

SECTION III – Academic Policies

General Policy

The Trinity Health System School of Nursing reserves the right to change without notice statements contained in this Student Handbook concerning rules, policies, tuition and fees, curricula, courses, or other administrative or educational policies.

HIPAA Compliance Statement

Trinity Health System and Trinity Health System School of Nursing are in compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, specifically the patient privacy portion of this law, which became effective on April 14, 2003. Every employee and student of Trinity Health System School of Nursing has participated in the mandatory HIPAA Compliance Program offered by Trinity Health System. Every Trinity nursing student signs a Trinity Health System Non Disclosure Acknowledgement regarding confidentiality and privacy.

Nondiscrimination Policy

The School of Nursing strives to maintain an environment in which all are treated with courtesy, respect, and dignity. The School of Nursing does not discriminate on the basis of race, color, religion, sex, national origin, age, ancestry, or disability in the admission of students, employment of individuals, or in activities conducted by the School in accordance with Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The School will not tolerate conduct by any person, which constitutes sexual harassment, including sexual violence of any student/employee. The following person has been designated to handle inquiries regarding non-discrimination policies: Melissa Hassan MSN, RN, Director of Trinity School of Nursing, Eastern Gateway Community College, 4000 Sunset Boulevard, Steubenville, Ohio 43952, 740-266-1221, mhassan@trinityhealth.com

In accordance with the Americans with Disabilities Act (1990), Trinity Health System School of Nursing will provide reasonable accommodations for qualified students with disabilities. All applicants to the School must be able to perform the Essential Functions and Abilities of a Nursing Student with or without reasonable accommodations. For a more detailed description of this Act/Policy on Students with Disabilities, contact the Office of Admissions and Financial Aid.

Inquiries concerning Title IX may be referred to the Title IX Coordinator or to the:

Office of Civil Rights U.S. Department of Education
600 Superior Avenue East
Suite 750
Cleveland, Ohio 44114-2611

Basic Life Support (BLS) Certification

A photocopy of each student's BLS certification must be kept on file in the School office. The course must be **either American Heart Association (AHA) BLS or Red Cross CPR/AED for**

Professional Rescuers and Healthcare Providers. This certification must be kept up to date while the student is in the program. (Trinity School of Nursing will NOT provide skill competency needed for completion of online renewal).

Classroom Policies

1. Attendance:

Classroom activities are essential to learning and to the application of knowledge. The student is responsible for knowing and meeting all course requirements, including tests, assignments, and class participation, as indicated by the course instructor.

Students are expected to attend all scheduled classes. If a student is absent from class, the student will be held responsible for all work missed due to this absence. Absence from class must be reported to the Receptionist's voice-mail (740-266-1231 or 740-264-5591 ext.1311) by 7:30 am. If a student leaves class before the end of the scheduled time, the student must report off to the lecturing instructor and School Receptionist.

Students are not to schedule appointments during times scheduled for class. Any request for extended time off from class should be presented to the Director of the School and Course Lead Instructor.

2. Student Evaluation:

Didactic evaluation is completed through exams, quizzes, and student projects. Students are informed of didactic evaluation via the nursing course syllabus and course schedule. Grades are calculated at midterm and students are informed of their progress. If the course grade average is less than 77% the student is placed on probation. Final grades are computed after the completion of all course requirements. Students may receive their final grades from the Lead Instructor. The Lead Instructor submits the grade sheet to the School Secretary who completes the Course Grade Reports and updates the Student Transcripts. Students receive official grade reports at the end of each semester/session. Grade reports are mailed to each student.

Students must complete and submit all class assignments on time. If an assignment will be late, it is the student's responsibility to notify the instructor. For each weekday that an assignment is turned in late, five percent (5%) will be deducted from the final grade of the assignment. No assignments will be accepted more than five (5) week days past due date and a grade of "0" will be assigned. Individual situations will be considered on a case-by-case basis.

The instructor has no obligation to give make-up examinations or to review other class work missed by a student as a result of absence. However, if the instructor chooses to administer make-up exams/classwork/clinical assignments, the format of the make-up work will be determined by the instructor. Students are responsible for making arrangements with the instructor. If an exam/quiz is missed, the student must take the exam/quiz within five (5) week days, or a grade of "0" will be assigned. Individual situations will be considered on a case-by-case basis.

Comprehensive Final Examination

Students must pass the comprehensive final examination in each nursing course with a grade of “C” or above before progressing to the succeeding semester/session or program completion. Students who fail to achieve a passing grade of “C” on the comprehensive examination, may take a second comparable comprehensive examination within two (2) school days, ONLY if the student has achieved a passing grade of “C” in the course prior to taking the comprehensive final examination. The two comprehensive final exam scores will be averaged together and the student must achieve an averaged grade of 77% (“C”) or better. Students who are permitted to take a second comprehensive examination and who are successful in achieving an averaged grade of “C” or above will only receive a grade of 77% (“C”) for the comprehensive examination score. Students whose averaged score of both comprehensive final exams is < 77% (“C”) will receive a failing grade in the course. Students who have NOT passed the first comprehensive final examination with a grade of “C” or above and who were failing the nursing course prior to the final examination will NOT be eligible to take a second comprehensive final exam.

The total number of comprehensive final exam retakes cannot exceed one (1) throughout the duration of the program. If a student fails a second final exam, the student will be ineligible to retake the comprehensive final, will receive a failing grade, and thus be ineligible for progression in the program.

Auditing Policy for Nursing Courses

AUDIT:

Definition: Attendance and participation in a nursing course for which no credit is awarded.

Guidelines: The student may:

1. attend theory presentations and those clinical experiences as selected by the specific level.
2. complete course tests and quizzes for the purpose of self-evaluation.
3. complete selected clinical skills lab testing as selected by the specific level faculty.
4. sign the auditing contract (if specified in acceptance letter; specific auditing requirements will be addressed on an individual basis).

TRINITY HEALTH SYSTEM SCHOOL OF NURSING GRADING SCALE

GRADING POLICY		
GRADING SCALE Grade	Quality Point Value Per Credit Hour	Trinity Health System Percentage Range
A (Excellent)	4.0	93%-100%
B+	3.5	90%-92%
B (Above Average)	3.0	85%-89%
C+	2.5	82%-84%
C (Average)	2.0	77%-81%
D+ Failure	1.5	74%-76%
D Failure	1.0	69%-73%
F Failure	0.0	68% and below
P Pass or Transfer	0.0	No Quality Points Earned
WP Withdrew passing	0.0	No Quality Points Earned
WF Withdrew failing	0.0	No Quality Points Earned
W Withdrew	0.0	No Quality Points Earned
I Incomplete	This grade indicates that the work has not been completed because of factors that in the opinion of the instructor were outside the control of the student. Permission for this grade must be obtained from the Director of the School. The student will then have until the beginning of the succeeding semester/session to remove the incomplete letter grade. If it is not removed within that period, the grade automatically becomes "F" and the student then becomes ineligible for promotion.	
(R) Repeated Course	The grade earned in repeated course replaces original grade and is the grade used to determine progression and calculation of GPA.	

***There will be no rounding of grades**

EASTERN GATEWAY COMMUNITY COLLEGE MARKING SYSTEM

Eastern Gateway Community College’s Marking System is utilized for all college courses offered within the curriculum. A letter grade of “C” or above is required for all college courses. The quality of course work at Eastern Gateway Community College is indicated by means of letter grades. Each letter grade, in turn, carries “quality points” which are used in computing the student’s “cumulative point average (CPA).” Academic achievement which reflects competency will be recorded in letter grades at the end of each semester or summer term for all course work for which credit is granted. The credit hours attempted and quality points attained will enter into the computation of the student’s cumulative point average.

The marking system is as follows:

	QUALITY POINTS PER SEMESTER HOUR
A – Superior Quality	4.0
B – High Quality	3.0
C – Average	2.0
D – Below Average	1.0
F – Failing	0.0

3. Academic Probation:

Grades for each course are calculated at midterm. Any student whose midterm grade is below the required “2.0” or 77% (for nursing courses) will be placed on Academic Probation. Students are notified in writing when placed on Academic Probation. The Course Lead Instructor meets with each student on Academic Probation and completes the Student Probation/Progression Report. The student will document a Plan for Improvement on the report and sign the report at that meeting. The probationary status must be corrected by the completion of the course or the student automatically becomes ineligible for progression into the subsequent semester/session.

Clinical Policies

1. Attendance:

Students are expected to attend all scheduled clinical time. Absence from a clinical experience must be reported directly to the nursing unit where the experience is scheduled and to the Receptionist’s voicemail (740-266-1231 or 740-264-5591 ext. 1311) by 6:45 am.

In all nursing clinical courses, one (1) clinical absence will result in the issuance of a verbal warning; two (2) clinical absences will result in the issuance of Clinical Probation; and three (3) or more clinical absences may result in the issuance of a Clinical Failure. Individual situations will be considered on a case-by-case basis.

Clinical make-up time is planned when clinical objectives cannot be met because of absences and will be arranged at the discretion of the clinical instructors. If a student is absent from clinical, the student will be held responsible for all work missed due to this absence.

Students missing clinical time because of unpreparedness will also be required to make-up the clinical days. Unpreparedness includes, but is not limited to, failure to produce evidence of BLS certification or mandatory health work before the first clinical experiences each semester/session or failure to exhibit knowledge or skill level safe for practice.

2. Student Evaluation:

Clinical components of the course include clinical assignments that may include provision of direct patient care or observation of patient care and clinical laboratory hours.

Evaluation of clinical performance is assessed throughout each clinical experience. The Appraisal of Clinical Competence is completed no less than four (4) times a semester/session inclusive of midterm and final evaluations. Instructors document pertinent information about a student's progression or lack of progression on the Appraisal of Clinical Competence. Individual conferences are held as necessary to discuss the student's progress.

The clinical experience is graded as "S" (Satisfactory), "U" (Unsatisfactory), or "N.O." (No opportunity or Not observed).

Satisfactory performance is defined as:

- A. Integration into student performance of each Nursing Course Objective. The expected clinical performance is demonstrated through satisfactory accomplishment of each course objective.
- B. Demonstration of consistent progression in the clinical performance of the identified course's nursing practice.

Unsatisfactory performance is defined as:

- A. No integration into student performance of any one Nursing Course Objective.
- B. No demonstration of consistent progression in the clinical performance of the identified course's nursing practice.

In the event that the student did not have the opportunity to complete a component of the clinical objective, the instructor documents N.O.

3. Clinical Probation

Students who are not meeting the established Course Objectives, as outlined on the student's Appraisal of Clinical Competence Form, will be placed on Clinical Probation by the Clinical Instructor. Clinical Probation can be established any time during the semester when a student is not achieving the clinical objectives. Students are notified in writing when placed on Clinical Probation. The Clinical Instructor meets with each student on Clinical Probation and completes the Student Probation/Progression Report. The student will document a Plan for Improvement on the report and sign the report at that meeting. The probationary status must be corrected by the completion of the course or the student automatically becomes ineligible for progression into the subsequent semester/session.

Progression Policy

Students must satisfactorily complete each semester/session of the program before progressing to the subsequent semester/session.

A minimum grade of “C” (2.0 GPA) and a satisfactory clinical evaluation are required in each nursing course, and a minimum grade of “C” (2.0 GPA) is required in each college course for a student to be eligible for progression into the subsequent semester/session.

Students receive official grade reports at the end of each semester/session.

The faculty recommends students for progression.

Every student must demonstrate satisfactory progress according to the School’s Progression Policy in order to receive any financial aid awarded through the School.

When repeating any course within the curriculum, the grade earned during the re-take of the course is the grade used to determine progression and calculation of GPA.

Withdrawal

A student who desires to withdraw from the School must submit a letter of resignation to the Director of the School. Prior to withdrawing, the student is required to contact the Lead Instructor of the course and the Coordinator, Student Affairs. The student is encouraged to consult his/her Academic Advisor.

Failure to attend scheduled classes does not constitute an official withdrawal. The official withdrawal date shall be:

1. The date of the student’s resignation letter submitted to the Director of the School, or
2. For the student who does not officially withdraw from the program, the withdrawal date will be the date the School became aware the student ceased attendance.

The School reserves the option of using the student’s last date of documented attendance at an academically/clinically oriented activity as the student’s official withdrawal date. Students considering withdrawal prior to completing 60% of a semester/session are urged to review the Return of Title IV Funds Policy in the financial aid section.

According to the Student Identification Badge Policy, withdrawing students must return the student identification badge. Failure to do so will result in the delay of receipt of official transcripts. The student parking hangtag should be returned to the School upon withdrawal.

Dismissal

Each student has a personal responsibility to the School of Nursing in the observance of all academic policies and codes of conduct. The faculty is committed to help the student in every way possible; however, the faculty of the School is obliged to determine whether the student is progressing satisfactorily. If the student fails in theory or clinical experience or fails to abide by School regulations/policies, the faculty has the right and authority to dismiss the student. A student may be dismissed without having been on probation.

Readmission Policy

A readmitted student is defined as an individual who was previously enrolled in the program and has withdrawn from the program either voluntarily or involuntarily. The readmitted student must meet the curriculum requirements effective at the time of readmission. All requests for readmission are referred to the Faculty Organization for review/consideration. A final decision is based on individual evaluation and availability of space. The faculty will review the previous Academic File including but not limited to: reasons for leaving, length of time since leaving, past performances in theory, clinical, and standardized testing, number of times placed on academic/clinical probation, number of times Comprehensive Final Exams were repeated, Code of Conduct violations, and/or attendance while in the program. The Faculty may stipulate specific individualized requirements that must be met prior to readmission. Any readmission applicant who withdrew from the program due to academic and/or clinical failure, if reaccepted will re-enter the program at the beginning regardless of the point at which he or she withdrew. When repeating any course within the curriculum, the grade earned during the retake of the course is the grade used to determine progression and calculation of GPA. **There is no guarantee of readmission. A student may be readmitted to the program only once, and therefore must complete the program in its entirety as planned once readmitted.**

Readmission Process

1. Submit a completed Application for Admission.
2. Submit \$25.00 non-refundable application fee.
3. Submit transcripts of any/all courses taken between enrollments.
4. Submit Transfer of Credit Request form if requesting credit for courses completed since last admission
5. Personal interview is optional.

Recognition of Academic Achievement

Students who earn a GPA of 3.5 or above per semester/session will be placed on the School's Academic Honors List.

Graduation Policy

A student will be awarded a Diploma in Nursing and School of Nursing Pin if the following requirements are met:

1. Satisfactory completion of the program with a grade of "C" or above in all courses and satisfactory clinical evaluations.
2. Recommendation by the Faculty.
3. Return of all school property and freedom from monetary unsecured indebtedness to Trinity Health System School of Nursing, Trinity Health System, or any of its affiliate or extension agencies.

The student is expected to be present at graduation exercises unless excused by the Director of the School.

A student who has not met the requirements may not participate in the public graduation ceremony. The diploma and pin will be awarded when all requirements have been met.

Application for RN Licensure Policy

Fingerprinting and background checks must be completed and submitted to the appropriate Board of Nursing 6-9 months prior to NCLEX- RN testing. At the completion of the program, the graduate must file an application with a State Board of Nursing to take the examination for licensure. It is the responsibility of the student to obtain and complete the application form and send it with the necessary fee(s) to the State Board Office and NCLEX-RN testing center. Upon meeting the requirements set forth in the School's Graduation Policy, the Director of the School will send a program completion form to the appropriate Board of Nursing to meet the eligibility requirements to take the NCLEX-RN examination. Upon successful completion of the NCLEX-RN examination, the graduate will be licensed to practice as a professional Registered Nurse using the legal title RN.

Graduation Awards

Traditionally, awards are given at graduation exercises for outstanding academic achievement or clinical excellence. The top three academic awards are presented at the graduation ceremony by the Board of Trustees, Medical Staff, and Trinity Health System Nursing Service. Additional awards include: The Nancy H. Bright, M.D. Excellence in Pediatric Nursing Award, The Patrick Macedonia, M.D. Excellence in Maternal-Newborn Nursing Award, and The Carmel A. Esposito, EdD Award for Community Leadership.

Periodically, additional honors are awarded by philanthropic and service organizations or individuals.

Liability Insurance

Every student is covered under a blanket liability policy purchased by the School. The annual premiums to cover this policy are deducted from the General Fees paid by students every Fall Semester.

Communication of Routine and Emergency Information

One Call Now™, a high speed phone messaging delivery service, is utilized for communication to the entire student population, selected students, or classes. In cases of emergency or routine notification, students will receive an automated voice and/or text message indicating the nature of the matter. Emergency notification will occur without delay and take into account the safety of the students as well as the community.

Upon admission to the program, students will provide phone numbers to the Coordinator of Student Affairs. This information will be used for the sole purpose of this communication system. Students are required to update their contact information by utilizing the Change Form. The Change Form can be obtained from any School staff member, Coordinator of Student Affairs, or Course Lead Instructor.

The Coordinator of Student Affairs or their designee is responsible for the activation of One Call Now™ as well as the content of the message. Annual testing of this emergency response system will be conducted.

Cancellation of Classes/Inclement Weather

The Director or a designated faculty member will make decisions regarding cancellation/delay of classes and/or clinical due to inclement weather.

Announcements of School cancellations/delays will be made via One Call Now™/SNAP, telephone communication trees, or local media: WTOV9 and www.wtov9.com on the internet.

Please note that just because EGCC classes are cancelled, it doesn't mean Trinity School of Nursing classes are cancelled.

Transportation Policy

Students are responsible for their own transportation for all experiences as required by the curriculum. Trinity Health System and the School of Nursing are not responsible for liability incurred in travel.

Student Identification Badge Policy

The School of Nursing strives to provide a safe environment for all students and employees and requiring students to wear Identification (ID) badges is one way to promote safety. A student ID badge will be issued to each student during the first week of school by Trinity Health System. The badge is the property of the Health System and must be returned when the individual is no longer a student at the School. Student ID badges **MUST** be worn at all times while engaged in all academic or clinical activities. The badge is to be attached to the upper torso so that patients, visitors, and employees can easily see the student's name.

Whenever a student graduates, withdraws, or is dismissed from the program, the student must return the identification badge to the Lead Instructor of the current course of study or to the Coordinator, Student Affairs. Failure to do so will result in the delay of receipt of official transcripts.

One student nurse identification badge will be replaced free of charge, then a \$5.00 fee will be charged for each additional replacement.

Dress Code

I. **Policy Statement**: Clinical and non-clinical attire should complement an environment that reflects an efficient, orderly and professionally operated School of Nursing. Student's attire projects their own personal image, as well as the Health System's image. Good personal hygiene and a neat, professional appearance should be maintained by all students at all times. Clothing should be clean and properly fitted.

II. Dress Code - Clinical Areas:

- A. The regulation dress consists of uniform, student identification badge, and white hose or white socks (with pant uniform). Shoes must be a solid white, closed-toe athletic/tennis/nursing shoe. Minimal (<10%) light gray trim is acceptable. Shoes must be clean and in good repair. Crocs, buckles, embellishments, or multi-colored shoes are not permitted. A pen with black ink, watch with a second hand, and bandage scissors are part of the uniform.

The uniform is to be kept clean, neatly pressed and mended. If the uniform skirt is worn, it must be no shorter than mid-knee. A white cardigan sweater or white lab coat may be worn, **except when giving patient care.**

- B. Students are required to wear Lab coats over dresses or pants/slacks (no leggings, jeggings, jeans or yoga pants) when obtaining patient clinical assignments or during specific clinical experiences. No open-toed shoes are permitted in patient care areas.
- C. Scrub apparel may be worn only in the area of the Hospital where it is hospital dress code. Scrub apparel must be covered by a buttoned white lab coat while on break/lunch.
- D. The hair must be neat, of a natural hue, and conservative in nature. Hair must not lie on the anterior collar, and must be secured in such a fashion that it does not interfere with the provision of patient care. Beards and mustaches must be neatly trimmed and of reasonable length/style. Headbands, if worn, should be of a solid neutral color.
- E. Cosmetics should be used in moderation. Strong perfume, cologne or other obvious odors are not considered appropriate; including but not limited to cigarette smoke, body odors or other environment odors.
- F. Fingernails must be clean and trimmed to a proper length; only non-chipped clear polish is permitted; no type of artificial nails, this includes but is not limited to tips, wraps, appliques, acrylics, gels, or any additional items on the nail surface.
- G. A watch and/or a plain wedding band are permissible.
- H. Piercings of any type including spacers are not permitted in ears or any other visible body part including, but not limited to the tongue.
- I. Visible tattoos must be covered when in uniform or selected alternative uniform.
- J. Student uniform is worn only in the Hospital, for classes, and other specified occasions. The uniform should not be worn when visiting in the Hospital.
- K. Students who have clinical experiences in areas other than Trinity Health System must comply with the uniform regulations of those institutions or agencies.
- L. Students wearing the alternative uniform for select clinical experiences must also comply with the dress code related to jewelry, nails, cosmetics, and hair.

III. Dress Code – Non Clinical Areas (include class, cafeteria, Hospital areas other than clinical, library, faculty offices, and main lounge of School).

A. Appropriate nonclinical attire includes:

Pants/slacks

Jeans

Dresses/skirts

Uniforms

Shorts (**NO short shorts**)

B. The following listing is considered inappropriate attire in any areas:

Halter-tops

See-through blouses

Crop Tops

Clothing with inappropriate sayings

Pajama pants/lounge pants

Slippers

Short Shorts

IV. If any student's appearance does not reflect the Hospital/School dress code, the student will be asked to leave the clinical area/classroom.

Promotion of Continuing Formal Education

According to the School's Philosophy, "*Education is a lifelong, dynamic, participative process through which the learner's potential is actualized*". Belief in this concept guides the faculty to promote the importance of continuing formal education to student nurses. Multiple educational options in the pursuit of a Bachelor of Science in Nursing or Master of Science in Nursing are available to graduates of Trinity Health System School of Nursing. Graduates can tailor an educational path with flexibility and ease.