

APPROVAL AND ACCREDITATION

Central Alabama Community College's Practical Nursing program (PN) is approved by the Alabama Board of Nursing. All agencies used as clinical sites for students are approved/accredited by an appropriate organization.

DEGREE AND LICENSURE

Completion of the PN program leads to awarding of a certificate. Following graduation from the College, the student may be eligible to take the appropriate National Council of State Boards of Nursing Licensure Examination and to apply for the appropriate state license. Fees for the examination and the license are set by the testing and licensing authorities and are the responsibility of the student.

Students are referred to the Alabama Board of Nursing Administrative Code at the Alabama Board of Nursing website www.abn.state.al.us for "Grounds for Denial of a License". Legal background questions are incorporated on the application for a license sent to the Alabama Board of Nursing. Applicants to whom these regulations may apply may contact the Board of Nursing for additional information.

Upon successful completion of the NCLEX-PN, the graduate will be able to practice as a beginning practitioner in his/her respective field of study.

NURSING PROGRAM REQUIREMENTS

Students who are enrolled in the PN program has increased responsibilities due to their direct contact with clients in health care settings. Certain additional standards for admission and progression through the program of study, as well as, regular college admission and progression standards are required. For a complete discussion of criteria for admission and progression through the program offered, refer to the discussions on the following pages. Listed below are general requirements and standards that apply to the PN program in the Division of Nursing and Allied Health.

- I. Physical, cognitive, psychomotor, affective, and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing program with or without reasonable accommodations. The nursing program and/or its affiliated clinical agencies may identify additional essential functions. The nursing program reserves the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing program. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined

and applied to the nursing program and may vary from reasonable accommodations made by health care employers.

The essential functions delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions include, but are not limited to the ability to:

- a. Sensory Perception**
 - i. Visual**
 - 1. Observe and discern subtle changes in physical conditions and the environment
 - 2. Visualize different color spectrums and color changes
 - 3. Read fine print in varying levels of light
 - 4. Read for prolonged periods of time
 - 5. Read cursive writing
 - 6. Read at varying distances
 - 7. Read data/information displayed on monitors/equipment
 - ii. Auditory**
 - 1. Interpret monitoring devices
 - 2. Distinguish muffled sounds heard through a stethoscope
 - 3. Hear and discriminate high and low frequency sounds produced by the body and the environment
 - 4. Effectively hear to communicate with others
 - iii. Tactile**
 - 1. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
 - iv. Olfactory**
 - 1. Detect body odors and odors in the environment
- b. Communication/Interpersonal Relationships**
 - i.** Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural, and intellectual backgrounds
 - ii.** Work effectively in groups
 - iii.** Work effectively independently

- xiv.** Perform daily care functions for the client
- xv.** Coordinate fine and gross motor hand movements to provide safe effective nursing care
- xvi.** Calibrate/use equipment
- xvii.** Execute movement required to provide nursing care in all health care settings
- xviii.** Perform CPR and physical assessment
- xix.** Operate a computer
- e.** Professional Behavior
 - i.** Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
 - ii.** Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
 - iii.** Handle multiple tasks concurrently
 - iv.** Perform safe, effective nursing care for clients in a caring context
 - v.** Understand and follow the policies and procedures of the College and clinical agencies
 - vi.** Understand the consequences of violating the student code of conduct
 - vii.** Understand that posing a direct threat to others is unacceptable and subjects one to discipline
 - viii.** Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
 - ix.** Not to pose a threat to self or others
 - x.** Function effectively in situations of uncertainty and stress inherent in providing nursing care
 - xi.** Adapt to changing environments and situations
 - xii.** Remain free of chemical dependency
 - xiii.** Report promptly to clinicals and remain for 6-12 hours on the clinical unit
 - xiv.** Provide nursing care in an appropriate time frame

- xv. Accept responsibility, accountability, and ownership of one's actions
- xvi. Seek supervision/consultation in a timely manner
- xvii. Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The College will provide reasonable accommodations, but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Request for reasonable accommodations should be directed to Coordinators of ADA: Sandra Wilson, Childersburg campus and Talladega Center or Glenda Bland, Associate Dean of Students, Alexander City campus.

- II. Students should notify the Director of the Division of Nursing and Allied Health/designee of any significant changes in health, including pregnancy. The faculty reserves the right at any time to require an additional medical examination at the student's expense in order to evaluate the student's ability to perform the nursing program essential functions.
- III. The 1993 Alabama Infected Health Care Worker Management Act mandates that any health care worker infected with HIV or hepatitis B virus who performs an invasive procedure or any physician caring for an infected HIV or HBV health care worker notify the State Health Officer of the infection. An invasive procedure is defined by the Act as those medical or surgical procedures characterized by the digital palpation of a needle tip in a body cavity or by the simultaneous presence of the health care worker's fingers and a needle or other sharp instrument or object in a poorly visualized or highly confined anatomic site.
- IV. Maintain current health insurance and current nursing student liability insurance.
- V. Submit completed medical forms, with required immunizations including Hepatitis B, by the required date.

Codes of Conduct, Alcoholic Beverages/Illegal Drugs Policy, Student Drug and Alcohol Screening Policy, and policies and procedures of affiliated clinical agencies

- VI. Students in the nursing programs are required to participate in clinical experiences at affiliated health care agencies. **Students will be required to undergo drug and alcohol testing prior to clinicals and for “cause”. Students will be responsible for the cost of such testing. Students will be required to undergo a criminal background check prior to clinicals. As with the drug and alcohol testing, the student will be responsible for the cost of the criminal background check. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program.**
- VII. During clinical experiences in the affiliated health care agencies, students must abide by the same regulations and policies as employees of those agencies. These regulations and policies are in addition to those of Central Alabama and its individual programs of study. Students are responsible for providing their own transportation to clinical agencies.
- VIII. Maintain current certification in cardiopulmonary resuscitation at the health care provider level. Students are responsible for obtaining and maintaining CPR certification. Certification must be current and verified by the presentation of a CPR card.
- IX. Abide by the regulations set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPPA) to maintain and safeguard the privacy, security, and confidentiality of protected health information. Students violating HIPPA will be subject to dismissal from the program.
- X. Refrain from conduct that violates the Administrative Code of the Alabama Board of Nursing. Students should refer to the Alabama Board of Nursing website www.abn.state.al.us for “Grounds for Denial of a License”. Failure to comply with the Administrative Code of the Alabama Board of Nursing, may constitute grounds for dismissal from the nursing program with a grade of “F” for any nursing course(s) in which the student is enrolled at the time of the noncompliance regardless of one’s academic standing. The Alabama Board of Nursing reviews all candidates for their eligibility for initial and continuing licensure. The review includes seven questions on the application for licensure:
- a. “Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?”
 - b. “Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?”
 - c. “Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?”
 - d. “Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?”
 - e. “Have you ever had disciplinary action or is action pending against you by any state board of nursing?”
 - f. “Have you ever been placed on a state and/or federal abuse registry?”
 - g. “Have you ever been court-martialed/disciplined or administratively discharged by the military?”

Application to write the examination may be denied the applicant on the basis of the review and on the basis of the applicant's answers to the questions, even though one has successfully completed the nursing program. The completion of the academic program in no way assures the student of licensure. These regulations refer specifically to Alabama; however, other states have similar stipulations regarding licensure.

Policies, procedures, rules of behavior, and course requirements of the Division of Nursing and Allied Health, Central Alabama, and affiliated agencies.

- XI.** Students enrolled in the nursing programs will be required to take assessment/achievement examinations throughout the nursing program as scheduled. The student will be responsible for the cost of these.
- XII.** Certain dress code requirements: These requirements will be explained to students upon entry into the program.
- XIII.** Comply with all progression requirements in order to graduate from the respective program.
- XIV.** A student enrolled in a program must pass the courses for which he/she is enrolled before applying as a new student in a different program.
- XV.** **Applicants admitted to the nursing program and students reinstated that are not in continuous progression will be required to attend nursing orientation. Failure to attend all of the orientation will subject the student to withdrawal from the program. Orientation is typically held one to two weeks prior to the beginning of each term.**

FACILITIES

The nursing programs are housed in the Jim Preuitt Nursing and Allied Health Building on the Childersburg Campus. Instructional facilities include two lecture halls, a conference room, three classrooms, a nursing skills laboratory, a computer lab, and a distance-learning classroom. The PN program is also offered on the Alexander City campus. Classrooms, a nursing skills laboratory, and a computer lab comprise the nursing instructional facilities on the Alexander City campus. Academic courses are conducted on the Alexander City and Childersburg campuses, as well as, at the Talladega Center.

CLINICAL FACILITIES

In addition to campus laboratory facilities, various agencies are utilized to provide nursing students with opportunities to acquire the knowledge and skills necessary to function as nurses. Currently, clinical laboratory experiences are obtained in the following health care settings: *Coosa Valley Medical Center, Sylacauga; *Coosa Valley Nursing Home, Sylacauga; Sylacauga Health and Rehabilitation, Sylacauga; *Citizens, BMC, Talladega; Hill Crest Hospital, Birmingham; Children's Hospital of Alabama, Birmingham; St. Vincent, Birmingham; Brookwood Medical Center, Birmingham; Trinity Medical Center, Birmingham; Russell Medical Center, Alexander City; Bill Nichols State Veteran's Home, Alexander City; Shelby BMC, Alabaster; Northeast Regional Medical

Center, Anniston; and other facilities used to provide preceptorship and/or observational learning experiences. (*Clinical sites also currently utilized by the PN program).

Transportation to clinical facilities is the responsibility of the student. Students are subject to assignment and rotation through any or all of the clinical facilities. Request for placement at specific clinical agencies are not accepted. Clinical agencies may be added or deleted as deemed necessary.

ADMISSION PROCEDURES AND CRITERIA

Applicants who wish to major in nursing should first complete the application and admission procedures required by the College, take the TEAS V test, and then contact a counselor to develop a plan to meet the admission requirements for the nursing program.

Prior to applying for admission to a nursing program, the student may enroll in the general education courses delineated within the respective curriculum. If the student has numerous family or work commitments, has been away from the academic setting for an extended period of time, or has a weak academic background, the student is encouraged to enroll in general education courses before attempting to enter a nursing program. General education courses cannot be postponed later than the term specified in the outlined curriculum. The nursing programs are planned as a combined sequence of nursing and general education courses and students may take all the required general education courses once admitted to nursing. Prior credit for general education courses does not shorten the length of the nursing curriculum due to the required sequencing of nursing courses.

Applicants who have been treated for chemical dependency or mental disorders or who have been convicted of a criminal offense, including driving under the influence of drugs or alcohol, may contact the Board of Nursing (www.abn.state.al.us) for additional information. According to legal statues and regulations of the Alabama Board of Nursing, individuals that violate the Administrative Code of the Alabama Board of Nursing may be denied a license.

Applicants are admitted to the Practical Nursing program in the fall on the Alex City Campus and in the summer on the Childersburg Campus, with an option of attendance on either the Alex City or Childersburg campus. Applicants should consult a counselor well ahead of the date they plan to apply for admission to the nursing program to allow time to meet the admission requirements.

NOTE: The admission procedures and criteria are subject to revisions at the state level. Any revised admission procedures and criteria will be available on the College website (www.cacc.edu), at the School of Nursing, and in Student Services. All applicants are advised to regularly check the college website for any updates to the admission procedures and criteria.

REQUIREMENTS FOR APPLICATION TO THE NURSING PROGRAM

Applicants to the nursing programs must be admitted to Central Alabama Community College and must submit the "Application to Nursing Program" by the required date as delineated below. Admission to the College does not imply admission to the nursing program. A complete admission file must include:

- I. Application for admission to Central Alabama.
- II. Appropriate Application for admission to the nursing program.

- III. Official high school transcript or GED certificate. If an applicant has a GED certificate, the applicant must also submit his/her high school transcript.
- IV. Official transcripts from all colleges attended.
- V. Official TEAS V scores within the past three years.
- VI. Verification of CPR certification at the professional level.
- VII. Additional documents as needed to meet minimal requirements below.

Admission to the Practical Nursing Program is competitive, and the number of students is limited. Meeting minimal requirements does not guarantee acceptance.

Calculation of Points for Nursing Program Applicants (PN) Meeting Minimum Admission Standards:

After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

- I. Score from TEAS V (total percent correct, as shown on test score summary, maximum points 100)
The TEAS V test must have been taken within the past 3 years for consideration. A student may repeat the TEAS V once during any semester admission time frame. The student must wait at least 6 weeks between taking each exam. The TEAS V score must be prior to the application deadline for consideration.

II. Points for Grades in Selected College Courses–Maximum points 60

	A	B	C
ENG 101	30	20	10
MTH 116 or higher	30	20	10

OR

Points for Grades in selected High School Courses–Maximum points 60

	A	B	C
Highest Level Biology (includes A&P)	30	20	10
Algebra II or higher level math	30	20	10

- III. **Additional points (Maximum 11)** Students may be awarded up to 11 points as determined by the College policy and procedures. Points will be awarded as follows:

- a. If the student has completed all required academic courses (at CACC) in the curriculum prior to application to the program, 11 points will be awarded.
- b. If the student has completed all required academic courses (at CACC) in the first 2 semesters of the curriculum (English, Math, Anatomy and Physiology I & II with appropriate grades) prior to application to the program, 5 points will be awarded.

A total of 171 points are possible with these selection criteria.

Selection and Notification

- I. The selection and notification policies reflect the philosophy and objectives of the nursing programs. The selection policies provide for equal consideration of all applicants and for protection against discrimination as to age, sex, race, color, creed, religion, marital status, national origin, veteran's status, or disability unrelated to nursing program essential functions.
- II. Applicants who have met all admission requirements and completed the admission procedure by the deadlines are eligible to be considered for admission. **Documents received after the deadline will not be accepted.**
- III. Due to limited enrollment, all applicants who meet the minimal admission criteria may not be admitted.
- IV. Applicants with incomplete files will be notified regarding the deficiencies prior to the application deadline.
- V. Applicants who have been notified of their selection for admission must acknowledge intent to enter the program by the specified date.
- VI. Applicants who do not respond as prescribed above will forfeit their place in the class and will have to request admission for the next class if they desire to be admitted. All vacancies in a new class will be filled by qualified applicants who have met the admission requirements. Individuals admitted/reinstated that do not attend the semester for which they are admitted/reinstated will have to reapply for admission/reinstatement in order to be considered for the next admission/reinstatement semester. Admission/reinstatement to one semester does not guarantee admission/reinstatement into future semesters.
- VII. Upon admission and by the dates specified by the Division of Nursing and Allied Health, students must:
 - a. Submit a change of major to the Registrar's office for Practical Nursing (CERT-PNUR)].
 - b. Pay required annual premiums for nursing student liability insurance.
 - c. Submit annual medical examination forms, which evidence a satisfactory level of health, including freedom from chemical dependency. Contracts with affiliated clinical agencies require that students be free of communicable diseases and be able to provide nursing care for clients. **Students will be required to undergo drug**

and alcohol testing prior to clinicals and for “cause”. Students will be responsible for the cost of such testing. Students will be required to undergo a criminal background check prior to clinicals. As with the drug and alcohol testing, the student will be responsible for the cost of the criminal background check. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program.

- d. Submit evidence of hospitalization insurance. Neither the College nor affiliated clinical agencies provide health care for students. Certain affiliated clinical agencies require students to have hospital insurance before participating in clinical learning experiences at the agency.
- e. Pay required fees for the assessment/achievement examinations.

VIII. Applicants admitted to the nursing program will be required to attend nursing orientation. Applicants admitted to the nursing program and students reinstated that are not in continuous progression will be required to attend nursing orientation. Failure to attend all of the orientation will subject the student to withdrawal from the program.

All nursing applications should be renewed annually. If the student is not accepted for period requested on the application, the file will be removed from the active files and it will be the student’s responsibility to reactivate his/her file when ready to be considered for admission. Applicants are responsible for insuring that all transcripts are current and up-to-date. Official transcripts that are not current and up-to-date will render the applicant’s file incomplete.

PROGRESSION POLICY

In order to continue in the nursing program, the student must:

- I. Achieve a grade of “C” or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA at Central Alabama.
- II. Unless previously completed, students must complete all required general education courses according to the Alabama Community College System Nursing Education curricula. Exceptions must be approved by the nursing program director.
- III. Be acceptable by clinical agencies for clinical experiences.
- IV. Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
- V. Maintain current CPR at the health care provider level.
- VI. A student that has an unsuccessful attempt in a nursing course (“W”, “D”, or “F”) cannot progress until the course is completed successfully. Course repetition will be based on instructor availability and program resources.
- VII. A total of two unsuccessful attempts in a specific nursing program or a combination of nursing programs will result in dismissal.

- VIII. Upon failure to progress in the nursing program, the student's major will be changed to General Studies (AS-GSS-AS).

REINSTATEMENT POLICY

Students who experience non- progression through the nursing program and who desire reinstatement in the program, must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program. Reinstatement to the program will be allowed one time only.

Reinstatement to the nursing program is based on space availability and is not guaranteed. Selection for reinstatement is based on GPA in nursing program required courses. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to, but not limited to, any of the following circumstances:

- I. Space unavailability;
- II. Refusal by clinical agencies to accept the student for clinical experiences;
- III. Twelve months have elapsed since the student enrollment in a nursing course.

Criteria for Reinstatement:

- I. Complete a Nursing Student Remediation Course (see Nursing Student Remediation Policy). Demonstrate a 2.0 GPA in nursing program required courses.
- II. Student has had no more than one non-progression since program admission.
- III. Demonstrate acceptable skills proficiency.
- IV. Meet acceptable criteria for placement at clinical agencies for clinical experiences.
- V. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
- VI. Demonstrate current CPR at the health care provider level.
NOTE: Orientation will be required for reinstated students not in continuous progression.

Process for Reinstatement:

- I. Students should first schedule an appointment with the Nursing Program Director to discuss eligibility for reinstatement.
- II. Students must successfully complete the Nursing Student Remediation Course.

- III. Students must apply for reinstatement to the nursing program within one year from the term of non-progression (*withdrawal or failure*) and submit the *Application for Reinstatement* by published deadlines.
- IV. Students must apply for readmission to the college if not currently enrolled (*provide updated transcripts if applicable*). College readmission must be accomplished by published deadlines.
- V. Update all drug testing and background screening according to program policy.

Students not eligible for program reinstatement may apply for program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken.

NURSING STUDENT REMEDIATION POLICY

- I. Out of progression students will be required to take and successfully complete the Nursing Student Remediation Course as an eligibility requirement for reinstatement into the nursing program.
- II. The cost of the remediation course will be \$100. Students must pay prior to beginning remediation processes. This course is a noncredit course, and thus is not covered by financial aid.
- III. Students who fail a fundamental course in the first semester are not eligible for the remediation course and must reapply to the program and meet all admission criteria. Fundamental students who are readmitted will not be required to retake courses for which they achieved a passing grade unless the course is older than one year.
- IV. Students admitted to the remediation course will work closely with the instructor to remediate foundational knowledge and skills.
- V. Remediation will begin in the fundamental courses and students will be required to successfully validate course lab skills, provide verification of completion of study skills activities, and pass required written exams. Successful completion of course remediation activities and exams allows the student to progress to the next course level.
- VI. Students who are successful in course remediation activities for a specific course will be eligible to progress through remediation activities and be eligible to request readmission to the course they withdrew from or failed.

Example: If a student fails NUR 105 the student will request admission to the remediation course and complete course activities for NUR 104. If successful in NUR 104 remediation activities, the student will progress to NUR 103 remediation activities. If successful in NUR 103 remediation activities the student will progress

to NUR 102 remediation activities. If successful in NUR 102 remediation activities the student will be eligible to request readmission to NUR 105.

Remediation sequence

NUR 104	NUR 103	NUR 102	NUR 105	NUR 106	NUR 201	NUR 202	NUR 203	NUR 204
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- VII. Students who fail to successfully complete remediation activities will not be eligible to apply for readmission to the nursing program.
- VIII. Students who fail or withdraw from the remediation course may request readmission to the remediation course prior to final exams and prior to the next semester.
- IX. Students who are unsuccessful in their remediation progression may request readmission to the Nursing Program to the course in which their remediation was successful.
- X. Students who have two unsuccessful remediation enrollment periods may reapply as a new student to the Nursing Program.

Course specific remediation will be assigned on an individual basis by the Remediation Instructor.

ADN TRANSFER TO PN PROGRAM

Associate Degree nursing students may apply for admission to the third semester of the practical nursing program after they have completed the first two semesters of coursework- MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106- with a grade of "C" or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the PN program.

To be eligible for this option, the student:

- I. must complete a *ADN Transfer to PN Nursing Program* application.
- II. have a minimum of a 2.0 cumulative GPA at CACC.
- III. meet clinical record/health record requirements.
- IV. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
- V. Students will be ranked on a cumulative GPA for the purposes of transfer/readmission to the PN program.
- VI. Students who have two attempts in the ADN program are only allowed one attempt in the PN program.

TRANSFER POLICY

Transfer students are considered for admission into the nursing program on an individual basis by the Division of Nursing and Allied Health. Alabama Community College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus. Nursing courses from any other institution are accepted only after review by the College to ensure content consistency.

Students wishing to transfer must:

- I. Must meet minimum admission standards for nursing program.
- II. Must possess a grade of “C” or better in all nursing program required courses taken at another institution and possess a minimum of 2.0 cumulative GPA at time of transfer.
- III. Must be a student in good standing and eligible to return to the previous nursing program. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
- IV. Must comply with all program policy requirements at accepting institution.
- V. Complete at least 25% of the nursing program required courses for degree/certificate at Central Alabama.
- VI. Must meet acceptability criteria for placement at clinical agencies for clinical experience.

Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**

No new class or clinical sections will ordinarily be opened for transfer students. First priority for available places goes to students in regular progression in the College’s nursing programs.

Graduates of Central Alabama earn credits, which are transferrable to four-year colleges and universities. Although the nursing division programs are designed to be terminal degrees, which prepare graduates to become licensed in a specialized field of study, both programs provide a foundation for further study in the field. Four-year colleges and universities determine which credits will be transferred from two-year programs. Counselors are available to assist students who plan to continue their education after graduation. Students should also consult their chosen four-year college or university about specific four-year degree requirements and transfer of credits.

EVALUATION

Within any given course, the grading policy shall be determined by the instructors. The grading policy shall be presented at the beginning of the term and will govern the evaluation process.

A student’s progress through the nursing curriculum is evaluated by written tests, clinical performance evaluations, written assignments, standardized assessment/achievement examinations, and other examination or methods of evaluations.

Clinical evaluations will be determined on a satisfactory/unsatisfactory performance rating scale. Clinical evaluations are based upon the student's performance of nursing care and correlated nursing written assignments. An unsatisfactory clinical evaluation will result in a grade of "F" for the nursing course regardless of the theory grade for the course.

Any student involved in an incident such as, but not limited to, unsatisfactory clinical performance; a proven form of academic dishonesty, for example blatant plagiarism; etc. will receive the grade of "F" in the course where the incident occurred. The "F" will be assigned in the instructor's grade book/grade sheet on the day the incident occurred, but will not be posted until the end of the semester to the student's transcript. The student will not be allowed to withdraw anytime after the incident even if the incident occurs prior to the College's published withdrawal date. This policy supersedes the College's withdrawal policy if such an incident occurs. A student assigned a failing grade by an instructor in the aforementioned circumstances may appeal the instructor's decision by following the Student Grievance Policy.

The following grading scale is used for the theory portion of nursing courses taught at Central Alabama:

A	90- 100
B	80 - 89
C	75 - 79
D	60 - 74
F	59 and below
I	Incomplete
W	Withdrawal

No rounding of test scores is done (ex. 78.6 is 78.6). Only the final course grade is rounded; 0.5 or higher is raised to the next whole number.

A grade of "C" is required in every course within the nursing curriculum in order to progress through the nursing program. In order to pass a nursing course, the student must achieve a grade of "C" or better in theory and must have a satisfactory clinical evaluation.

CLINICAL REQUIREMENTS

Students must abide by the policies and procedures of the institutions that Central Alabama Community College is affiliated with for the provision of clinical experiences in order to meet the course objectives. **Students will be required to undergo drug and alcohol testing prior to clinical and for "cause". Students will be responsible for the cost of such testing. Students will be required to undergo a criminal background check prior to clinicals. As with the drug and alcohol testing, the student will be responsible for the cost of the criminal background check. Any student denied clinical access by a clinical affiliate will be subject to dismissal from the program. Failure to meet course objectives results in a grade of "F" for the course.**

Students provide their own transportation to the assigned clinical facilities. A student who rides with another to the assigned clinical facilities is to provide his/her own liability insurance.

Prior to participation in clinical learning experiences within the affiliated agencies, the student must present verification of satisfactory mental and physical health, liability and health insurance, and

Basic Cardiac Life Support Certification in addition to the aforementioned requirements. No student will be allowed to participate in clinical learning experiences until the requirements have been fulfilled. Students have a responsibility to provide care to all the patients assigned to them, including AIDS patients. Refusal to care for any patient will subject the student to dismissal from the program. However, neither Central Alabama nor any member of the Division of Nursing and Allied Health is responsible for any infectious disease or teratogenic effects that a student may contract.

AUDITING COURSES

Nursing courses are not open to auditors.

PRACTICAL NURSING - PN

The Practical Nursing student, after successful completion of the program and the licensure examination, is prepared for entry-level employment in clinics, nursing homes, hospitals, physicians’ offices, home health nursing, and private duty. Graduates of the program may be eligible to take the NCLEX-PN.

STANDARD PRACTICAL NURSE CURRICULUM COURSES		SEMESTER
HOURS		
FIRST TERM		
BIO 201	Human Anatomy and Physiology I	4
MTH 116*	Mathematical Applications * or higher level math course	3
NUR 102	Fundamentals of Nursing	6
NUR 103	Health Assessment	1
NUR 104	Introduction to Pharmacology	1
SECOND TERM		
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
NUR 105	Adult Nursing.....	8
NUR 106	Maternal and Child Nursing	5
THIRD TERM		
NUR 107	Adult/Child Nursing	8
NUR 108	Psychosocial Nursing	3
NUR 109	Role Transition for the Practical Nurse	3
Total Credit Hours in the Certificate – Practical Nursing.....		49

*MTH 116 is not a transferable math course to a four-year institution.

**Approximate Costs for Practical Nursing Program (PN)
Central Alabama Community College**

Tuition & Fees (49 credit hours)- in state	\$6,958.00
Books	\$ 500.00
Standardized Testing & Resources	\$ 815.97 (divided over 3 semesters)
Uniforms (\$71.00/uniform= shirt & pant)	\$ 300.00
Nursing Kit	\$ 185.00
Health Requirements (Physical, Immunization, lab)	\$ 500.00
Drug Screen	\$ 35.00
Background Check	\$ 41.00
Liability Insurance annually	\$ 15.00
Accident Insurance per semester	\$ 13.35 (\$4.45 per semester)
Board of Nursing Application-upon graduation	\$ 85.00
Temporary Permit-upon graduation	\$ 50.00
<i>NCLEX-PN</i> -upon graduation	\$ 200.00
Graduate Pin - optional	\$ 35.00
Cap & Gown Rental-optional	\$ 45.00
Certificate Fee- optional	<u>\$ 20.00</u>
Approximate Total Practical Nursing	<u><u>\$ 9,798.32</u></u>