



Lake Sumter
State College

Nursing, Associate in Science Degree

STUDENT POLICY HANDBOOK

▶ Guide for a successful *flight*

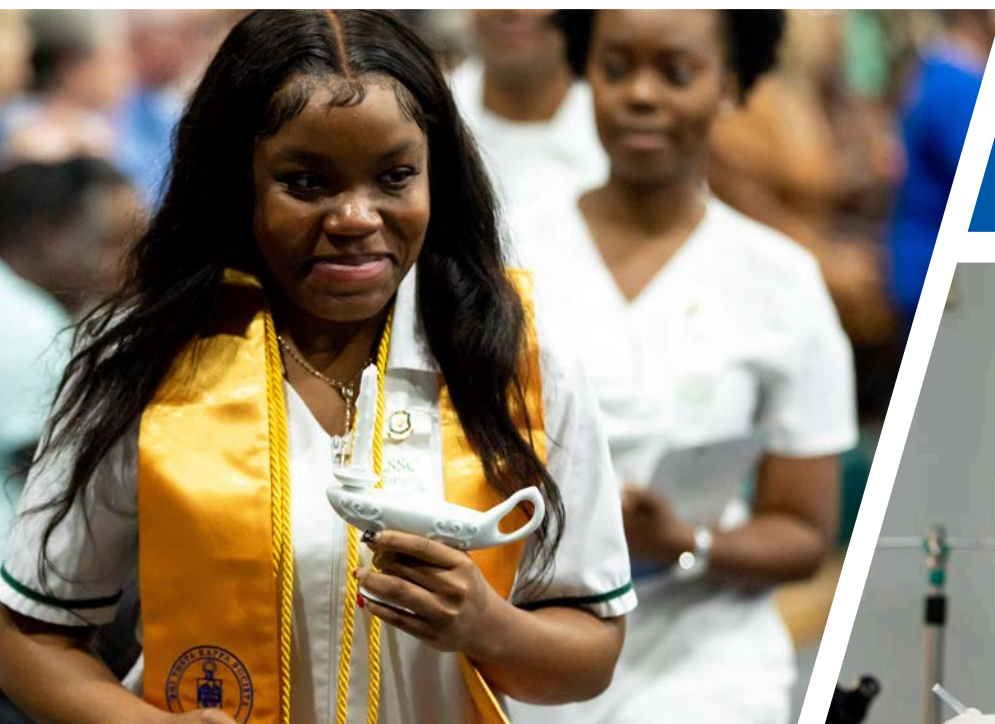




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LSSC NURSING PROGRAM



Lake Sumter
State College

Mission, Philosophy, and Program Outcomes

The Nursing RN, Associate in Science Degree's mission, philosophy, and program outcomes are congruent with those of Lake-Sumter State College (LSSC) and consistent with the professional nursing standards and guidelines for the preparation of nursing professionals.

Mission

The mission of the ASN Program at LSSC is to provide excellent student-centered, academic, and career-oriented education in nursing that is culturally inclusive, proactive, accessible, and responsive to our community needs. The college provides the self-motivated student with educational opportunities to become a lifelong learner.

Vision

The Lake-Sumter State College Nursing Program shall provide a positive, supportive learning environment that promotes student success through evidence-based and innovative instruction. The program will prepare a safe, competent nurse generalist with affective, cognitive, and psychomotor skills that meet the diverse health care needs of our community.





LSSC NURSING PROGRAM

Philosophy

The ASN curriculum at LSSC draws from the Client Needs Framework, which provides a universal structure for defining nursing actions and competencies to clients throughout the life span.

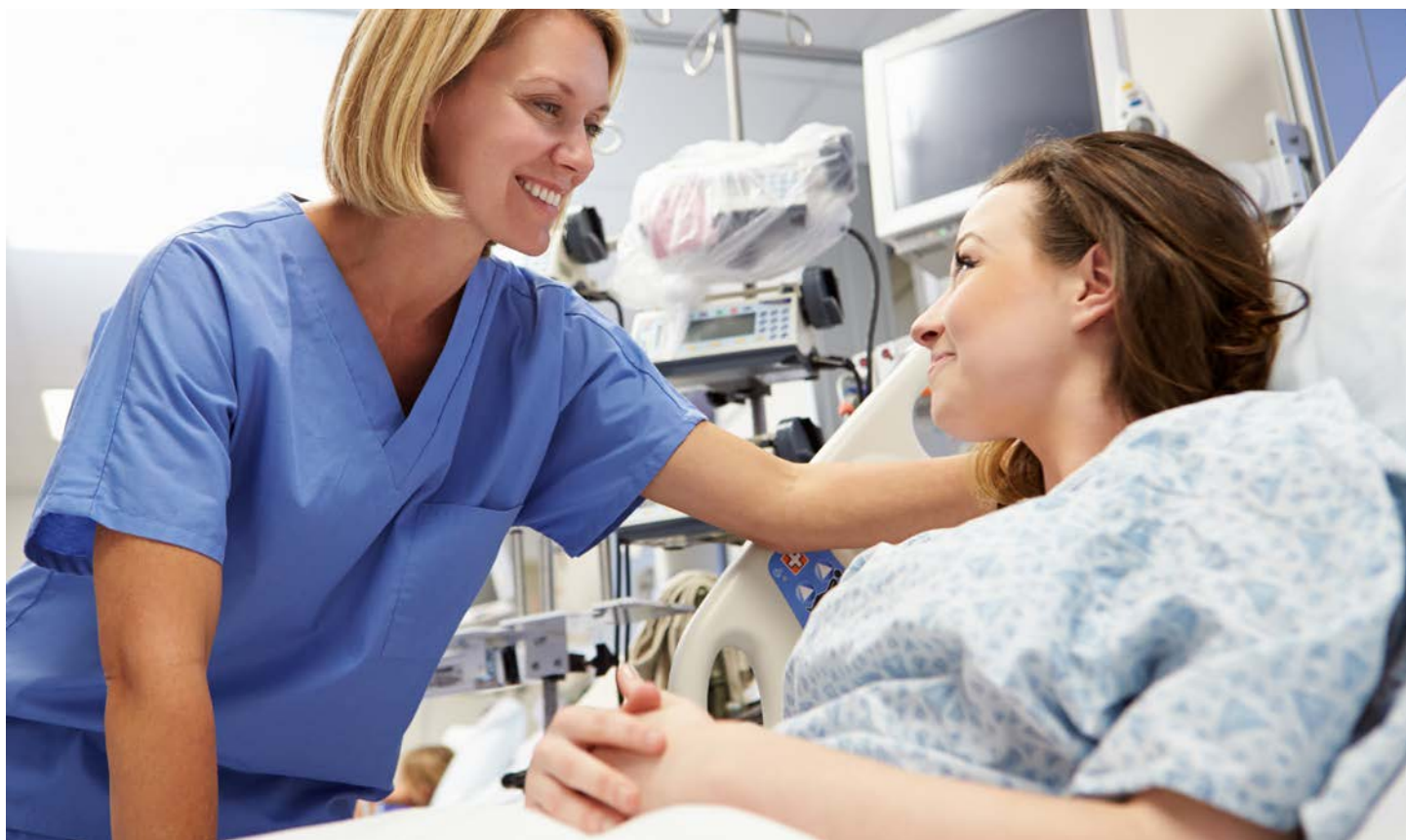
Health is a dynamic state that man pursues throughout life in response to physiological and psychosocial/cultural needs attainment.

Man is seen as an open system, growing and developing through the life span, and is influenced by the changing state of the environment.

Nursing is an applied process, utilizing arts and sciences in a multidisciplinary approach to meet client needs and promote health. Members of the nursing profession assist clients in recognizing and meeting their needs as they strive for a healthy lifestyle.

The role of nursing encompasses specific competencies necessary for the delivery of safe and effective care. These competencies are dependent upon critical thinking and analytical decision making, supported by scientific knowledge and evidence-based practice. These competencies further include application of psychomotor skills, demonstration of psychosocial integrity, and management of client care through communication and collaboration. The nurse is accountable to clients and includes them in decision-making.

The ASN Program prepares a beginning nurse-generalist to render safe and effective nursing care to individuals, families, and communities. This care is directed toward clients throughout the life span in a variety of health care settings.





LSSC NURSING PROGRAM

Organizing Framework

The organizing framework is a conceptual set of ideas that guides the overall structure of the curriculum. The framework is based on the ASN program philosophy statement, incorporating the Client Needs Framework. The four client needs categories, congruent with the NCLEX-RN Test Plan, are defined as follows:

▶ Safe and Effective Care Environment

The nurse promotes achievement of client outcomes by providing and directing nursing care that enhances the care delivery setting in order to protect clients and health care personnel.

- **Management of Care**- the nurse provides and directs care that enhances the care delivery setting to protect the client and health care personnel.
- **Safety and Infection Control**- the nurse protects clients and health care personnel from health and environmental hazards.

▶ Health Promotion and Maintenance

The nurse provides and directs nursing care of the client that incorporates knowledge of expected growth and development; prevention and early detection of health problems, and strategies to achieve optimal health.

▶ Psychosocial Integrity

The nurse provides and directs nursing care that promotes and supports the emotional, mental, and social well-being of the client experiencing stressful events, as well as clients with acute or chronic mental illness.

▶ Physiological Integrity

The nurse promotes physical health and wellness by providing care and comfort, reducing client risk potential, and managing health alterations.

- **Basic Care and Comfort**- the nurse provides comfort and assistance in the performance of activities of daily living.
- **Pharmacological and Parenteral Therapies**- the nurse provides care related to the administration of medications and parenteral therapies.
- **Reduction of Risk Potential**- the nurse reduces the likelihood that clients will develop complications or health problems related to existing conditions, treatments, or procedures.
- **Physiological Adaptation**- the nurse manages and provides care for clients with acute, chronic, or life-threatening physical health conditions.

In addition, the framework draws from the American Nurses Association (ANA) Scope and Standards of Practice as well as Quality and Safety Education for Nurses (QSEN). LSSC nursing program incorporates the core components and competencies identified in these guidelines as essential to the practice of nursing. End-of-program student learning outcomes reflect these components and competencies.

Program Values

Lake-Sumter State College and the nursing program value academic, professional, and personal integrity, and will:

- Strive to achieve and maintain the highest standards, ensuring student achievement and success.
- Strive to promote a respectful and trustworthy relationship between faculty, staff, students, and the community.
- Seek to maintain integrity and honesty in all dealings with the diverse population we serve.
- Support a learning environment built on cooperation and collaboration, working toward a common goal of improving lives within our community.



LSSC NURSING PROGRAM

End of Program Student Learning Outcomes

Upon completion of the program, the graduate will be able to:

1. Communicate professionally through verbal, nonverbal, and written communication with clients, families, and members of the health care team.
2. Collaborate with interdisciplinary health care team to assess clients and provide and direct nursing care that promotes optimal wellness of clients throughout the lifespan.
3. Demonstrate competent and safe implementation of clinical nursing skills in meeting clients' psychosocial and physiological needs.
4. Provide compassionate and culturally inclusive care to a diverse population that personifies the core values and ethics of the nursing profession.
5. Demonstrate effective clinical judgment and decision-making, utilizing critical thinking supported by scientific knowledge and evidence-based practice.
6. Implement client/family-centered teaching plans that promote self-care and optimal health.

Regulatory and Accrediting Organizations

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSIONS ON COLLEGES (SACSCOC) to award associate and baccalaureate degrees:

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lake-Sumter State College.

Lake-Sumter State College has maintained continuous accreditation since 1966.

FLORIDA BOARD OF NURSING (BON):

LSSC nursing program maintains continuous program approval since its inception in 1983.

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING

The associate nursing program at Lake-Sumter State College, located in Leesburg, Florida, is accredited by the:

Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Accredited.

View the public information disclosed by the ACEN regarding this program at

<https://www.acenursing.org/search-programs>





INTRODUCTION

The policies stated in this handbook are consistent with college policies set forth in more specific terms, so the student majoring in nursing will have a concise statement of expectations.

- **LSSC Handbook and Student Catalog** provides the primary foundation for governing enrollment and conduct in the college and the program.
- **ASN Student Policy Handbook** provides procedures, requirements, and policies specific to the program. Information in this handbook applies to all aspects of the program and is common to all program courses.
- **Nursing Course Syllabi** provide policies specific to individual courses as necessary due to content, student learning outcomes, or level of progression in the program.

The program has a responsibility to ensure students are properly prepared to meet licensing and professional requirements. Therefore, program policies contained herein are subject to change. The program communicates changes and posts addendums documenting such changes.

The ASN Program Dean reserves the right to review unique situations and/or extenuating circumstances regarding the application of program policies set forth in the handbook on an individual student basis.





NAVIGATING THE PROGRAM

Academic Integrity

Nursing is the nation's most trusted profession. The ASN program maintains the value of academic integrity consistent with the College's position in the **LSSC Catalog and Student Handbook**-College Policies and Procedures.

Program administration investigates all suspicions and allegations of academic dishonesty. Students identified with substantiated violations receive a grade of "F" in the course in which the violation occurs. The program holds zero tolerance for breaches of academic integrity, including (but not limited to):

- Plagiarism
- Cheating
- Unsanctioned Collaboration
- Forgery
- Copyright Law Violation
- Misuse of Academic Computing Facilities
- Use of Artificial Intelligence (AI)

Artificial Intelligence must be utilized as a tool, not as a resource to do your critical thinking on written assignments. All written assignments must be completed on your own, using your own words, demonstrating critical thinking and reflection.

All resources utilized must be cited. Use of AI, such as Sherpath AI or any other type of AI, can be used to assist you with answering a question related to the material you are learning, helping you develop study guides or practice questions. Violations of this policy will be considered academic misconduct.

Background Report Information Update

Students must notify the ASN Program Dean of any circumstance(s) that cause a change in the content of the criminal background report from that conducted upon acceptance to the program. The Dean determines the necessity for a new background check and eligibility for program continuation.

Background Information Report is updated:

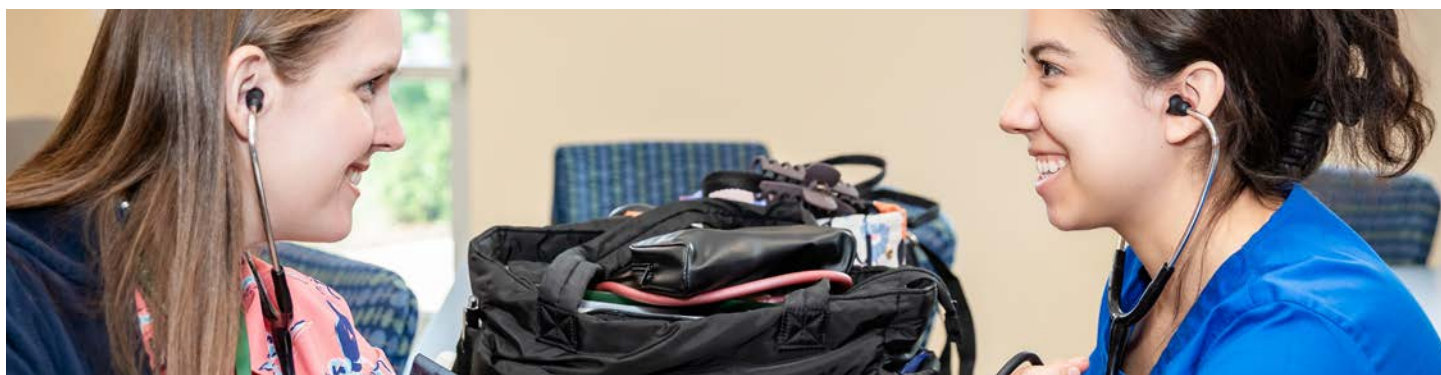
- First day of classes each semester.
- Within 3 business days of any occurrence altering the student's status.

Falsification of the update form or failure to disclose information during program enrollment results in dismissal from the program.

Campus Transfer

The following applies to students wishing to transfer campuses:

- No transfers during semesters in session.
- Subject to seating availability and facility, do not rehire policies.
- Requests granted in order received.
- Submit request by email to the Student Coordinator, Health Professions Programs.
- Submit the request at least four weeks prior to the start of the semester in which the transfer takes effect.





NAVIGATING THE PROGRAM

Computer Labs

- 📍 **Leesburg**
 HSC 204, HSC 107 & 108, College Library,
 Learning Center
- 📍 **South Lake**
 SH 109, Bldg 1, room 126, College Library,
 Learning Center

Copies

The nursing operations staff is not available to make copies. Printing services are available through the Wepa system at the College libraries. Open an account at wepanow.com for electronic fund management or purchase pre-loaded (\$5 and \$10) print cards. Retrieve copies at Kiosks located in campus libraries, Learning Centers, and South Lake Science Health Lobby.

Course Fees

Elsevier/Evolve: assessed per semester; includes standardized testing package, practice tests, case studies, SLS/simChart, NCLEX adaptive quizzing, patient reviews, 3-day Live NCLEX review.

- **Lab Fee:** assessed per semester; includes expendable lab supplies used regularly during skills education, first semester of program includes lab tote.
- **Random Drug Screening:** assessed fall and spring semesters; provides payment for on-site service for random drug screening performed every fall and spring semester.
- **Insurance:** assessed first semester for the bridge track and the first and third semesters for the general track: funds annual premium assessed to LSSC for blanket liability policy protecting it from patient injury claims arising from student negligence/error while participating in scheduled clinical instructional events; includes accident rider for injury to students during client care activities.

NOTE: Students may purchase their own individual liability insurance at their own expense.





NAVIGATING THE PROGRAM

Dress Code

General Information

Dress code encompasses the uniform and personal appearance requirements.

- Uniform and personal appearance are inseparable.
- Any time or place students wear the uniform, they must adhere to personal appearance requirements.
- Students wear program uniform for all classroom and Clinical/Lab/Simulation (CLS) educational activities.
- Synchronous online sessions require a classroom uniform (ex, ZOOM).
- When uniform is not appropriate in healthcare facilities, follow faculty instruction for dress and personal appearance (ex, mental health centers).
- Uniforms must be clean and neatly pressed.
- LSSC Tobacco policy applies at any time and place where students wear the uniform.
- Requirements subject to change in response to health care facility request(s).

Uniform

Purchased exclusively at Advance Medical Uniforms per information provided in the acceptance letter and/or new student orientation.

Required: Classroom (Didactic):

- Blue Polo with embroidered LSSC logo (select from program-approved offerings).
- Black Scrub Bottom, straight leg only (no “joggers”) (select from program-approved offerings).
- Blue Scrub Bottom (select from program-approved offerings).

As Deemed Necessary by Instructor:

- White Tee (may purchase from vendor of choice)
- For appropriate coverage and appearance
- Short sleeve, crew neck

Optional: Classroom or CLS:

- White Jacket with embroidered LSSC logo---
Purchased only from Advanced Medical Uniforms
 - o For warmth over uniform
 - o No other jackets, hoodies, etc. permitted

Optional: Classroom or CLS:

- White Tee (may purchase from vendor of choice)
 - o For warmth under uniform
 - o Long sleeve, crew neck

Additional:

- Shoes- white, sturdy, professional, full heel, closed toe, white laces; clean: clogs, Crocs, or similar not permitted.
- Hosiery- white socks or hosiery long enough for complete coverage of ankles when sitting down.
- Undergarments must provide full coverage and support.
- Accessories-
 - o Analog Watch: simple design, analog with second hand, color of student’s choosing. No smartwatches
 - o Stethoscope
 - o Bandage Scissors: pocket size
 - o Pen Light
 - o Spiral Notebook: pocket size
 - o Pen



NAVIGATING THE PROGRAM

Dress Code

Nametag

Program Nametag: two provided with lab tote; must be worn at all times; replace lost tags for the approximate cost of \$8.00 at Victory Awards and Engraving. Contact the Student Coordinator to authorize ordering a replacement tag at the student's expense.

Healthcare Facility Badge (if applicable): worn while on facility premises; remove upon exiting premises; return to CLS Instructor after final assignment in a health care facility.

Personal Appearance

Hygiene:

- Freshly showered; no body odor
- No strong odors from soap, hair products, etc.
- No perfume or cologne
- No tobacco odor
- Dental hygiene for fresh breath

Fingernails:

- No artificial nails- acrylic, gels, wraps, glue-on, etc.
- No nail polish
- Clean, neatly trimmed, even with finger length

Hair:

- Classroom (Didactic):
 - o Requirement relaxed- may wear hair down
- CLS:
 - o Natural occurring color; no extreme styles
 - o Cut or styled length must sit above uniform collar; secure long hair with accessories matching hair color and in style close to head to prevent falling over shoulders; cut or secure bangs above eyebrows.
 - o Full Hair or Head Covering not permitted (unless required by religious affiliation; ex: hijab).
 - o Facial Hair- maximum length of ¼ inch (#2 trimmer attachment); moustaches may not cover or exceed width of lips.

MakeUp:

- Natural, conservative colors
- Minimal application; no extreme creations (ex: smokey eyes); no false eyelashes

Jewelry:

- Classroom (Didactic):
 - o Requirement relaxed
 - o may wear a simple single-strand necklace or chain
 - o may wear an engagement ring
- CLS:
 - o Earrings
 - Permitted- one small (5mm max) stud in each ear lobe; traditional metal, pearl, or single color matching uniform; for stretched or gauged lobes, insert flesh tone gauge to be inconspicuous.
 - o Remove jewelry from all other visible piercings, including tongue; clear retainers may be worn in multiple ear piercings.
 - o Permanently placed piercings- cover with a bandage
 - o Rings
 - Permitted- one band
 - Plain, flat, smooth surface; no gems or stones
 - o Other- no other jewelry or lanyards permitted

Tattoos:

- Those deemed offensive by faculty and/or clinical partner must be covered. Coverings must not interfere with proper infection prevention practices.
- Anytime you are in the LSSC Nursing uniform, you are to follow personal appearance guidelines.



NAVIGATING THE PROGRAM

Drug Screening

Students participate in the drug screening regimen (as indicated below) during program enrollment. Ten-panel urine testing is facilitated through the Castle Branch account.

The Medical Review Officer (MRO) provides the final determination for testing results. Positive test results or failure to test within the assigned testing period result in program dismissal.

NOTE: Students monitor Lakehawk email daily for notifications.

Pre-Attendance

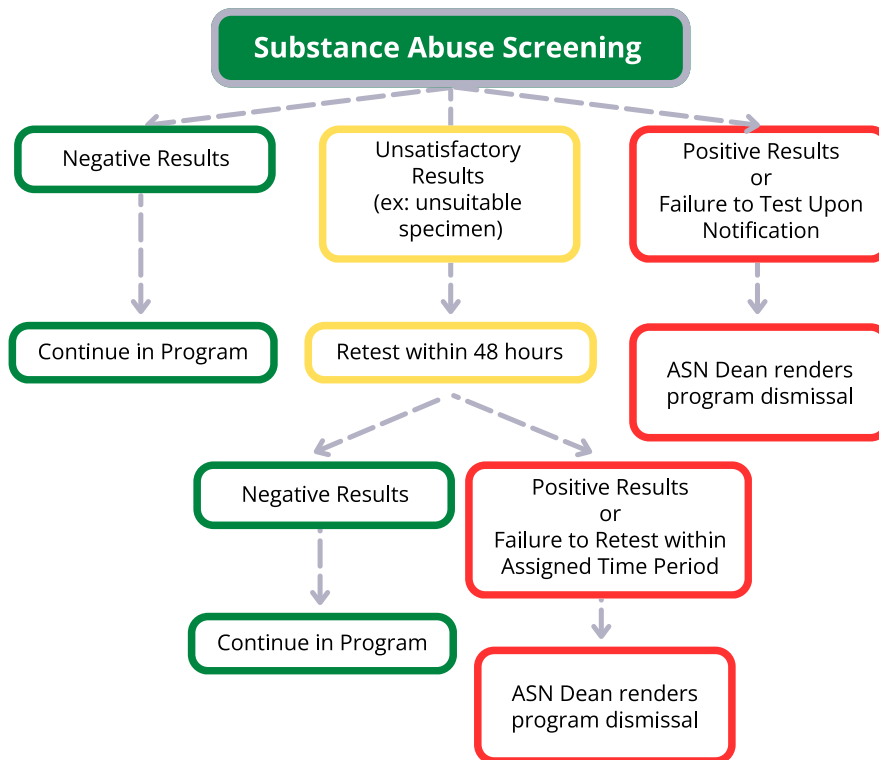
- Bridge Track—conducted in the first semester. General Track—conducted at the first and third semesters.
- Program operations staff emails students with the assigned testing period.
- Purchase a drug screen package under the Castle Branch account.
- Test according to instructions and locations provided by Castle Branch within the assigned testing period.

Random

- Conducted every Fall and Spring semester.
 - 25% of total enrollment randomly selected by Castle Branch (split by campus enrollment ratio).
 - Program operations staff emails students with instructions and the assigned testing period.
- Cost included in student fees.

Reasonable Suspicion

- Demonstrating behavior consistent with alcohol or drug use.
- Impaired behavior corroborated by a second program faculty, staff, or clinical facility member.
- Program to provide testing instructions deemed appropriate to the circumstances. Instructors will not permit students suspected of impairment to drive. Students must arrange for their own transportation.





NAVIGATING THE PROGRAM

Financial Assistance

LSSC Foundation

Located in the Student Services, Suite 239, on the Leesburg campus

- LSSC Foundation receives donations and endowments, funding scholarships specifically for nursing program students. Consult the LSSC Foundation for application information available at <https://www.lssc.edu/dept/foundation/foundation-scholarships/>.

Nurse Scholars Program

(Local Hospitals' Human Resources Departments)

- Many hospitals fund educational expenses directly related to nursing program courses. Students accepting this type of financial assistance often contract to a work commitment with the facility providing funding.

Grade Grievance Process (LSSC)

Grades issued by members of the college faculty can be appealed only if the grade is alleged to be arbitrary and capricious. Arbitrary and capricious is defined as follows:

- The assignment of a course grade to a student on some basis other than performance in a course.
- The assignment of a course grade to a student by resorting to unreasonable standards different from those that were applied to other students in the same course.
- The assignment of a course grade by a substantial, unreasonable, and unannounced departure from the faculty member's standards as published on the course syllabus.

ASN program aligns with LSSC process for grieving a course grade. The process is located in the **LSSC Catalog and Student Handbook- Student Rights and Responsibilities**.



Protected Information (College and Program) Logos, HIPAA, etc.

LSSC Administrative Procedures Manual available at <https://www.lssc.edu/about-us/policy/>

- Advertising/Solicitation/Fundraising (LSSC Administrative Procedures Manual 2-05)
- Guidelines on the Use of Social Media (LSSC Administrative Procedures Manual 2-20)
- Student Activities and Service Fees (LSSC Administrative Procedures Manual 6-12)
- Web Resource <https://healthcare-communications.imedpub.com/nursing-professionalism-impact-of-social-media-use-among-nursing-students.php?aid=19283>



NAVIGATING THE PROGRAM

Protected Information (College and Program) Logos, HIPAA, etc.

Logo and Name Usage:

Students are not authorized to recreate, use, or display the College or nursing program logo outside of officially granted capacities. Additionally, students are not permitted to align themselves with the College or program name for the purpose of any academic, financial, or social cause outside of officially granted capacities. This includes activities such as advertising, solicitation, fundraising, social networking, etc.

Social Media/Networking:

Professional conduct is critical for all participation in social media and networking activities. Content shared on social media and electronic communication platforms is not private and should always be considered vulnerable to sharing, despite privacy settings or the closed nature of groups. Under no circumstances may you communicate or post the following:

- Information or pictures of clients, healthcare facilities, or their employees, and healthcare providers.
- Information learned about fellow students, instructors, or program staff during educational experiences.
- Students may create social media groups as an avenue to support each other's program journey. No content may cause the casual observer or participants to think a platform is an official LSSC-sanctioned group. Students must abide by the following:
 - Identify the group by cohort name (ex: General Track Fall 2025)
 - Set privacy as Closed Group
 - Use no College photos, logos, or branding in cover images
 - Post photos of students in the nursing uniform only if professional, meet all dress code guidelines, and that nothing identifying the College and the program is not visible.
- Do not violate academic integrity
- Do not violate the LSSC code of conduct

Fundraising

Students must secure approval according to College guidelines for all fundraising endeavors related to College organizations or activities. The nursing program has one recognized student organization: the Florida Nursing Student Association (FNSA). Whether a member of this organization or not, students wishing to embark on a fundraising endeavor must contact the ASN Program Dean for program approval and subsequent direction to secure College approval.





NAVIGATING THE PROGRAM

Records/FERPA

Students wishing to inspect and review their academic files held by the program may submit a written request for access to the Coordinator of ASN Students.

Students' nursing files are securely maintained and password protected within the College network. Nursing files contain the following, as applicable per individual student.

- Program selection/acceptance forms and information
- Program performance information
- Program separation forms and information
- Program readmission forms and information

Certain directory and non-directory information, as established by the College, is available to nursing faculty/staff, the LSSC SNA president, representatives of clinical partners, and the Florida Board of Nursing (FL BON) as needed for program or recruiting purposes. These entities use information only within the confines of their relationship with the program.

Examples (including, but not limited to)

- Listing of Lakehawk email addresses to LSSC SNA president for membership recruitment and event notification.
- Information affecting readmission requests to program administration.
- X-ID or social security numbers to clinical facilities to set up patient charting access.
- Content of Castle Branch file to clinical facilities for proof of Educational Services Agreement (ESA) compliance if requested.
- Social security numbers and dates of birth to FL BON authorizing eligibility to sit for the NCLEX-RN exam.
- Program operations staff maintains students' background report files in a secure location separate from student files according to Criminal Justice Information Services and Volunteer and Employee Criminal History System (CJIS/VECHS) guidelines. Students may review, but may not receive, copies of background reports on file. The program does not share the content of background reports on file with other entities.





NAVIGATING THE PROGRAM

Required Documentation

State of Florida and national accreditation agencies require instruction and skills validation in clinical healthcare settings. Clinical facilities set the compliance rules (i.e., immunizations, drug screenings, background checks, etc.) that students must meet to be eligible for instruction at their sites. For the duration of the program, the following documentation must show “complete” status with Castle Branch.

All Students:

- Medical Form
- H&H and Urinalysis Reports
- CPR Certification (American Heart Association (AHA) Certified)
- PPD- Skin Test or Serum Quantiferon Screen
- MMR Immunization
- HEP B Series Immunization (or declination form)
- TDAP Vaccination
- FLU Vaccination (or declination form)
- Varicella Vaccination
- COVID Vaccination (or waiver)- If you decide not to receive a COVID-19 vaccination or meet other eligibility requirements defined by the clinical facility, you may not

be allowed on those sites and may not be able to complete the requirements of your program and obtain your diploma/certification.

Additional for Bridge Students:

- Florida LPN license or Paramedic certification
- Current CEU for Prevention of Medical Errors (Paramedics Only)

Students with expired documentation are not eligible to participate in CLS component of nursing courses and risk subsequent dismissal from the program for excessive absence. Program operations staff monitor compliance and determine eligibility for CLS attendance. Students nearing documentation renewal dates receive communication from Castle Branch and program operations staff.

Castle Branch: Sends an early alert to the email address provided by the student in the vendor account registration.

Program Operations Staff: Provides CLS Documentation Compliance procedure and schedule.

- at orientation/rally to incoming students
- by Lakehawk email to continuing students

Students: Monitor Lakehawk email daily for notifications

Student Representation

At the start of each academic year students elect peer representatives; 1 for each campus of each cohort. Students voice concerns, suggestions, and ideas to their representatives.

Representatives share at monthly program faculty/staff meetings. Faculty respond at meetings or later times according to the nature of information shared. We value student input toward program development and encourage your active participation in this process.

Tobacco-Free and Smoke-Free Environments

ASN Nursing program aligns with LSSC policies regarding tobacco use. Board Rules 2.15 available at <https://www.lssc.edu/about-us/policy/>

Success Tools

Academic rigor and physical demands of the program challenge the best of students. Students who utilize the following services and suggestions increase program success.

- Elsevier/Evolve Web Resources- Case studies, patient reviews, practice tests, adaptive quizzing, HESI remediation guides
- Study Groups
- Program Student Success Coordinator
- Office of Student Accessibility Services (SAS)
- Center for Teaching and Learning (CTL)
- College Libraries
- Dean of Students



C-COURSE STRUCTURE

Schedule

Nursing course schedules contain days and times in addition to those posted on College Banner course schedule. Students follow master calendar provided by the program each semester.

Schedules subject to change for unforeseen circumstances after start of semester.

Grading Scale

(90% - 100.00%) = A

(80% - 89.99%) = B

(70% - 79.99%) = C

(60% - 69.99%) = D

(<60%) = F

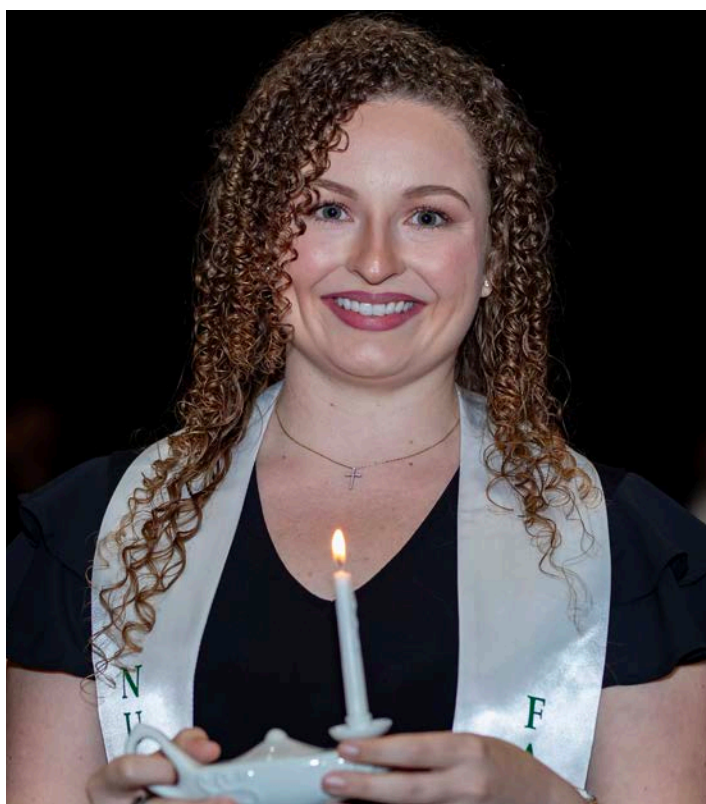
Components

Each course contains a didactic (in the classroom) and clinical/lab/simulation (CLS) (on or off campus as scheduled) component. Each component has unique requirements for attendance, dress code, and grading.

Common Requirements

Students must meet the following requirements, common to all courses in program curriculum, toward achievement of overall course passing grade:

- Attain overall course minimum passing grade of 80% (B).
- Achieve minimum requirements of each component.
- Complete and submit all assigned work of didactic and CLS components by posted due dates/deadlines. Assignments not submitted or work submitted late receive a grade of:
 - o Zero (0) for didactic component
 - o Unsatisfactory ("U") in CLS component
- Demonstrate Math Proficiency- earn minimum of 90% on a single math quiz in each semester (maximum 3 attempts). NOTE: Students may not administer medications in any semester until successful completion of the math quiz.
- Demonstrate Writing Proficiency for APA Formatting.
- NOTE: No mathematical rounding of scores for graded assignments or course exams (Exception- HESI exams round to hundredths place on conversion score).





C-COURSE STRUCTURE

Grading Flowchart Nursing C Courses

- Complete all assigned work - didactic and clinical components.
- Earn minimum grade of 90% on one of three math quiz attempts.



Didactic Component Exams
Complete all exams including HESI tests to comprise 90% of grade.

Projects and Assignments
Complete all projects and course assignments to comprise 10% of grade.

Total Score
Achieve minimum overall score of 80%.



NO

CLS Component
Meeting all grading requirements to earn "S" grade.
ATTENDANCE

NO

YES





DIDACTIC COMPONENT

Attendance

Lecture

- After initial attendance verification, attendance is not mandatory; however, attendance strongly influences success in the program.
- Tardiness is disrespectful and disruptive. Instructors reserve the right to refuse entry to late arrivers until first break.
- Rosters are maintained for program record keeping. Students may only sign for themselves.

Exams

- Absence

Students who do not arrive at the testing site by scheduled start time are documented as absent. Absent students must contact one of their instructors to schedule make-up exam. Make-up exams may be in an alternate format.

- Make-Up Exams
 - Occur in LSSC Center for Teaching and Learning (CTL).
 - Must occur no later than one (1) calendar week after scheduled exam date or student will receive a grade of “zero” for the exam.
 - Graded with 10-point deduction (maximum possible grade is 90%).

Conduct

Be Prompt. Arrive prior to posted start time to set up seating area and be ready for full engagement at start of class.

- Be Prepared. Instructors expect students to actively engage/participate in the classroom. Complete text reading and preparation activities assigned by instructors prior to class time.
- Dress according to instructions provided in this handbook under Navigating The Program- Dress Code.
- Maintain an open mind and non-judgmental attitude in all interpersonal interactions.
- Demonstrate courteous, respectful, attentive behavior with instructors and fellow students. No sleeping during class. Disrespect of any kind for instructors or classmates is not tolerated. Instructors may dismiss students exhibiting disruptive and/or disrespectful behavior in the classroom.
 - **Breaks**- Remain in classroom during instruction time. Attend to personal needs during scheduled breaks.
 - **Food and Drink**- No eating or drinking during instructional time. Snacking permitted during breaks. Lunch time scheduled on full-day instructional activities.
 - **Visitors**- Unless prearranged and approved by instructor as part of in-class project, no visitors or children permitted during educational activities.
- College Sanctioned Events- Represent the program and the profession by adherence to all College and program conduct guidelines.
- Use of cell phones, or other electronic communication devices are not permitted during instruction time. Breaks are provided and is the proper time to check your phone.
- Use of laptops and other electronic devices for other than course-related purposes is prohibited. Students may record lectures with the instructor’s permission. Students may not publish recordings without the express permission of instructors pursuant to FL State House Bill 233.



DIDACTIC COMPONENT

Exam Grade Release/Review

Instructors will not answer questions or emails regarding an exam until exam grades have been released. Instructors will release exam grades on scheduled test day as a “preliminary grade”. Exam score changes, if warranted, occur after completion of test review process (within 48 hours). A notice of “final grade” posting will be announced in Canvas and the grade will be reflected in the Canvas Gradebook. Exam Review* is a three (3) step process as follows:

STEP 1: Silent Review

- Occurs immediately following the exam
- Students will have 30 minutes to silently review their own exam questions, responses, and rationales for each
- No smart devices are permitted
- No talking, discussion, or questions are permitted

STEP 2: One-on-One with instructor

- Students requiring further explanation for specific questions may request an individual meeting with the instructor responsible for exam content. Opportunity to review exam must occur no later than one week following the exam. Exams are finalized and closed after one week and will not be reopened.
- Opportunity is available to increase understanding, not to debate questions. Students wishing to challenge any exam question response will be provided information to complete the paperwork for Test Action Item form (step 3) by the instructor reviewing content.

STEP 3: Test Item Action Form

- Must be submitted to the ASN Program Dean, physically or electronically, no later than one week after the one-on-one meeting with instructor.
- Student must provide three published, nursing-related resources documenting support for their responses as being the BEST response to the designated exam question.
 - Textbooks are acceptable resources
 - Research articles must be peer-reviewed, based on U.S. data, be published within last five years, and have content supporting your position highlighted.
- Will be evaluated by instructor(s) and ASN Program Dean who will render a final decision within one week of receipt.
- Student will be notified via email of decision
- Adjustments to exam score, if warranted, apply to all students who took the same exam. Exams will NOT be re-examined once each exam grade is finalized.

Adapted from Morrison, S., Nibert, A., & Flick, J. (2006). Critical thinking and test item writing (2nd ed.). Houston, TX: Health Education Systems, Inc.





DIDACTIC COMPONENT

Grading

Projects and Assignments scored on a point system as indicated course syllabi.

Grade requirements: Didactic component grade determined by performance on course exams, HESI exam, projects, and assignments. Students must satisfy each of the following grading conditions to receive passing grade of 80%:

- Meet all requirements common to C-Course structure.
- Earn average of 80% cumulative for course exams, HESI, projects, and assignments. Items are weighted as follows:
 - o Course exams and HESI comprise 90% of grade
 - o Projects and assignments comprise 10% of grade
- For course Exams that are less than 80%, students should:
 - o 1st time the grade is <80% - Review your exam with the Faculty that taught the content.

- o 2nd time the grade is <80% - Review your exam with the Faculty and Student Success Coordinator.
- o 3rd time the grade is <80% - Review the exam with the faculty, student Success Coordinator and ASN Program Dean.

Due Dates/Deadlines: Work submitted after scheduled due date receives grade of Zero (0).

Students having unsubmitted work may request course grade of Incomplete (I) if they meet College guidelines. Reference LSSC Catalogue and Student Handbook—Glossary for details.





CLS COMPONENT

Attendance

Attendance is mandatory for all CLS experiences

Plan to arrive 15 minutes prior to the posted start time.

Absence

- PRIOR to scheduled start time of CLS experience, students must communicate by email with instructor to whom they are assigned. A voice mail or text message is expected if instructor is not available.
- Prior to scheduled start time of outside experiences or hospital observation days, students must communicate by email/phone with their instructor as well as a representative of the clinical facility.
- Students receive copy of CLS Absence Form including CLS make-up assignment; final signatures executed upon completion of make-up assignment.

Tardiness

- Tardiness is unacceptable. Students arriving late, regardless of scheduled location, are dismissed and documented as absent.
- Students receive copy of CLS Absence Form including CLS make-up assignment; final signatures executed upon completion of make-up assignment.

Readiness to Provide Client Care

- Students not prepared to provide safe client care or participate in scheduled experience are dismissed and documented as absent.
- Students are expected to actively engage/participate in the experience by completing all assigned preparation activities prior to start time. Noncompliance results in dismissal from the CLS experience and documented as absent.
- Dress according to instructions provided in this handbook under **Navigating The Program- Dress Code**. Noncompliance results in dismissal from the CLS experience and documented as absent.
- For all above instances students receive copy of CLS Absence Form including CLS make-up assignment; final signatures executed upon completion of make-up assignment.

Missed CLS Time

- Students absent for CLS, regardless of reason or dismissal, must complete make-up time and demonstrate competence in content/skills included in scheduled experience.
- Maximum allowable absence is 10% of total CLS hours scheduled in a course. All CLS absences must be made up (see above).
- Students who reach the maximum allowable absence must schedule a meeting with the Dean.
- Students with documented absence exceeding 10% of total hours scheduled in a course receive grade of “U” for CLS component and do not pass the course.
- Completion of make-up time is mandatory. Make-up time does not reduce missed CLS hours.
- Students who miss two or more CLS hours will be required to make up a 10-hour clinical day at a Skilled Nursing Facility on the scheduled Saturday make-up day.





CLS COMPONENT

Math Quizzes/Clinical Skills Testing

Math Quizzes

- Three (3) testing opportunities, as scheduled on Master Calendar for each semester.
- Must earn 90% on at least one (1) attempt.
- Testing opportunities are scheduled prior to course withdraw date.
- If a math quiz is missed, student forfeits that opportunity with a grade of zero.
- Students unsuccessful after third attempt receive a “U” for the CLS component of the course and do not pass the course.

Clinical Skills Testing

- Three (3) testing attempts permitted for each skill.
- First attempt is indicated on clinical schedule; performance evaluated by scheduled instructor.

- Second attempt, if needed, arranged with lab coordinator, and must occur 1 week after originally scheduled date to allow for remediation. Make-up may not conflict with other scheduled instructional activities and will be evaluated by a different instructor.
- Third attempt, if needed, arranged with lab coordinator, and must occur 1 week after date of second attempt to allow for remediation. Make-up may not conflict with other scheduled activities. The third attempt will be video recorded and evaluated by a team of two (2) instructors. If unsuccessful, student may view video with instructors to visualize error(s) made.
- Students unsuccessful after third attempt receive a “U” for the CLS component of the course and do not pass the course.

Faculty Placement

Faculty placements are made by faculty with no guarantee of any specific healthcare agency.

Employment Restriction

Restriction: Students may not attend any CLS if they worked (including “on call responsibility”) within twelve hours preceding scheduled experiences.

Suggestion: Students who work more than 24 hours per week may jeopardize their ability to succeed in the program.

Conduct

The following are prohibited at CLS facilities

- Smoking, including use of e-Cigarettes
- Consumption of alcoholic beverages
- Gum chewing
- Use of cell phones or other electronic communication devices
- Guests, children, and/or pets
- Leaving facility or going to car after scheduled instructional event begins
- Leaving the facility for lunch or breaks

Students must demonstrate professional, courteous, respectful, attentive behavior with instructors, staff, fellow students, and clients. Maintain an open mind and non-judgmental attitude in all interpersonal interactions. Instructors may dismiss students exhibiting disruptive behavior from the experience location.



CLS COMPONENT

Grading

Assignments and learning activities scored as S (Satisfactory) or U (Unsatisfactory)

Grade requirements: CLS component grade determined by performance on CLS evaluation(s) [formative and summative] and all clinically based assignments. Students must satisfy each of the following grading conditions to receive passing grade of “S”.

- Meet all requirements common to C-Course structure.
- Earn overall score of 80% on summative CLS evaluation(s).

- Earn score of “4-Competent” for each critical item identified with an asterisk (*) on summative clinical evaluation(s).
- Have no more than 10% of initial work graded as unsatisfactory (U).

Due Dates/Deadlines: Work submitted after scheduled due date receives grade of “U”.

Students having unsubmitted work may request course grade of Incomplete (I) if they meet College guidelines. Reference LSSC Catalogue and Student Handbook—Glossary for details.

Medication Variance

Medication errors are the leading cause of patient injury in the health profession. Medication variances causing these errors may include incorrect calculations, administration, and/or documentation. Students administer medications to clients during clinical experiences according to levels

taught and mastered within each course. Medications are not to be administered without the clinical instructor present throughout course clinical rotations, or the RN preceptor assigned during the practicum semester.

Program Dismissal - Summary Listing

The following is a summary of reasons for program dismissal (including, but not limited to):

- Achieving course grade of less than “B”.
- Failure to meet math proficiency requirement.
- Exceeding maximum absence time in CLS component attendance requirement in a course.
- Noncompliance with HIPAA regulations.
- Declining participation in required program drug screening procedures.
- Receipt of positive drug screening results.
- Neglecting to report change in local, state, or federal criminal information.
- Occurrence of criminal incident of a nature precluding continuation in the program per FL BON and clinical facility guidelines.
- Result of due process proceedings, based upon written notification from a clinical facility, requesting student withdrawal from said facility.
- Endangering a client’s life or jeopardizing his/her safety.
 - o Performing client care, including skills, procedures, or medication administration without instructor knowledge and permission.
 - o Violating standard safety practices in the care of clients.
 - o Performing skills or procedures beyond those included in student- permissible clinical skills listing from healthcare facilities.
- Unprofessional conduct.
- Failure to update and provide documentation of program requirements as listed under required documentation.



CLS COMPONENT

Readmission

Students who do not successfully complete the program may request readmission through preferential seating or re-application. Students must meet with Student Success Coordinator within 2 weeks of separation from program to determine eligibility for preferential seating and discuss requirements.

Florida Nursing Students Association (FSNA)

Just as faculty are expected to participate in their professional organization, you are strongly encouraged to join your pre-professional student association. We believe the key to the future of the profession of nursing is having “one strong voice” which represents our needs as nurses. Your student organization is the precursor of your future professional involvement.

Membership in FNSA includes a nominal fee, however, there are many benefits included in this membership. These benefits include, but are not limited to, scholarships, reduced rates for nursing periodicals and annual convention, student government opportunities, leadership conferences, state office opportunities, etc. LSSC has an active district chapter of FNSA which has various activities throughout the year. We encourage you to participate and enjoy enriching professional experiences with your peers.

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 - o Performing skills or procedures beyond those included in student- permissible clinical skills listing from healthcare facilities.
- Unprofessional conduct.
- Failure to update and provide documentation of program requirements as listed under required documentation.



CONFIRMATION

Confirmation of Receipt

I understand and will comply with the policies, procedures, and requirements presented in the ASN Student Policy Handbook provided to me. All statements contained in the handbook apply during my enrollment in the program. My initials on items listed below indicate I identified particular content and acknowledge importance.

_____ Roles of LSSC College Catalog and Student Handbook, ASN Student Policy Handbook, and Course Syllabi in governing participation in the program

_____ Reporting changes in criminal background status

_____ Dress code

_____ Drug screening

_____ Use of logos, photos, etc on social media. Fundraising.

_____ Information release disclaimer (including social security numbers and dates of birth to FL BON)

_____ Program documentation renewals

_____ Program Success Tools

_____ Tobacco policy

_____ Attendance and grading for didactic and clinical components

_____ Employment restriction

Print Name _____

Signature _____

XID # _____

Date _____



Lake Sumter
State College

THANK YOU!

