items brought into the testing area should be placed in the designated area away from the student's computer.
  - All non-approved items, such as cell phones, smart watches, earbuds, and all other electronic devices may not be used during the test and must be turned off.
  - Written material, without prior instructor approval, is not allowed to be used during the exam.
  - Students should use scratch paper provided by the faculty. Scratch paper must be turned into faculty when the exam is completed and will include the student's name.
  - Any other documents or items brought to the testing area must be pre-approved by faculty.
  - Head coverings (hats/hoodies/scarves) are not allowed in the testing area, apart from religious head coverings.
- All tests, answer sheets, and scratch paper must be turned in to the instructor at the end of the test period and accounted for prior to students leaving.
- All borrowed laptops and/or calculators must be returned to the instructor and accounted for prior to student dismissal.
- No exam assistance by the instructor and/or proctor is allowed. Computer and technical assistance is allowed for computerized exams.
- Scheduled tests and pre-announced quizzes must be taken on the scheduled date, at the scheduled time. Please see the excused absence and make-up procedures below.
- Public communication about test questions is a violation of the Academic Code of Conduct and the rules governing this violation will be upheld. This includes discussion in public venues or on social media.
- In the event that a student who has taken the exam discusses the exam with a student who has not taken the exam, both parties will be found to be in violation of the Academic Honesty Policy and the rules governing this violation will be upheld.
- Grades will be entered and calculated based upon the formatting of the Learning Management System. The nursing program does NOT round grades.
- Group testing may be utilized. Guidelines for group testing will be provided at the time of test administration.
- Tests are formatted to be consistent with NCLEX; therefore there is only forward progression on exams. Once an answer is entered, students may not return to a previous question.
- Once testing has begun, students may not enter or exit the room until all exams are completed (see below for procedure regarding late entry to exams).

Absences from Exams and Make-up Procedure:

The grading policy for missed exams within a course is specified in the course syllabus.

- All exams are to be completed at the regularly scheduled time. A student may take any exam or test one time only. It is the responsibility of the student to be prepared for all testing.
- In the event of an unexpected situation that is beyond the student's control (serious illness, accident, death of an immediate family member, etc.), the student must notify faculty **by email or voicemail prior** to the beginning of the scheduled examination, to request an excused absence prior to the exam. A healthcare provider's documentation of the student's inability to complete an exam will be required for an excused absence based on student health. Such documentation may be obtained from the student's provider. Failure to obtain an excused absence, to submit the appropriate documentation, or to complete the make-up exam at the scheduled time will result in a grade of "0" for that exam.
- Students will not be admitted to examinations once testing has begun. If a student is late, the student will notify their instructor and remain on campus as directed by the faculty member. The determination for whether the student will be allowed to complete the examination will be at the sole discretion of the faculty. If the student is not allowed to complete the examination, a score of "0" will be assigned for the examination. In addition, the attendance policy for the course will be implemented.

- If a test is missed and the absence is excused, students must be prepared to take the examination that was missed on or before their ***first*** day back in class. Make-up exams are scheduled outside of class time. Students are expected to arrange their work and family schedules accordingly.

Exam Security

To ensure the security and integrity of the exam process, a proctored experience will be required for successful completion of a Nursing department course at NMC. A proctored exam is one in which the student is monitored while taking the exam.

All exams will be proctored. Proctoring options include:

- Proctor present
- Approved testing center

Additional exam security requirements:

- There is no clicking outside the testing window during the exam. Browser lockdown software may be utilized.
- There are no cell phones, note pages, books, or educational testing materials allowed at the exam station.
- Paper will be distributed by the instructor, if requested by a student, and must be returned to proctor at completion of the exam.
- Students must have their own basic calculator if not provided by exam software.
- The student will be required to come to campus for all exams. In the event that a student is unable to come to campus for a proctored exam, the student will be required to pay a fee for a proctored examination at an **approved** testing center. This process will require the student to plan in advance and get approval of the testing center from the course instructor.
- Most quizzes and exams will require use of ExamSoft testing software. While using ExamSoft, students are unable to print, copy, go to another URL, or access other applications. Once an exam has been started in ExamSoft, it must be finished in the same session.
- In the event an instructor requires the use of a proctoring service or testing center, the student will be responsible for all charges incurred as a result of using that proctoring service.
- The student will be required to show picture identification to the proctor (online or face- to-face) at the start of the exam. Proctor must approve breaks during the exam. The student will follow the environment requirements listed in this policy. Any unauthorized notes or attempts to cheat will be reported to the instructor.
- Quizzes and exams will have set time frames for access availability. They will also have a set time for completion once the quiz or exam is accessed. These time frames will be set by the individual instructor of the course. **For didactic exams, there will be 80 seconds allowed per question.**
- Students are expected to adhere to the academic standards and policies set forth in the NMC Student Handbook and Nursing Policy Manual. By acknowledging receipt of the Nursing Policy Manual, the student is affirming that they are aware of all required security practices and agree to follow them during the administration of an exam. Academic dishonesty for nursing students can mean the expected learning outcome was not met. If a learning outcome is not met, this could potentially lead to a detrimental outcome for patient safety.

Technical requirements:

- Mac Users
- Windows Users

Theory Grading

The specific objective to be attained by the student and the method of calculating the final course grade is written in each course syllabus. Students are responsible for reading each course syllabus to apprise themselves of the objectives and grading system for each course.

While the overall course grade may consist of exam points combined with other course assignment points and/or extra credit points, the average of the designated course exam scores must be at least 80% before other scores are added to determine the final grade for the course. This 80% average will be calculated by averaging the scores for all course exams including standardized tests identified as exams. Failure to obtain an 80% average for course exams will result in course failure regardless of the number of points earned for other course activities. NOTE: Grades will not "round." – e.g. 79.91 will be recorded as a 79.91, not 80%.

Clinical Grading

Clinical components of courses are graded as Satisfactory (S) or Unsatisfactory (U). Students are required to accomplish satisfactory completion of clinical component regardless of exam average for successful completion of the course.

Reviewing Exams with Students

Class Review:

- At faculty discretion, completed exams, questions, or content may be reviewed in class. It is at the faculty's discretion if a group review is conducted. If so, the students will not be allowed to take any notes; they can only access questions in ExamSoft with provided passwords, and may only discuss questions with other students who have also completed the exam or the faculty.
- Concepts identified as weaknesses by the majority of the class may be reviewed with the group.
- Test scores will be posted in the online grade book no later than one week after test administration.
- Concerns regarding an exam score or individual question must be communicated in writing within 2 business days (48 hours) following the posting of exam scores.
- The faculty member will respond to the student's concern regarding exam questions within one week.

Individual review:

- The student may also review completed exams in the instructor's office during scheduled office hours or by appointment.
- All students earning less than 80% on two consecutive exams or who have an overall exam average of less than 80% are encouraged to make an appointment with the faculty for an individual review of the tests.
- The student will be encouraged to make and attend an appointment with the Nursing Success Coach.

Analyzing Exam Results

Following each exam, the faculty member may perform an item analysis on question items. The following statistical information may be considered during the test analysis:

- Mean
  - Average score: Total sum of scores divided by the number taking the test.
- Median
  - The middle score: 50% of test takers above and 50% below this numbe
- Item Analysis
  - Level of achievement on mastery items: attempt to have 100%
  - Difficulty level: attempt to have 50% on non-mastery items.
- Mastery Item
  - Mastery Items are pre-identified and anticipated to perform at 90-100%. Content of a mastery item should be based on safe practice concepts
- Standard Deviation
  - The standard deviation indicates how much scores vary from the average, ranging from 0% to 100%. A high standard deviation indicates that scores are spread out from the average, whereas a low standard deviation indicates that scores are close to the average
- Discrimination Index
  - The discrimination index indicates how well a question differentiates between high and low performers. It can range from -100% to 100%, with high values indicating a "good" question, and low values indicating a "bad" question.
- Point Biserial Correlation Coefficient

- The point biserial correlation coefficient is an analysis only applied to multiple choice and true/false question types that have only one answer with weight 100%, and all others with weight 0%.
- Similar to the discrimination index, the point biserial correlation coefficient relates individuals' exam scores to whether or not a correct answer was given. It ranges from -1.00 to 1.00, with high values indicating a "good" question, and low values indicating a "bad" question.

Following this analysis, the faculty member will determine what action will be taken if the stats are unacceptable. Options include, but are not limited to:

- Give credit for more than one choice.
- Nullify the test item by giving credit for all choices.
- Delete the test item from the exam and recalculate with one less total item.
- Give all students an additional point based on student responses.

Health Occupations Academic Code of Conduct Policy:

- **Introduction**
  The education of Health Occupations students at Northwestern Michigan College is based on the concept of integrity, sense of responsibility, and self-discipline which are all inherent attributes of the health occupations professions. It is the responsibility of Health Occupations students to sustain high ethical standards and be accountable for their actions and, therefore, truth and honesty are expected. Academic misconduct is prohibited by this policy. Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to a professor's course materials utilizing online search, and helping another individual to gain an unfair academic advantage.

- **Definitions of Unacceptable Behaviors**
  The following behaviors are examples of violations of the academic code of conduct policy. This list is not intended to be all-inclusive of behaviors that violate the basic ethical or professional standards expected of the health occupations students. In addition, attempts at misconduct, as well as completed acts, are violations of the conduct policy.

  - **Plagiarism**
    Taking credit for someone else's work or ideas regardless of the media; stealing others' results or methods; copying the writing of others without proper citation, quotation marks, or other forms of proper acknowledgment; or otherwise taking credit falsely. Make sure you understand not only what counts as plagiarism and cheating, but also how to avoid engaging in these practices.
    - use of material produced by another person without acknowledging its source
    - use of another person's ideas or words without giving appropriate credit
    - submission of the same or substantially similar work of another person (e.g., an author, a classmate, etc.)
    - use of the results of another individual's work (e.g., another individual's paper, exam, homework, etc.) while representing it as your own
    - improper documentation/acknowledgement of quotations, words, ideas, views or paraphrased passages taken from published or unpublished sources
    - wholesale copying of passages from works of others into homework, essays, term papers, or other assignment without acknowledgement
    - paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgement

  - **Cheating**
    - fraud, deceit, or dishonesty in an academic assignment, text, or examination
    - use or consultation of unauthorized or inappropriate materials (e.g., notes, books, etc.) on assignments, tests, or examinations
    - unauthorized discussion of a test or exam during its administration or after its administration

- copying content on an assignment, test, or examination from another individual
- obtaining a test or examination or the answers to a test or examination before administration of the test or examination
- studying from an old test or examination whose circulation is prohibited by the faculty member
- use or consultation of unauthorized electronic devices or software (e.g., calculators, cellular phones, computers, tablets, etc.) in connection with assignments or during tests or examinations
- use of paper writing services or paper databases
- unauthorized collaboration with another individual on assignments, tests or examinations
- permitting another individual to contribute to or complete an assignment, or to contribute to or take a test or examination on the student's behalf
- unauthorized submission of the same or substantially similar work, assignment, test or exam to fulfill the requirements of more than one course or different requirements within the same course
- tampering with, disabling, damaging, or circumventing equipment for testing or evaluation

- **Misuse of Technology**
  Misuse of any device, including but not limited to cell phones, iPads, or laptops, or any online resource, including unauthorized or undisclosed use of AI as well as any resource that has been derived from material pertaining to an NMC course, is considered a violation of the academic code of conduct. If you have questions regarding the use of devices or resources, consult with a faculty member.

- **Falsification/Forgery/Lying**
  Dishonesty in reporting either verbally or in written material, false data, or information.
  - falsification or fabrication of data/information for an assignment, on a test or exam
  - citation of nonexistent sources or creation of false information in an assignment
  - forgery of NMC or other official documents (e.g., letters, transcripts, etc.)
  - impersonating a faculty or a staff member
  - request for special consideration from faculty members or officials based upon false information or deception
  - fabrication of a reason (e.g., medical emergency, etc.) for needing an extension on or for missing an assignment, test or examination
  - claiming falsely to have completed and/or turned in an assignment, test or examination
  - falsely reporting an academic ethics violation by another student
  - failing to identify oneself honestly in the context of an academic obligation
  - providing false or misleading information to a faculty member or any other NMC official

- **Aiding and Abetting Dishonesty**
  Providing material, information, or assistance to another person with the knowledge or reasonable expectation that the material, information, or assistance will be used to commit an act that would be prohibited by this Code or that is prohibited by law or another applicable code of conduct. Students are responsible for reporting cheating or dishonesty if they observe a breach in the honor code.
  - intentionally or knowingly aiding another student to commit an academic ethics violation
  - allowing another student to copy from one's own assignment, test, or examination
  - making available copies of course materials whose circulation is prohibited (e.g., old assignments, texts or examinations, etc.)
  - completing an assignment or taking a test or examination for another student
  - sharing paper mill / answer bank websites / or information with other students

- **Violations: Sanctions**
  Sanctions include, but are not limited to:
  - failure/grade penalty on the assignment
  - failure/grade penalty on the test/exam/quiz
  - failure in the course

- expelled from their program of study, without the option of readmission, and be ineligible for applying for NMC's other health occupational programs
- additional sanctions may be applied by the college in cases involving serious incidents or multiple infractions

Grading Policy

Theory/Lecture Course Grading

In accordance with Northwestern Michigan College's grading policy, grades will be recorded using the numerical system. The following scale is used to determine the numerical grade:

Percentage	Numerical Grade
95-100	4.00
92-94	3.67
89-91	3.33
86-88	3.00
83-85	2.67
Passing exams 80-82	**2.33**
76-79	2.00
73-75	1.67
70-72	1.33
65-69	1.00
0-64	0.00

The specific objective to be attained by the student and the method of calculating the final course grade is written in each course syllabus**.** Students are responsible for reading each course syllabus to apprise themselves of the particular objectives and grading system for each course. ***While the overall course grade may consist of exam points combined with other course assignment points and/or extra credit points, the average of the designated course exam scores must be at least 80% before other scores are added to determine the final grade for the course. This 80% average will be calculated by averaging the scores for all course exams including standardized tests identified as exams. Failure to obtain an 80% average for course exams will result in course failure regardless of the number of points earned for other course activities.***

NOTE: Grades will not "round." – i.e. 79.9 or 2.49 will be recorded as 2.0.

Clinical Course Grading

Clinical courses are graded as Satisfactory (S) or Unsatisfactory (U). Clinical course grades are based on specific performance expectations for each individual course and are in the course syllabus.

To earn an overall satisfactory clinical grade, students must demonstrate consistent satisfactory performance for all the S/U performance objectives identified in the evaluation tool for the clinical course in which they are enrolled. A copy of the evaluation tool is included in each clinical course syllabus. The clinical instructor will provide ongoing feedback and instruction to assist the student in achieving the required level. It is the student's responsibility to be attentive to attendance and assignment deadlines; engagement, attitudes and appropriate communication are all professional attributes that are part of our overall clinical evaluations. **An unsatisfactory "U" is a course failure and will result in dismissal from the program**.

Critical Learning Objectives

Certain performance behaviors are deemed to be essential in the practice of nursing. The student's clinical coursework involves the provision of nursing care for actual persons with real health care needs. These persons are often more vulnerable due to their state of health and/or circumstances. The student's classwork must also meet these critical learning objectives since patient care is discussed and reported in the classroom setting. Honesty, integrity and confidentiality must be maintained in all nursing courses; whether it is working with patients or completing class assignments. Therefore, these essential behaviors are identified as CRITICAL objectives for each nursing course.

While it is understood that students are inexperienced and are involved in an educational situation, failure to consistently demonstrate these particular critical behaviors could have severely detrimental physical and/or psychological effects on another person. Therefore, students are required to satisfactorily demonstrate these CRITICAL objectives in all nursing courses:

a. Demonstrates integrity, honesty, and accountability
b. Maintains patient safety
c. Maintains patient confidentiality, privacy, respect, and dignity

Critical performance issues that put the safety and welfare of patients at risk can result in immediate probation or failure. The lead instructor and director of nursing will assist with decisions requiring this level of response.

Individual courses may have additional CRITICAL objectives. The student is directed to each course syllabus for further information.

Failure to satisfactorily demonstrate any CRITICAL objective will result in a final course grade of "0.0" or "U" and dismissal from the nursing program. Dismissal from the nursing program may occur prior to the end of the course.

Supervision of Medication Administration/Invasive Procedures

NMC policy requires that the student have supervision throughout the act of preparing and administering medications. The clinical instructor or the instructor's licensed designee can provide supervision. The student is responsible to seek such supervision and to delay the medication administration if supervision is not available throughout the procedure. In this case, the primary nurse must also be informed of the medication delay.

Supervision is also expected for new and/or invasive complex procedures. The student is expected to be prepared and knowledgeable regarding any assigned procedures. The student must confer with the instructor regarding the amount and method of supervision required. Giving medications and performing procedures without adequate supervision is a violation of the Critical Objective: Maintains Patient Safety. Violation can result in course failure and program dismissal.

Remediation

Remediation may be initiated by students or instructors. If a student is required to do remediation, it must be completed before returning to the clinical setting. If this does not result in improvement to a consistently "satisfactory" level, the instructor will work with the student to develop a plan for success. This may be written in the evaluation tool, an improvement plan contract, or implementation of a due process document if appropriate (e.g. written warning, probation, and/or dismissal). The student will be notified and understand the performance areas that continue to be unsatisfactory and the expectations that must be met for the student to pass the course. If this inconsistency results in the failure to meet the outcomes of the clinical, this **will be course failure and dismissal from the program** due to unsatisfactory program progression (see below for progression policy).

Nursing Due Process

When the instructor notices that a violation of some aspect of expected performance persists (clinical and/or classroom), the due process will begin. The due process consists of a verbal warning, written warning, probation, and/or dismissal. In assessing the significance of a student performance issue, there will be review of the student's file for previous related performance issues and/or existing due process documents. The steps of the due process are cumulative and go with the student from course to course for the remainder of the program. Whenever the due process is implemented, the event details are documented in writing. It includes a discussion of the concern with the student and suggestions for improvement.

Withdrawal Policy

Students may withdraw from a HNR/HAH course only once during the nursing program.

- If a student withdraws from a nursing course **before 33%** of the course is completed, they will receive a W as their grade and there will be no academic penalty
- If a student withdraws from a nursing course **after 33%** of the course is completed, it will be treated as a course failure. (See Progression Policy)
- Definition of 33%:
    - 15 week course: 5th week
    - 7.5 week course: 3rd week
- A student may withdraw from the nursing program, prior to the beginning of a semester, without penalty.

Important Reminders for Students withdrawing from a nursing course or a nursing program:

- If withdrawing from a course, the student must also withdraw from all corequisites.
- All nursing programs must be completed within 5 years from the official start date of the first nursing course the student takes.
- Registration to repeat a nursing course is dependent on space availability
- Students will be held to all the same policies as the cohort in which they return to repeat the course.
- Students are encouraged to communicate with their instructor, advisor, or the Director of Nursing prior to withdrawing from any courses.

Progression

Students must achieve a grade of 2.5, 80% or better, or a Satisfactory rating in any nursing (HNR/HAH) course that has been attended beyond 33% of the course. For courses that are graded on an S/U basis, the student must achieve a satisfactory grade for each course evaluation criterion listed. It is the responsibility of the student to satisfactorily complete the nursing program **within five (5) years** from the official start of the program.

Successful completion of all nursing programs requires the student:

- Must successfully complete all required Nursing (HNR) and Allied Health (HAH) courses in which they enroll with minimum of 2.5/80% or better and S for those with S/U criteria.
- Must successfully complete the specific nursing program within 5 years from the official start date of the first nursing course taken.

Dismissal

If a student does not meet the requirements for the nursing program, they will be dismissed. The following list includes, but is not limited to, causes for dismissal:

- A grade of less than 2.5 or "U" in any course with and HNR/HAH designation
- Failure to complete any HNR/HAH courses that are attended beyond 33% of the course with a 2.5 or Satisfactory grade
- Failure to achieve 100% on math competencies in clinical courses
- Positive result from a drug screen
- Any violation of the Academic Code of Conduct, including but not limited to plagiarism, cheating, misuse of technology, falsification/forgery/lying, and aiding and abetting dishonesty.
- Failure to meet terms of any due process documentation and/or plan for improvement
- Failure to satisfactorily demonstrate any CRITICAL objective in any nursing course
- Committing an action cited in the Public Health Code, Act 368 of 1978, State of Michigan, Section 333.16221
- Demonstration and/or evidence of a mental and/or physical health condition that is deemed by the nursing faculty to be dangerous to the student, peers and/or to patients

Readmission Policy

Readmission

A student who has been dismissed from a nursing program due to late withdrawal or failure to achieve satisfactory grades(s), may apply for readmission into the nursing program following the procedure as outlined below. If a waiting period is required, initiation of the waiting period begins from the official last day of the semester in which the student was dismissed. Readmission consideration applies to students who are in good standing otherwise in the academic area (see Academic Dishonesty Policy). Readmission eligibility is not a guarantee for return and all readmission requests will include a review of student record, performance and available space. All readmission decisions are made by the Director of Nursing with Nursing Faculty consultation.

Initial Readmission

If a student fails one HNR/HAH course, the student will be dismissed. The student may apply for readmission and may repeat a course one time. For readmission consideration, the student must:

- Meet all compliance requirements
- Meet all eligibility requirements
- Meet with the Nursing Coach to develop a learning plan, which will be required for readmission to occur

If a student fails two courses in one semester, the student will be dismissed. The student may apply for readmission and may repeat a course one time. For readmission consideration, the student must:

- Meet all compliance requirements
- Meet all eligibility requirements
- Meet with the Nursing Coach to develop a learning plan, which will be required for readmission to occur.

If a student is unsuccessful in three (3) courses in one semester or two (or more) courses in subsequent semesters, the student will follow the following readmission guidelines depending on Program of Study and the timing of dismissal.

Subsequent Readmission for ADN students:

If the student was dismissed from the ADN program during the first year (Semester 1 or 2), they will be eligible for readmission into first-semester nursing courses following a 1 year waiting period by demonstrating the following:

- Obtain a certificate of registration as a nurse aid in the State of Michigan.
- 6 months of documented employment as CNA (or equivalent, must still possess certificate of registration)
- Meet with the Nursing Coach to develop a learning plan, which will be required for readmission to occur
- Meet with DON and/or Advisor to review Plan of Study, which will be required for readmission to occur
- If the student chooses not to complete the above listed requirements, they will be eligible for readmission in three (3) years and will be readmitted into the first semester courses.
- Failure in any required course after the readmission will result in permanent dismissal from the nursing program.

If the student was dismissed from the ADN program during their third semester, they will be eligible for readmission into third semester courses after 1 year time frame by demonstrating the following:

- Successful completion of HNR 145
- Achieve passing score on NCLEX-PN
- Possess an unencumbered LPN license in the State of Michigan
- 6 months of documented employment as an LPN
- Meet with the Nursing Coach to develop a learning plan, which will be required for readmission to occur
- Meet with DON and/or Advisor to review Plan of Study, which will be required for readmission to occur
- If the student chooses not to complete the above listed requirements, they will be eligible for readmission in three (3) years and will be readmitted into the first semester courses.
- Failure in any required course after the readmission will result in permanent dismissal from the nursing program.

If the student was dismissed from the ADN program during their fourth semester, they will be eligible for readmission into fourth semester courses after 1 year time frame by demonstrating the following:

- Successful completion of HNR 145
- Achieve passing score on NCLEX-PN
- Possess an unencumbered LPN license in the State of Michigan
- 6 months of documented employment as an LPN
- Meet with the Nursing Coach to develop a learning plan, which will be required for readmission to occur
- Meet with DON and/or Advisor to review Plan of Study, which will be required for readmission to occur
- If the student chooses not to complete the above listed requirements, they will be eligible for readmission in three (3) years and will be readmitted into the first semester courses.
- Failure in any required course after the readmission will result in permanent dismissal from the nursing program.

Readmission for PN students:
If the student was dismissed from the PN program during the first year (Semester 1 or 2), will be eligible for readmission into first-semester nursing courses following a 1 year waiting period by demonstrating the following:

- Obtain a certificate of registration as a nurse aid in the State of Michigan.
- 6 months of documented employment as CNA (or equivalent, must still possess certificate of registration)
- Meet with the Nursing Coach to develop a learning plan, which will be required for readmission to occur
- Meet with DON and/or Advisor to review Plan of Study, which will be required for readmission to occur
- Failure in any required course after readmission will result in permanent dismissal from the nursing program.

Readmission for ADN-C students:
If the student was dismissed from the AND-C program during their third semester, will be eligible for readmission into third semester courses after 1 year time frame by demonstrating the following:

- Possess an unencumbered LPN license in the State of Michigan
- 6 months of documented employment as an LPN
- Meet with the Nursing Coach to develop a learning plan, which will be required for readmission to occur
- Meet with DON and/or Advisor to review Plan of Study, which will be required for readmission to occur
- Failure in any required course after readmission will result in permanent dismissal from the nursing program

If the student was dismissed from the ADN-C program during their fourth semester, will be eligible for readmission into fourth semester courses after 1 year time frame by demonstrating the following:

- Possess an unencumbered LPN license in the State of Michigan
- 6 months of documented employment as an LPN
- Meet with the Nursing Coach to develop a learning plan, which will be required for readmission to occur
- Meet with DON and/or Advisor to review Plan of Study, which will be required for readmission to occur
- Failure in any required course after readmission will result in permanent dismissal from the nursing program

Reminders for students who have applied for readmission:

- The student must meet all compliance requirements at the time of their return
- Registration for readmission students is dependent on space availability
- The student may not begin courses until a learning plan has been developed with the Nursing Coach
- The student will be held to the policies in place at the time they are readmitted

- The student must successfully complete the program within 5 years from the official start date of the first nursing course the student takes

Transfer Student Policy

Students who withdrew in good standing from another nursing program may apply for admission to NMC's Nursing Program. The student must:

- Apply to NMC by submitting an application to the Admission Department
- Submit official transcripts from all schools previously attended
- Provide a letter of good standing from Director of Nursing of previous nursing school stating that the nursing student was eligible for continued admission in respective program.

Admission to the Nursing Program will be subject to:

- The documentation provided
- The student's ability to meet all eligibility requirements
- Space availability

The student may apply for transfer of credit for nursing courses through the Director of Nursing at NMC. For any nursing course being considered for transfer, the student must:

- Submit a course description, the course objectives, and the lecture outline for each course being considered
- Have achieved a minimum of 2.5/80% or Satisfactory rating in the nursing course to receive credit

Reminders regarding transferring courses:

- Course transferability is approved by faculty teaching courses for which credit is being requested
- Not all nursing courses allow for direct transfer
- The courses need to be within the five-year completion policy to apply

Students who were dismissed from another nursing program due to academic or non-academic reasons will not be eligible for admission to the NMC Nursing Program. Students who do not disclose this information at the time of application will be automatically dismissed from the program without the opportunity for readmission.

Student Dissatisfaction with Course Grade

A student who has reason to believe that the grade received is incorrect or unfair will follow this process to resolve the complaint.

- Unfair grading practices by faculty members are prohibited. Unfair grading practices are defined as the assignment of a particular grade to a student because of the student's age, color, disability/handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, veteran status, or weight; and/or the failure to apply equal standards of academic evaluation to all students in a course; and/or the assignment of a grade on the basis of standards other than those announced in the syllabus or by the instructor. It is recognized that in college level instruction, some reasonable non-quantifiable judgements must be made in determining grades.
- Evaluation of all students in a course and/or the assignment of a grade on the basis of standards other than those announced in the syllabus or by the instructor. It is recognized that in college level instruction, some reasonable non quantifiable judgments must be made in determining grades.
- Nursing students who wish to dispute a faculty grading decision must do so in writing within five (5) college business days after assignment of the grade to the faculty member involved, with a copy delivered to the Director of Nursing.
- The following meetings may be held in subsequent order until resolution occurs. The student must request to proceed to next steps if they wish to proceed. This must be done in writing within three business days of receiving the decision from each meeting.
    1) The student and the faculty member;
    2) The student, the faculty member, and the Program Director* or Academic Chair;
    3) The student, the faculty member, and the Vice President for Student Services and Technologies.
- If the conferences fail to resolve the dispute, the Vice President for Student Services and Technologies shall uphold the grade unless there is compelling evidence that warrants overturning the faculty member's decision. If a decision is made to overturn a grade, the Vice President for Student Services and Technologies shall be mindful of the following:
    1) Under no circumstances shall the Vice President review the quality of an instructor's teaching methods, the course content, the appropriateness of the standards established for the course, or the right of the instructor to establish standards for the course.
    2) The due process system does not deny that the right and responsibility to assign grades rests with the faculty member. The responsibility to apply disciplinary rules related to the classroom and

programs of instruction rests with the faculty member and, as appropriate, with administrators charged with program responsibility.

- Either the faculty member or the student may appeal the decision of the Vice President for Student Services and Technologies to the Academic Review Board. Notice of appeal must be submitted to the office for the Vice President for Student Services and Technologies in writing within five (5) college business days after receiving notice of the decision.

*NOTE: If the Program Director is the instructor, the Academic Area Chair will be included in this meeting. All other procedures will remain the same.

Student Dissatisfaction with a Program Policy

A student who has a concern with a program policy will follow this process to resolve the concern.
Rules of Procedure:

- The student who wishes to appeal a program policy must do so in writing within 5 business days after notification of the policy implementation, to the Director of Nursing, with a copy delivered to the Vice President for Student Services and Technologies.
- Appeals are not retroactive and there must be documented evidence to support the request for appeal.
- If the conferences listed below fail to resolve the dispute, the Vice President for Student Services and Technologies shall uphold the policy unless there is compelling evidence that warrants overturning the program policy

The following meetings may be held in subsequent order until resolution occurs. The student must request to proceed to next steps if they wish to proceed. This must be done in writing within three business days of receiving the decision from each meeting.

1. Fact finding meeting with the student, Director of Nursing* and Faculty member(s)
2. The student, the Director of Nursing*, and the Vice President for Student Services and Technologies will be the last meeting. The decision of this meeting is final and not subject to further appeal.

**NOTE: If the Director of Nursing is the instructor for the course involved in a course specific policy dispute, the Vice-President for Educational services will fulfil this role.*

Appendix A

Northwestern Michigan College
Health Occupations
Departments of Nursing and Surgical Technology

Alcohol and Drug Policy and Procedures

I. Introduction

The Health Occupations Academic Area at Northwestern Michigan College (NMC) recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing or surgical technology professions. The Departments of Nursing and Surgical Technology are committed to protecting the safety, health, and welfare of their faculty, staff, and students, and the people who come into contact with their faculty, staff, and students during scheduled learning experiences. The Departments of Nursing and Surgical Technology strictly prohibit the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner, and the abuse of nonprescription and prescription drugs.

Any nursing or surgical technology student who tests positively for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of this policy, the NMC Student Handbook, the NMC Nursing or Surgical Technology Program Policy Manual, and the NMC Student Rights & Responsibilities Policy, in addition to possible violation of state and federal law. The intent of the Alcohol and Drug Policy and Procedures is not simply to identify those students who are chemically impaired, but also to attempt to assist the student in the return to a competent and safe level of practice and to achieve their goal of becoming a nurse or surgical technologist. Emphasis is upon deterrence, education, and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality to the extent allowed by state and federal law. This Alcohol and Drug Abuse Policy and Procedures is consistent with policies incorporated in the Student Rights & Responsibilities Handbook, however, this policy and procedures only apply to the NMC Departments of Nursing and Surgical Technology. A student disciplined for violation of this policy may appeal pursuant to the NMC Department of Nursing or Department of Surgical Technology Student Discipline Procedures and Due Process.

II. Testing Procedures

When the testing may occur

The NMC Departments of Nursing and Surgical Technology require a student to submit to a drug screen under any or all of the following circumstances:

Mandated Program Admission testing;

Random testing as may be required by clinical agencies;

For cause (see Section VI);

As a part of a substance abuse recovery program.

Program Admission Testing

- All nursing and surgical technology students will participate in their specific program admission testing.
- The students with non-negative results will be contacted by the Medical Director from the screening company to determine reason for a non-negative result.
- The Medical Director will contact the Director of Nursing to discuss all non-negative results.
- The students will follow the procedure outlined above under Section V. Admission and reapplication with a history of substance abuse.

Cost

The cost of the drug screen is the student's responsibility.

Facility

The NMC Department of Nursing or Surgical Technology will provide the student with a name and location of an approved laboratory to perform testing utilizing that laboratory's policies. The approved laboratory facility will interpret and report positive test results to the NMC Program Director or designee.

Substances

Substance-related disorders are listed in the Diagnostic and Statistical Manual of Mental Disorders, 5th Edition, and as subsequently amended. Substance abuse is grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP), or similarly acting arylcyclohexylamines and sedatives, hypnotics or anxiolytics. Testing may include any of these drug categories. The NMC Departments of Nursing and Surgical Technology have the authority to change the panel of tests without notice to include other illegal substances as suggested by local, state, and national reports or circumstances.

Positive results

Test results will be considered positive if any substance level is detected for classes of substances defined above, excluding caffeine and nicotine. If the test results are diluted or adulterated, the student may be allowed one retest at their expense. Positive tests may be run twice to verify substances. Split samples saved at the original lab may be sent to another approved lab for additional testing at the student's expense.

III. Confidentiality

All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential to the extent allowed by state and federal law. The NMC Program Director or designee will receive drug test results from the lab, and only authorized persons will be allowed to review this information. Records will be maintained in a password protected electronic database.

IV. Treatment and referral

The outcome of a positive drug screen may include any of the following: a verbal warning, a written warning, probation, a referral for a medical evaluation, suspension, or immediate dismissal from the program. The NMC Program Director will refer persons identified as having substance abuse problems for therapeutic counseling regarding substance withdrawal and rehabilitation to a reliable source.

V. Admission and reapplication with a history of substance abuse

The student will not be denied learning opportunities based on a history of substance abuse. The admission and reapplication process for a student who tested positive for substance abuse will include:

- Once the Program Director or designee is notified of a positive drug screen from the Medical Director, the student will be notified and instructed to complete the following process:
    - Contact Munson Behavioral Health Outpatient Clinic at 231-935-6382.
    - Set up an appointment for a Substance Abuse Assessment with a Substance Abuse Professional (SAP).
    - Sign a release of information for the NMC Program Director or designee to obtain information as needed.

- Arrange for a copy of the treatment plan/program to be sent to the NMC Program Director.
- Follow the plan as directed by the SAP.
- Submit appropriate documentation to the NMC Program Director stating:
    - student completed the treatment plan/program as required and has been cleared;
    - student obtained a negative drug screen; and
    - student is eligible to be reconsidered for admission to the Nursing or Surgical Technology program.

- Once admitted or readmitted, the student must sign an agreement to participate in monitoring by random drug screening consistent with policies then in effect by NMC and any clinical agency where assigned client care may occur. The student will pay for testing.

- Once admitted or readmitted, the student must abstain at all times from the use of controlled or abuse-potential substances, which may include alcohol, except as prescribed by a licensed practitioner from whom medical attention is sought. The student shall inform all licensed practitioners who authorize prescriptions of controlled or abuse-potential substances of the student's dependency on controlled or abuse-potential substances, and the student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date that medication was prescribed. The prescribing practitioners must submit the report directly to the NMC Program Director or designee within ten (10) days of the date upon the prescription was issued.

Once a student who is readmitted to the Nursing or Surgical Technology Program has a positive test for substance abuse, the student will be dismissed from the program and will be ineligible to return.

VI. Testing for Cause

Any nursing or surgical technology student who demonstrates behavioral changes suspected to be related to substance abuse, including but not limited to alcohol, will be subject to testing. The nursing or surgical technology faculty member's decision to drug test will be drawn from those facts in light of the experience of the observer(s) and may be based on, but not limited to:

- Observable phenomena, such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a substance of abuse.

- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and/or deterioration of work performance.

- Information that a student has caused or contributed to an accident as a result of substance abuse.

- Information that a student has been arrested or charged with a substance abuse-related offense.

- Conviction by a court or being found guilty, plea of guilty, or a plea of no contest for substance abuse-related offense.

Testing will be conducted using the following procedure:

- The faculty member observes suspicious behavior. If circumstances permit, another appropriate person will be asked to confirm the suspicious behavior.

- The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision whether to drug test will be made. The faculty member will then immediately notify the NMC Director of Nursing or designee, or the Surgical Technology Program Coordinator or designee.

- If warranted, the student will submit appropriate laboratory specimens in accordance with this policy and, if appropriate, clinical agency policies. The student will be given a Health Occupations Student Authorization to Test form and immediately sent to MCHC/Occupational Health & Medicine Clinical for a 5 Panel Drug Screen. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the Nursing or Surgical Technology Program. The student may continue to participate in classroom activities unless otherwise advised by the NMC Director of Nursing or Surgical Technology Program Coordinator.

- If the laboratory test is negative for substances classified as provided in this policy, the student will be allowed to return to class and clinical learning experience without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to either the classroom or the clinical program.

- If a laboratory test is positive for substances classified as provided in this policy, the decision may include, but is not limited to, any one or more of the following: a verbal warning, a written warning, a referral for medical evaluation, suspension, or immediate dismissal from the program. The student will follow the procedure outlined above under Section V. Admission and reapplication with a history of substance abuse.

- Confidentiality will be maintained to the extent permitted by state and federal law.

Revised: August 2023

Northwestern Michigan College
Health Occupations

Departments of Nursing and Surgical Technology

Student Discipline Procedures and Due Process

This procedure applies to students in the Nursing or Surgical Technology Programs at Northwestern Michigan College ("NMC"). The purpose of this procedure is to provide a prompt and equitable means to address violations of the Nursing or Surgical Technology Program Policy Manuals, and the Alcohol and Drug Policy and Procedures, in a manner consistent with the Student Rights & Responsibilities Handbook of NMC, and to address and resolve issues/concerns raised as communicated through Alcohol and Abuse Faculty Reports. Each case is handled individually; while due process is employed, some of the procedures may not be necessary in each case.

I. Definition

A. **Deadlines**: Failure of NMC to meet any of the deadlines specified in this procedure shall not be construed against NMC or result in finding in favor of the student.

B. **Fees**: Students who are suspended or dismissed from the NMC Nursing or Surgical Technology Programs shall not be refunded or credited any fees paid by and/or for the student.

C. **Notification**: Whenever this procedure calls for or permits notification to be given, current student contact information will be utilized and deemed sufficient for this provision. NMC will use reasonable means to transmit notice and communications, using the information provided by the student. It is the student's responsibility to ensure that NMC has updated and current addresses and telephone contact information at all times. Personal delivery shall also be deemed compliant with any mailing requirement. Any e-mail sent to the student's NMC e-mail address shall be presumed to be received by the student. A student's failure or refusal to sign a receipt to indicate it was received shall not invalidate the contents of the notice. Notification is deemed given at the time an e-mail is transmitted or a telephone call is placed. Student contact is not required.

II. Student's right to appeal

The student will follow their specific program manual to appeal a decision.

Revised: August 2016

Northwestern Michigan College
Health Occupations

Departments of Nursing and Surgical Technology

DRUG TESTING LIABILITY RELEASE AND WAIVER AGREEMENT

I understand that as a requirement for admission to the nursing or surgical technology program, I must submit to a drug test at a designated laboratory when required by the Northwestern Michigan College Health Occupations Nursing and Surgical Technology Policy and Procedures, including but not limited to admission to the clinical component of the program. I understand and agree that the designated laboratory will provide the result of the test to the administrator of the nursing or surgical technology program. I understand that if the test result is positive, I will be denied admission to the program. I further understand that I will be subject to drug tests while enrolled in the program, or as otherwise specified in the NMC Health Occupations Nursing and Surgical Technology Policy and Procedures. A positive drug test or refusal to submit to testing will result in dismissal from the nursing or surgical technology program.

1. As the participant, I understand, recognize, and acknowledge that there are risks of physical injury related to a drug test, have had the opportunity to call or speak with the NMC Nursing or Surgical Technology Department to ask any questions that I may have, and I agree to assume full risk of all dangerous conditions associated with the requirements of a drug test at a laboratory designated by NMC. I further agree that I am solely responsible for any illness, injuries (including death), damages, or loss which I may sustain as a result of participating in any and all activities arising out of, connected with, or in any way associated with such a drug test(s).

2. I will defend, indemnify, and hold harmless Northwestern Michigan College, its agents, employees, volunteers, and officers (collectively the "Released Parties) from and against any and all liability, claims, losses, damages, actual attorney fees, settlement expenses, and causes of action from injuries or illness (including death), damages or loss which I may have or which may accrue to me arising out of, connected with, or in any way associated with any drug test required under the NMC Health Occupations Nursing or Surgical Technology Program Policy and Procedures. This is a complete and irrevocable release and waiver of liability. Specifically, and without limitation, I hereby release the Released Parties from any liability, claim, or cause of action arising out of any person or persons, including the Released Parties, negligence in referring me for the drug test and for any harm or injury to my reputation resulting from such referral. I covenant not to sue the Released Parties from any alleged liabilities, claims, or causes of action released hereunder. This provision is not intended to waive the defense of government immunity that may be asserted by Northwestern Michigan College in an action against it.

3. In the event of any emergency, I authorize the Released Parties to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed necessary for my immediate care and agree that I will be responsible for payment of any and all medical services rendered. I acknowledge and agree that the above release, waiver, indemnification, and hold harmless provisions apply to any such treatment or testing.

4. I understand and agree to adhere to the Northwestern Michigan College Nursing or Surgical Technology Program Policy Manual of which I have received a copy.

5. I expressly acknowledge and agree that the foregoing release, waiver, hold harmless, and indemnity agreement provisions are intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have read and fully understand this Acknowledgment and Release of Liability set forth above, including the permission to secure medical treatment and the release of all claims, including claims of the negligence of any person or persons, including the Released Parties. I am 18 years or older. This document is binding upon me and my heirs, children, wards, personal representatives, and anyone else entitled to act on my behalf.

By signing this document, I indicate that I have read, I understand, and I agree to the nursing or surgical technology program drug testing policy. I understand that a negative drug test is required for admission and for progression in the nursing or surgical technology program.

This signed document constitutes my consent for drug testing by a designated laboratory. It also constitutes consent for the laboratory to release the results of my drug test to the administrator of the nursing or surgical technology program.

By signing this agreement, I am agreeing that I will not sue Northwestern Michigan College, its employees, officials, volunteers, representatives or agents, and that I will indemnify Northwestern Michigan College, its employees, officials, volunteers, representatives, or agents against any and all claims brought by or on behalf of any person in connection with a referral to a designated laboratory for a drug test as provided in the Northwestern Michigan College Health Occupations Departments of Nursing and Surgical Technology Alcohol and Drug Policy and Procedures.

_____ _____

Date Printed Name of Student

_____

Student NMC ID

_____

Student Signature

Revised: August 2016

Appendix B

Northwestern Michigan College
Department of Nursing

Instructor-Learner Expectations

Nursing at Northwestern Michigan College (NMC) is committed to provide a quality curriculum through which nursing students are prepared to be competent, professional nurses and develop a commitment to lifelong learning. The nursing programs hold in high regard professional behaviors and attitudes, including duty, honesty, respect for others and a commitment to excellence. All members of the nursing department, including students, faculty, staff, and administrators, are held to high standards in these areas.

Effective learning is best fostered in an environment of mutual respect between instructors and learners. In the context of nursing education the term "instructor" is used broadly to include peers, faculty members, clinical preceptors, nurses and ancillary support staff, as well as others from whom students learn. Students and instructors share the challenge of learning and teaching not only the art and science of nursing, but also the acquisition of behaviors and value systems that characterize the ideal nurse.

This Agreement serves both as a pledge and a reminder to instructors and students that their conduct in fulfilling the nursing programs mission and student learning outcomes is an important quality within the department to enhance professionalism.

GUIDING PRINCIPLES

Duty: Nurse educators have a duty not only to convey the knowledge and skills required for delivering the profession's standard of care but also to instill the values and attitudes required for preserving the nursing profession's social contract with its patients.

Honesty: Learning environments that are conducive to conveying professional values must be based on honesty. Students learn professionalism by observing and emulating role models who personify authentic professional values and attitudes.

Respect: Respect for every individual is fundamental to the ethic of nursing. Mutual respect between students, as novice members of the profession, and their instructors, as experienced and esteemed professionals, is essential for nurturing that principle. Given the inherently hierarchical nature of the instructor/learner relationship, instructors have a special obligation to ensure that students are always treated respectfully.

RESPONSIBILITIES OF INSTRUCTORS AND LEARNERS

Instructors (including faculty, clinical preceptors, agency nurses and ancillary support staff) should:

- Treat students fairly, respectfully and without bias related to age, race, gender, sexual orientation, religion, disability or country of origin
- Maintain high professional standards in all interactions with patients, students, colleagues and staff
- Be prepared and on time
- Provide relevant and timely information
- Provide explicit learning and behavioral expectations early in a course
- Provide timely, focused, accurate and constructive feedback on a regular basis
- Display honesty, integrity and compassion

- Practice insightful (Socratic) questioning, which stimulates learning and self-discovery
- Provide thoughtful and timely evaluations at the end of a course
- Solicit feedback from students regarding their perception of their educational experiences and personal interactions
- Encourage students who experience mistreatment or who witness unprofessional behavior to report the facts immediately (to a trusted faculty or a staff member). To the extent possible this report is to be treated as confidential, recognizing that there could be legal obligations to further disclose and investigate such reports.

Students should:

- Be courteous to staff, instructors and fellow students, employees of all clinical agencies, patients and their families and visitors, and anyone else they interact with at the clinical site, in class, or through social networking forums
- Be prepared and on time
- Be active, enthusiastic, curious learners who work to enhance a positive learning environment
- Demonstrate professional behavior in all settings and anytime a student represents NMC – i.e. wearing NMC branded clothing, verbalizing they are an NMC student, wearing an NMC uniform, etc.
- Recognize that not all learning stems from formal and structured activities
- Recognize their responsibility to establish learning objectives and to participate as an active learner
- Demonstrate a commitment to life-long learning, a practice that is essential to the profession of nursing
- Recognize personal limitations and seek help as needed
- Display honesty, integrity and compassion; these attributes include the responsibility of reporting dishonest or unprofessional behavior to the appropriate individual
- Recognize the privileges and assume the responsibilities coming from the opportunity to work with patients in clinical settings
- Recognize the duty to place patient welfare above their own
- Recognize and respect patients' rights to privacy and maintain confidentiality as to patient records and information
- Provide instructors and the Nursing Programs with constructive feedback that can be used to improve the educational experience
- Solicit feedback on their performance and recognize that constructive feedback is essential to the learning process
- Information covered under Health Insurance Portability and Accountability Act of 1996 (HIPAA) or Family Educational Rights and Privacy Act (FERPA) regulations may not be discussed on social media or any electronic communication.

Relationships between Instructors and Students

Students and instructors should recognize the special nature of the instructor-learner relationship which is in part defined by professional role modeling, mentorship, and supervision. There is a power differential, as expressed by the fact that instructors often evaluate student performance and the results of their evaluation may affect the

student's future. Conversely, students evaluate the quality of their instructors and this can, to a lesser degree, affect the instructor's future.

Because of the special nature of this relationship, students and instructors should strive to develop their relationship as one characterized by mutual trust, acceptance and confidence. They should both recognize the potential for conflict of interest and respect appropriate boundaries. Managing boundaries, understanding the slippery slope of behaviors which can lead to the perception of a boundaries violation, and avoiding major boundary violations is crucial to a good instructor/student relationship. Boundary violations or actions that may give the appearance of a boundary violation should routinely be avoided. A partial list may include:

- Romantic involvements
- Business relationships, other than those that might emerge from joint educational projects
- Social contacts outside of the realm of learning or education
- Faculty or students accepting services or personal favors from each other, e.g., baby-sitting, house sitting, pet care, and work in the office.
- Accepting substantial gifts
- Special treatment of a student that differs substantially from the usual instructor-learner relationship with other students
- Making exceptions for students because they are attractive or appealing

RESPONSIBILITIES OF INSTRUCTORS AND LEARNERS TO ADHERE TO GUIDING PRINCIPLES

Students:

- If a student violates a guiding principle, the due process as identified in the Nursing Program Policy Manual will be implemented.

Faculty and Staff:

- If a faculty or staff member violates a guiding principle, the due process as identified in the NMC Employee/Faculty Handbook will be implemented.

January 2, 2015

Appendix C

Northwestern Michigan College
Department of Nursing

Acknowledgement Form

Student Name: _____

Student ID: _____

Part I: Student Confidentiality in Simulation Agreement
I understand that I will be participating in simulation scenarios and experiences throughout the nursing program. All experiences will be treated with confidentiality and non-disclosure as I would with any patient/client interaction. This includes the scenarios themselves (not sharing the specifics of the scenario) as well as what happens within the group of students that goes through the simulated and debriefing experiences (what students say and do during the scenario). For quality learning to occur, it is important that all students feel safe to be involved in the scenario without feeling that their nursing actions and statements will be evaluated and talked about by other students. If I fail to comply with this agreement, it will result in a warning and may prevent me from meeting course objectives and end in failure of the course.

Student Initials: _____

Part II: Information Release Form
I hereby grant my permission to Northwestern Michigan College Nursing Program to submit copies of all my immunization records, and/or the Waiver of Hepatitis Vaccination to all clinical agencies which I am assigned for NMC clinical coursework, and discuss my criminal background results and DHS clearance with clinical partners and government agencies if required to participate in clinical learning.

Student Initials:_____

Part III: Health Insurance Portability & Accountability Act (HIPAA) for Health Facility
My clinical education will be completed in one or more facilities approved by the Northwestern Michigan College Nursing Department.

It is the responsibility of each student, in their assigned facility, to exercise appropriate judgment and conduct himself or herself in a manner that reflects use of common sense and good judgment. The following general areas are for the information and guidance of all students in the facility. These guidelines do not mean that conduct not prohibited is allowed.

Students are to render care in a manner that enhances the personal dignity and rights of each patient. Any form of patient abuse and/or neglect will not be tolerated and staff members are to support facility policy and procedure in this regard.

Counseling of the patient regarding personal problems or involvement of students with patients outside the facility is discouraged and unacceptable.

Appropriate language is to be used at all times in all facility areas (patient, professional, and public).

Students are not to divulge any information or records concerning any patient without proper authorization. Unauthorized release of confidential information may constitute grounds for civil action.

Discussions regarding patients are not to be held in the presence of other patients or any other person not privileged to this communication.

Problems of a patient are not to be discussed with another patient by the student.

Patients are not to be named or discussed with anyone outside the facility setting or who does not have a legal right and reason to receive information about a patient.

Personal problems or concerns of staff members are not to be discussed with patient group or any member of this group.

I agree to abide by the above Code of Ethics. I have read the above and acknowledge receiving a copy of same.

Student Initials:

Part IV: Michigan Public Health Code PA 368
I have read the excerpt from the Michigan Public Health Code PA 368 and understand the reasons for which the Michigan State Board of Nursing may deny a license to practice as a Practical/Registered Nurse.

Student Initials:

Part V: Guarantee of Employment
I understand that completion of the Nursing Program of Northwestern Michigan College does not carry with it any guarantee of employment.

Student Initials:

Part VI: Nursing Policy Manual
I have received and read the policies of the Nursing Program of Northwestern Michigan College. I understand these policies and will act in an ethical, responsible manner upholding the integrity of all nursing program policies. I understand that I may be dismissed from the program for violations of said policies.

Student Initials: _____

Student Signature:_____

Date: _____

Northwestern Michigan College
Department of Nursing

Acknowledgement Form (Student Copy)

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Student ID: _____

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Student Initials: _____

Student Signature:_____

Date: _____

Any portion of the Student Policy Book may be revised at any time by action of the Nursing Department. Such revision shall be binding on all parties.

Reviewed: July 2007	**Revised: August 2010**
Reviewed: July 2008	**Revised: August 2011**
Reviewed: June 2009	**Revised: July 2012**
Reviewed: December 2008	**Revised: July 2015**
Reviewed: December 2009	**Revised: August 2016**
Reviewed: June 2017	**Revised: July 2018**
Reviewed, August 2021	**Revised: April 2019**
Reviewed, August 2024	**Revised: August 2021**
Reviewed: January 2025	**Revised: August 2024**
Reviewed: August 2025	**Revised: January 2025**
	Revised: August 2025
	Revised: August 2026