

# **NURSING PROGRAM**

## **Student Handbook**

### **2024 – 2025**



Accredited by:  
Accreditation Commission for Education in Nursing  
(ACEN)

Full Approval by:  
Board of Registration in Nursing  
Commonwealth of Massachusetts

The provisions in this handbook are subject to change by the Nursing Program faculty and do not constitute an irrevocable contract between any applicant or student and the Program. The Nursing Program is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors occurring in the preparation of this handbook. The Nursing Program does not guarantee admission to the licensing examination nor licensure.

Cape Cod Community College policy prohibits discriminate in education, employment, and services on the basis of race, ethnicity, religion, sex, marital status, national origin, ancestry, sexual orientation, or disability.

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Welcome to the Nursing Program!

The Nursing Faculty of Cape Cod Community College welcomes you to the Nursing Program and wishes you success as you pursue your career goals.

The following pages contain information relative to policies and procedures that will assist you throughout your course of study. Retain this Handbook so that you can refer to it as needed. This Nursing Student Handbook is a supplement to the Cape Cod Community College Student Handbook.

Cape Cod Community College Handbook and Catalog  
<http://www.capecod.edu/handbook>

You are encouraged to meet with your faculty advisor on a regular basis to maintain communication as to your triumphs and concerns. Enjoy your adventure in higher education as you pursue a career in nursing.

## **Cape Cod Community College**

### **Welcome to the Nursing Program**

The Associate in Science degree in Nursing is accredited by the Accreditation Commission for Education in Nursing and has full approval from the Board of Registration in Nursing of the Commonwealth of Massachusetts.

#### **MASSACHUSETTS BOARD OF REGISTRATION IN NURSING APPROVAL**

The Associate in Science in Nursing (ASN) Program at Cape Cod Community College located in West Barnstable, Massachusetts is approved by the Massachusetts Board of Registration in Nursing (MA-BORN).

Commonwealth of Massachusetts  
Board of Registration in Nursing  
250 Washington Street  
Boston, MA 02108-4619  
Phone: 800.414.0168  
<https://www.mass.gov/nursing-education>

#### **NURSING PROGRAM ACCREDITATION**

The Associate in Science in Nursing (ASN) Program at Cape Cod Community College located in West Barnstable, Massachusetts 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 in Science in Nursing (ASN) Program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at:

<https://www.acenursing.org/acen-programs/cape-cod-community-college>

Welcome to the Nursing Program at Cape Cod Community College (4Cs). We offer a specific sequence of courses that leads to the Associate in Science Degree. Upon successful completion of the degree program, the Director of Nursing Education will furnish documentation to the Massachusetts Board of Registration in Nursing verifying that a student has met the legal responsibilities to be eligible for the National Council Licensure Examination for Registered Nurses (NCLEX). 4Cs Nursing Program graduates become licensed as Registered Nurses upon successful completion of the NCLEX-RN.

Curriculum: The Nursing Program (<https://www.capecod.edu/degrees/as-nursing/>) located in our Academic Catalog (<https://www.capecod.edu/catalog/>) provides information on curriculum, academics, and faculty.

**Cape Cod Community College**  
**Nursing Program**  
**Student Accountability Contract and Consent Form**

**Student Accountability Contract**

I have read, understand, and agree to adhere to the policies of the Nursing Program Student Handbook Academic Year 2024-2025, including all document links. I am aware that this document will be placed into my student record and will be valid as long as I am a student in the Cape Cod Community College Nursing Program.

Student Signature: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

**Simulation Lab Recording Consent**

I consent to being recorded on video for educational purposes during simulation lab sessions.

Student Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

**PRINT THIS PAGE. SIGN. DATE. RETURN TO NURSING ADMINISTRATIVE ASSISTANT – IN BUILDING 5, 3<sup>RD</sup> FLOOR, OFFICE BOX 227/ 228. BY FRI. SEPT. 6<sup>TH</sup> 2024.**

**Cape Cod Community College**  
**Nursing Program**  
**Mission Statement**

In congruence with the Cape Cod Community College mission and vision, the Nursing Program strives to provide diverse individuals the opportunity to achieve academic success in nursing education. Graduates are awarded the Associate of Science degree and are eligible to sit for the National Council Licensure Examination – Registered Nurse (NCLEX-RN). The Program prepares graduates for safe and competent entry level patient-centered care within the community we serve and beyond.

**Cape Cod Community College**  
**Nursing Program**  
**Vision Statement**

CCCC Nursing Program faculty values diversity, equity, and inclusion. The nursing program faculty aspire to produce the next generation of nurse leaders empowered and focused on innovative responses to address the challenges of a rapidly changing and culturally diverse healthcare environment by enhancing holistic, safe, patient-centered care, and fostering teamwork, collaboration, communication and professionalism.



# **Informational (Nursing Program)**



# NURSING PROGRAM FACULTY

## DIRECTOR OF NURSING EDUCATION

KILCOYNE, AUDREY, RN, MSN

## OFFICE

N-219

## EXTENSION

4551

## ADMINISTRATIVE ASSISTANTS

Admin Assistant II MICHELLE HUNTER

N-227

4359

Admin Assistant II JEANNETTE BLOUIN

N-228

4427

## NURSING FACULTY

BATEMAN, ANGELA, MSN, RN

N-207

4360

FEDGE, LAURA, MHSA, BSN, RN

N-210

4437

GILES, LESLIE, MSN, RN

N-223

4539

GREGOIRE, JENNIFER MSN, RNC-EFM

N-218

TBD

HALLEMEYER, DENISE, DNP, MSN, RN

N-216

4429

LAWRENCE, JESSICA, MSN Ed, RN

N-211

4587

MORIARTY, KARA, MS, RN, CHSE

N-G15

4360

MUÑOZ, CATHERINE, MSN, RN, CNOR

N-225

4469

SCHNEIDER, CAROL, MSN, RN

N-232

4537

SILVA, JOSE DNP, EVS, RN, CNECL, FNP/BC

N-235

TBD

STANLEY, EVA, MSN, RN

N-208

4452

VAN COTT, LISA J., PhD, MSN, RN

N-226

4432

ZENT, VICTORIA, MSN, RN

N-217

4431

## PART-TIME FACULTY

BIANCHI-SMAK, ELISA, RN, MS, ANP

CARTER, DIANNE, MS, APRN, BC, CDE

COLLADO, ELIZABETH, RN, BSN, MSN

CRONIN, DIANE, MSN, RN

DIERKS, TINA, MSN, RN

EDWARD, THOMAS, RN, BSN, MS, BS

FERRANTO, MARY LOU, PHD, APRN, RN

GREGOIRE, JENNIFER, MSN, RN

GROVES-WILLIAMS, MARTINA, MSN, RN

GUILD, SUSAN, DNP, RN, NNP-BC, PPCNP-BC

HARRIS, CATHERINE, RN, MSN, CEN, CPEN, CNE, CPEN, CNE

KAURANEN, MELISSA, MSN, RN

LAVALLEE, DIANE, MS, RN

LOPES, MEGAN, RN, BSN

MCKEW, CAROL, MBA, CHSE, RN

MILLER, DIANE, MS, RN

NIETUPSKI, MARY, MSN, RN, RN-BC

O'BRIEN, DANIEL BSN, RN

PRZBYLOWICZ, THERESA, RN, MSN

ROSENTHAL, DINA, MSN, BSN, MEd

SHIELDS, ALLISON, RN, MSN

SHOHET, ELLEN, MSN, RN, CNS/PNP

TAVARES, KRISTEN BSN, RN

**INDIVIDUAL INSTRUCTOR(S) WILL LET YOU KNOW HOW TO BEST MAKE CONTACT.**

**Cape Cod Community College**  
**Nursing Program**  
**End of Program Student Learning Outcomes**

Cape Cod Community College Nursing Program End of Program Student Learning Outcomes (EPSLO) have been developed from the Nurse of the Future Core Competencies Model. The five EPSLO are an essential component of the Cape Cod Community College curricula and the measurement of student knowledge for entry into nursing practice. All nursing students must demonstrate meeting these five EPSLO in order to graduate from the nursing program.

<b>Cape Cod Community College Nursing Core Competencies (NOF)</b>	<b>CCCC Associate in Science Nursing Program End-of-Program Student Learning Outcomes</b>
<p><b>Safety:</b> The graduate of the nursing program will minimize risk of harm to patients and providers through both system effectiveness and individual performance.</p>	<p>Utilizes the nursing process to provide safe, effective, evidence-based nursing care.</p>
<p><b>Professionalism:</b> The graduate of the nursing program will demonstrate accountability for the delivery of standard based care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.</p>	<p>Practices professional nursing within the legal, ethical, and regulatory framework of the profession.</p>
<p><b>Patient Centered Care:</b> The graduate of the nursing program will provide holistic care that recognizes an individual’s preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.</p>	<p>Provides holistic, compassionate care that recognizes the patient’s individual, physical and spiritual needs and cultural values.</p>

**Cape Cod Community College**  
**Nursing Program**  
**End of Program Student Learning Outcomes**

<p><b>Teamwork, Collaboration:</b> The graduate of the nursing program will function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision-making, team learning and development.</p>	<p>Functions effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team building and development.</p>
<p><b>Evidence-Based Practice:</b> The graduate of the nursing program will identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experiences, and values to make practice decisions</p>	<p>Integrates current evidence-based practice and continuous improvement initiatives into clinical practice decisions to deliver high quality, safe patient care.</p>

## Cape Cod Community College Nursing Program Associate in Science Degree

The Associate in Science degree in Nursing is accredited by the Accreditation Commission for Education in Nursing and has full approval from the Board of Registration in Nursing of the Commonwealth of Massachusetts.

The Nursing Program offers a specific sequence of courses that lead to an Associate in Science degree. Upon successful completion of the degree program, the Director of the Nursing Program will furnish documentation to the Massachusetts Board of Registration in Nursing verifying that a student has met the legal responsibilities to be eligible for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Cape Cod Community College (CCCC) Nursing Program graduates become licensed as Registered Nurses upon successful completion of the NCLEX-RN.

### Program Outcomes:

- 70% of ASN students admitted into the program will complete the nursing program within 100% of the program length.
- 80% of all first-time NCLEX-RN test takers will pass during the same 12-month period.
- 90% of graduates who respond to the Nursing Graduate Survey will be employed as a registered nurse within 12 months after graduation.

### For 2021 to 2023:

Outcomes	2021	2022	2023
Program Completion Rates within 100% of program length	78.4%	63.8%	80%
NCLEX-RN Pass Rates First Time Test Takers	83.09%	85.71%	91%
Job Placement Rates Based on student responses to Nursing Graduate Survey	96%	100%	96%

**Cape Cod Community College**  
**Nursing Program**  
**Associate in Science Degree**

**Requirements:**

Pre-admission		Requirements	Credits
BIO251*		<a href="#">Human Anatomy &amp; Physiology I</a>	4
BIO109 or BIO 151		<a href="#">Survey of Biology OR BIO151 General Biology</a>	4
ENL101*		<a href="#">English Composition I</a>	3
PSY101*		<a href="#">General Psychology</a>	3
ENL102*		<a href="#">English Composition II</a>	3
BIO252*		<a href="#">Human Anatomy &amp; Physiology II</a>	4
First Semester			Credits
NUR101	<b>M</b>	<a href="#">Dosage Calculations</a>	1
NUR107	<b>M</b>	<a href="#">Fundamentals of Nursing</a>	8
Second Semester			Credits
PSY233** ♦	<b>M</b>	<a href="#">Developmental Psychology: The Life Span</a>	3
NUR108	<b>M</b>	<a href="#">Nursing across the Life Span</a>	8
Third Semester			Credits
BIO281** ♦	<b>M</b>	<a href="#">Microbiology</a>	4
HEA200 ♦	<b>M</b>	<a href="#">Pharmacology</a>	3
NUR204	<b>M</b>	<a href="#">Physical and Mental Health I</a>	9
Fourth Semester			Credits
NUR205	<b>M</b>	<a href="#">Physical and Mental Health II</a>	8
NUR206	<b>M</b>	<a href="#">Foundations of the Profession</a>	3
Total Credits			68

**M** Designates a Milestone course. A milestone course must be completed in or prior in the semester indicated to ensure that you remain on track to continue in your program and graduate on time.

♦ Recommend being completed before (3<sup>rd</sup> semester) NUR 204 Physical and Mental Health I.  
 NOTE: PSY133 Developmental Psychology is a required pre-admission course for LPNs.

\*These courses meet the revised General Education requirements (effective Fall 2023).

**Cape Cod Community College**  
**Nursing Program**  
**Associate in Science Degree**

**Requirements: (continued)**

\*\* Courses that can be completed in advance of applying to the Nursing Program. All grades eligible toward the program must be a grade of C or greater, except for science courses and HEA200 a C+ or better is required; PSY233 a C- or greater is required. Science course must be completed within the last 5 years of start to the program.

NOTE: For those students seeking additional courses or planning to continue their education to achieve a baccalaureate degree, the following courses are recommended: HEA120, HEA201, SOC106, SOC220, PHI210 and courses in computers or keyboarding.

See: Admissions Requirements: Associate Degree in Nursing

<https://www.capecod.edu/nursingrequirements/>

**More Information:**

Center for Nursing and Allied Health: An experiential learning environment

<https://www.capecod.edu/nursing-center/>

Nursing Program Overview: An introduction to the Nursing Department

<https://www.capecod.edu/nursing/>

RN-BS at 4Cs: UMass Boston Partnership

<https://www.capecod.edu/advanceddegrees/>

**Career Outlook**

Employment opportunities are available as an entry-level Registered Nurse in hospitals, long-term care facilities and other health care agencies.

This occupational profile is provided by O\*NET.

<https://www.mynextmove.org/find/search?s=Nursing>

See also: What can I do with this major?

<https://whatcanidowiththismajor.com/major/nursing/>

**Cape Cod Community College**  
**Nursing Program**  
**Criminal Offender Record Information (CORI)**  
**Sexual Offender Record Information (SORI)**

**Criminal Offender Record Information (CORI) Sexual Offender Record Information (SORI):**

As a prerequisite for a clinical placement in the nursing program, all students must undergo a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For additional information regarding the College's CORI/SORI check process, please contact the Dean of Enrollment Management and Advising Services.

**Information for Students with Court Records**

Nursing students who have been convicted by a court of law may be affected in two ways:

1. Prior to clinical placement, records of students may be subject to review pursuant to the Criminal Record Information Act (C.O.R.I.), Massachusetts General Laws, Chapter 28A, Section 1, et seq, and regulations promulgated pursuant to such statutes. Depending on the nature of the convictions, the student may be denied clinical placement, and therefore be unable to complete the nursing program. Admission to the nursing program does not insure clinical placement.
2. The application for initial licensure as a Registered Nurse by examination has a section to complete concerning court records. (For additional information, please refer to the Massachusetts Board of Registration in Nursing website regarding Good Moral Character at: <https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure>)

Incomplete CORI/SORI documentation or proof of government issued ID, may result in withdrawal from the Nursing program. If you have any questions or concerns, or require further details, please see the Director of Nursing Education.



**Cape Cod Community College**  
**Nursing Program**  
**Drug Screening Fee and Requirements**

**Drug Screening Fee**

In the Spring semester, students will be charged an extra fee to cover drug screening costs.

**Drug Screening**

To ensure that patient care is not compromised, nurses are often required to undergo drug screening prior to hire and as part of their continued employment by hospitals and clinics, including those which offer clinical placements to Cape Cod Community College nursing students. All nursing students must provide proof of a negative ten-panel drug screening to be eligible for clinical placement. Most often the drug screening is a urine sample. Drug screening may be repeated throughout the program as required by clinical settings.

Drug screening is done at random and tests for the presence of drugs including but not limited to barbiturates, cocaine, and marijuana, and must be administered under a chain of custody by a qualified facility and certified laboratory. Once the student's date for testing is chosen, they have 48 hours to comply; there are no exceptions. Students who do not successfully complete, or do not show up at their appointed time for required drug screening, will not be able to participate in clinical and will be dismissed from the Nursing Program.

All drug screening results will be sent to the Dean of Academics & Student Affairs, Division of Health Sciences and Professional Studies in a sealed envelope marked "Confidential." A positive drug screening finding is a Code of Conduct violation and will be managed according to those policies. Students will be notified of their results only if they are positive.

<https://www.capecod.edu/conduct/>

For most students, testing is done in the Fall semester and the cost of the drug screening will be charged to them in the Spring semester. Students will be responsible for the cost of any additional drugs screens that may be necessary for them to qualify for participation in a clinical placement. Students readmitted to the nursing program will also be drug tested upon the start of a new semester.

Information about this screening will be discussed with students during the first week of classes. Failure to follow drug screening policies and procedures can result in withdrawal from the Nursing program.

**Cape Cod Community College**  
**Nursing Program**  
**Program Technical Standards**

To be eligible for and successfully complete the Nursing/ Medical Assistant Program, certain physical and behavioral standards are required as part of the program and clinical/ lab experience. These technical standards have been developed using the U.S. Department of Labor's skills and abilities for those working in a medical setting. Some cooperative work experience opportunities may have additional requirements beyond the technical standards listed here and requirements may vary by agency. Students must satisfy the program's technical standards and the individual agency requirements before a clinical assignment is approved.

These technical standards are established in accordance with the Section 504 of the federal Rehabilitation Act of 1973 and the American with Disabilities Act. All students must be able to satisfy these standards with or without reasonable accommodation. These include:

**Communication (Verbal and Non-Verbal)**

1. Communicate effectively either independently or with corrective devices.
2. Communicate in English through reading, orally and in writing to instructors, professors, clinical staff, clients, families, and all members of the health care team.
3. Understand oral directions/requests from health care workers, clients, voice pages and telephone messages stated in a normal tone.

**Auditory Ability**

1. Hear all alarms on technical and supportive equipment set at a normal volume.
2. Listen and respond to distress sounds from clients.
3. Accurately detect audible blood pressure readings with a stethoscope.

**Visual Ability**

1. See and accurately read all written medical information pertaining to the client.
2. See and accurately read all readings and functions of technical equipment pertaining to client care.
3. See and accurately read all calibrated containers for accurate measurement of body fluids and specimens.

**Physical Strength (Gross Motor Control)**

1. Ability to lift 25 pounds unassisted in a safe manner, thereby protecting yourself, the client, and those near you.
2. Bend and/or lift to assist client with activities of daily living and manipulate client equipment.
3. Lift to safely transfer or position all clients in various situations.
4. Move, push, or pull equipment, beds, stretchers, wheelchairs, etc.
5. Ability to raise arms over one's head to assist clients and manipulate equipment.

**Cape Cod Community College**  
**Nursing Program**  
**Program Technical Standards**

6. Walk/stand for extended periods of time and distances over a 6-hour period and up to a 12-hour period.

**Manual Dexterity (Fine Motor Movement)**

1. Accurately manipulate dials, gauges, buttons, and switches to set, monitor and care for client care related equipment.
2. Safely and effectively perform dressing procedures without contaminating the wound.
3. Successfully don and remove protective apparel (including sterile gloves) to maintain standard precautions.

**Behavioral/Mental Performance**

1. Function safely, effectively, and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Exhibit social skills necessary to interact therapeutically with clients, families, staff, and faculty.
4. Maintain personal hygiene consistent with department dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior.
6. Display the social skills to behave with politeness, tact, and sensitivity to others in all settings.
7. Exhibit respect for cultural and ethnic differences of clients, peers, and all individuals.
8. Remain free from alcohol and/or chemical impairment in classrooms, lab and clinical settings at all times.

## Cape Cod Community College Nursing Program Student Accountability

Each individual student is responsible for their own actions in the following areas:

### **ETHICAL LEGAL**

The student:

1. Provides nursing care with respect for human dignity and the uniqueness of the patient.
2. Is responsible for adhering to the Patient's Bill of Rights in all nursing activities.
3. Safeguards the patient's right to privacy by protecting confidential information.
4. Discusses confidential information only in learning situations (uses the patient's initials in discussion and in written assignments).
5. Is accountable to their patient/client for the quality of their care.
6. Is responsible to and with the instructor for all nursing activities.
7. Performs nursing activities for which they are prepared.
8. The student holds professional liability insurance provided by the college.
9. Will document current health insurance.
10. Will be honest in carrying out academic assignments (exam, papers, etc.). Dishonesty can result in dismissal from the College
  - a. Refer to Student Code of Conduct <https://www.capecod.edu/conduct/>
11. Is aware of the Massachusetts Board of Registration in Nursing Good Moral Character requirements for Registered Nurse licensure (included in this handbook).
12. Will abide by
  - a. Cape Cod Community College's Technology Resources Use Policy
  - b. Nursing Program's Social Media Usage Policy
  - c. Nursing Program's Student Technology Requirements Policy
13. Is aware of the Commonwealth of Massachusetts Board of Higher Education Massachusetts Community Colleges Policy on Affirmative Action Equal Opportunity & Diversity <https://www.capecod.edu/media/capecodedu/content-assets/documents/policies/2024-Affirmative-Action-Equal-Opportunity-and-Diversity-Policy-Final.pdf>

### **CLASS**

The student:

1. Will attend all campus classes.
2. Will refrain from talking during lecture time and audio-visual presentations.
3. Is expected to be in their seat when class begins.
4. Will silence all electronic devices during class/clinical/lab.
5. Will be responsible for completing all learning activities listed in class study guides.
6. Will submit assignments on the dates required.
7. Must notify the instructor before the start of an exam if they are going to be absent from a quiz/examination and an alternate time will be scheduled

**Cape Cod Community College**  
**Nursing Program**  
**Student Accountability**

- a. See Nursing Program’s Student Exam Policy
8. Is aware that children are not to attend class, clinical or campus lab.
9. Must seek permission to tape a lecture from either the faculty member or disability services and under no circumstances may a taped lecture be sold or redistributed.
  - a. See Student Resources: O’Neill Center for Disability Services for additional information <https://www.capecod.edu/oneillcenter/>

**Accountability for Patient/Client Care (Clinical/Lab)**

The CCCC nursing student must show accountability for their actions in delivering nursing care in a way that ensures the health and safety of patients/clients, staff and self. The student will be able to function in a manner that does not pose a direct threat as defined by the Board of Registration in Nursing (BORN) as “a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures or by the provision of auxiliary aids or services.”

Students who are evaluated as unable to meet the instructional objectives based on the Nursing Program’s Technical Standards are encouraged to follow the CCCC Grievance Policy.

The student:

1. Will attend and be punctual for all campus, clinical and laboratory sessions.
2. Must notify the instructor if they cannot attend the clinical and/or laboratory session.
3. Is aware that serious or prolonged illness will require written permission by a physician to attend the clinical laboratory (see Nursing Program’s Technical Standards Policy in this handbook).
4. Will adhere to clinical attendance policy (see Nursing Program’s Attendance Policy in this handbook).
5. Will adhere to the Nursing Program’s Uniform Policy (in this handbook) and wear the uniform only in clinical & lab settings.

**COMMUNICATION**

The student:

1. Is aware that faculty is available by appointment and during scheduled office hours.
2. Is expected to seek guidance from the appropriate faculty member first, prior to seeking appointment with Director of Nursing Education and/or Dean.
3. Is encouraged to review all papers, quizzes, examinations, and evaluations with the appropriate faculty member.

# Nursing Program Policies



**Cape Cod Community College**  
**Nursing Program**  
**Academic Integrity Policy**

Nursing students are held accountable to maintaining academic integrity.

Academic Integrity expectations are defined as “All students are expected to exemplify honesty, honor, and a respect for the truth in all of their dealings”. This definition directly reflects the Cape Cod Community College and Massachusetts Community College Student Code of Conduct.

This Nursing Program’s Academic Integrity Policy directly reflects all expectations of behaviors stated in the Cape Cod Community College and Massachusetts Community College Student Code of Conduct. <https://www.capecod.edu/conduct/>

Students found to be in violation of Code of Conduct are to follow Student Conduct Process and Procedures found in the Massachusetts Community College Student Code of Conduct. Report form can be found using following link.

[https://cm.maxient.com/reportingform.php?CapeCodCC&layout\\_id=2](https://cm.maxient.com/reportingform.php?CapeCodCC&layout_id=2)

**Cape Cod Community College**  
**Nursing Program Admission Policy**  
**Day Option and Evening/Weekend Option**

The purpose of the Admissions Policy for the Associate in Science Degree in Nursing (ASN) is to inform and guide prospective applicants through the admissions process at Cape Cod Community College (CCCC). Below, you will find information on the ASN program, including the admissions procedures and review process, required application materials, and deadlines.

**Application Process**

To apply for admission to the day option or the evening/weekend option of the ASN program, applicants must submit the required application materials electronically or post-marked by 5:00PM on the dates set by CCCC Director of Admissions to be considered for entry in the fall semester. Day option applications are accepted every year. Evening/weekend option applications are accepted every other year on the even year. This program has a selective admissions process. To assist applicants through the admissions process, applicants are encouraged to attend an information session.

**Required Application Materials**

The following application materials must be submitted to CCCC:

1. Nursing admissions application. The application can be submitted online at <https://www.capecod.edu/nursingrequirements/>
2. Written essay per the nursing application instructions.
3. Official transcript or evidence of high school completion or high school equivalency in a sealed envelope.
4. Official university and/or college transcripts in a sealed envelope.
5. For international coursework, an official course-by-course evaluation of foreign educational credentials from one of the approved National Association of Credential Evaluation Services members ([www.naces.org](http://www.naces.org)). Photocopies of the evaluation are not acceptable.
6. Official score report for the Assessment Technologies Institute (ATI) TEAS (Test of Essential Academic Skills) exam.

Incomplete applications or applications received after the deadline date will not be reviewed. Materials supporting an admission application become the property of Cape Cod Community College and will not be provided or returned to an applicant.



**Cape Cod Community College**  
**Nursing Program Admission Policy**  
**Day Option and Evening/Weekend Option**

**Minimum Requirements: Fall 2023 (Graduating class 2025) and Fall 2024 (Graduating class 2026)**

**Prerequisite Courses**

The applicant must have the following courses completed by the time their application is submitted:

1. Survey of Biology with a lab or General Biology with a lab (4 credits) and a grade of C+ or higher and completed within 5 years of program start.
2. Anatomy & Physiology I with a lab (4 credits) and a grade of C+ or higher and completed within 5 years of program start.
3. Anatomy & Physiology II with a lab (4 credits) and a grade of C+ or higher and completed within 5 years of program start.
4. English Composition I (3 credits) with a grade of C- or higher.
5. English Composition II (3 credits) with a grade of C- or higher.
6. General Psychology (3 credits) with a grade of C- or higher.

There are no course expiration restrictions for the General Education courses.

**Testing**

1. Completion of the ATI TEAS with an Adjusted Individual Total Score of 58.7% or higher.

NOTE: This admission policy is for presently enrolled students. If looking for upcoming admission requirements, see Nursing Program admissions on the CCCC website <https://www.capecod.edu/nursingrequirements/>

# Cape Cod Community College

## Nursing Program Admission Policy

### Day Option and Evening/Weekend Option

#### Admissions Decisions

A Selective Admissions Rubric is used (<https://www.capecod.edu/nursingrequirements/day-and-evening-rubric/>), following non-discriminatory practice, for admissions into the day option and evening/weekend option. Applicants with the highest rubric scores are accepted in rank order. If a tiebreaker is needed for selection, priority consideration will be given to applicants with a higher GPA in the required prerequisite courses.

The following components are the basis of the ranking:

- Grades in science courses and general education courses according to the Selective Admissions Rubric.
- Evaluation of written essay response according to the Essay Scoring Rubric.
- Other credentials in the following categories: academic degrees, current allied health certifications or military medical credentials. An applicant will be awarded a maximum of one point per category, regardless of the number of credentials held within each category.

The Admissions Office will notify applicants of their decision in early April.

#### Waitlist Applicants

- The CCCC ASN program has extremely limited space available.
- Competitive applicants, whom the Nursing Program does not have enough space to admit, will be offered a place on the waitlist.
- Applicants will be selected from the waitlist in the rank order of their Selective Admissions Rubric score.
- If an accepted student forfeits an offer of admission, the Admissions Office will immediately contact the next person on the waitlist by phone and email. If an applicant's contact information changes from what was submitted on the application, the applicant must update the Admissions Office with the new information.
- If an applicant does not hear from CCCC, one can assume there is no space at this time.
- CCCC makes offers from the waitlist up until day one of classes in the fall semester.
- If not admitted, students on the waitlist must reapply to the program each year.

#### Requirements for Accepted Students

Upon acceptance, accepted students must complete and submit the following as directed in the letter of acceptance sent to students from the Admissions Office:

1. **Deposit:** Submit a non-refundable **deposit of \$250.00 no later than May 1st** to secure a spot in the program; non-refundable after July 15th.
2. **CORI/SORI:** Submit completed CORI/SORI forms **by July 15th**.
3. As a prerequisite for a clinical placement in the Nursing Program, all students must undergo a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check. In addition, repeat CORI/SORI checks may be required

**Cape Cod Community College**  
**Nursing Program Admission Policy**  
**Day Option and Evening/Weekend Option**

throughout the program. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be ineligible for clinical placement and therefore ineligible for enrollment in the Nursing Program.

4. **Health and Immunization Requirements:** Submit student immunization records by **July 15th**, including completion of the Hepatitis B series or completed titer. See the Nursing Program Student Handbook for full set of immunization requirements <https://www.capecod.edu/nursing-student-handbook/>

**Please note:** Failure to comply with the above by the specified dates will result in withdrawal from the Nursing Program and the inability to register for Nursing courses.

Students will be required to adhere to the following:

1. **Drug Screening:** Students will be required to complete a drug screening at a testing site designated by Cape Cod Community College early in the first semester of freshman year.
2. **Health Insurance:** Document and maintain health insurance throughout the Nursing Program
3. **Release Statement:** Sign a statement releasing the College and clinical agencies of responsibility for illness incurred while functioning in the clinical agency as a nursing student.
4. **CPR Certification:** Submit a copy of the card (front and back) and current certification. The following two courses are the only approved courses: “American Heart Association, Healthcare Provider” or “American Red Cross, CPR/AED for the Professional Rescuer and Health Care Provider”. MUST be Basic Life Support (BLS).
5. **GPA:** Maintain a cumulative grade of 77% (C+) or better in each nursing course and a satisfactory clinical and lab evaluation to proceed to the subsequent nursing course.
6. **Technical Standards:** Meet the Nursing Program Technical Standards. See the Nursing Program Student Handbook for information on the Technical Standards

**Cape Cod Community College**  
**Nursing Program**  
**Admissions Policy LPN to RN Pathway**

The purpose of the Admissions Policy for the Associate in Science Degree in Nursing (ASN) is to inform and guide prospective applicants through the admissions process at Cape Cod Community College (CCCC). Below, you will find information on the ASN program, including the admissions procedures and review process, required application materials, and deadlines.

**Application Process**

To apply for admission to the LPN to RN pathway of the ASN program, applicants must submit the required application materials electronically or post-marked by 5:00PM on the date set by CCCC Director of Admissions to be considered for entry in the fall semester. This program has a selective admissions process. To assist applicants through the admissions process, applicants are encouraged to attend an information session.

**Required Application Materials**

The following application materials must be submitted to CCCC:

1. Nursing admissions application. The application can be submitted online <https://www.capecod.edu/nursingrequirements/>
2. Written essay per the nursing application instructions.
3. Official transcript or evidence of high school completion or high school equivalency in a sealed envelope.
4. Official university and/or college transcripts in a sealed envelope.
5. For international coursework, an official course-by-course evaluation of foreign educational credentials from one of the approved National Association of Credential Evaluation Services members ([www.naces.org](http://www.naces.org)). Photocopies of the evaluation are not acceptable.
6. Current unencumbered LPN license.

Incomplete applications or applications received after the deadline date will not be reviewed. Materials supporting an admission application become the property of Cape Cod Community College and will not be provided or returned to an applicant.

**Cape Cod Community College**  
**Nursing Program**  
**Admissions Policy LPN to RN Pathway**

**Minimum Requirements: Fall 2024 (Graduating class 2025)**

**Prerequisite Courses**

The applicant must have the following courses completed by the time their application is submitted:

1. Survey of Biology with a lab or General Biology with a lab (4 credits) and a grade of C+ or higher and completed within 5 years of program start.
2. Anatomy & Physiology I with a lab (4 credits) and a grade of C+ or higher and completed within 5 years of program start.
3. Anatomy & Physiology II with a lab (4 credits) and a grade of C+ or higher and completed within 5 years of program start.
4. English Composition I (3 credits) with a grade of C- or higher.
5. English Composition II (3 credits) with a grade of C- or higher.
6. General Psychology (3 credits) with a grade of C- or higher.
7. Developmental Psychology (3 credits) with a grade of C- or higher.

There are no course expiration restrictions for the General Education courses.

Note: This admission policy is for presently enrolled students. If looking for upcoming admission requirements, see Nursing Program admissions on the CCCC website <https://www.capecod.edu/nursingrequirements/>

**Admissions Decisions**

A Selective Admissions Rubric is used <https://www.capecod.edu/nursingrequirements/lpn-to-rn-rubric/> following non-discriminatory practice, for admissions into the LPN to RN pathway. Applicants with the highest rubric scores are accepted in rank order. If a tiebreaker is needed for selection, priority consideration will be given to applicants with a higher GPA in the required prerequisite courses.

The following components are the basis of the ranking:

- Grades in science courses and general education courses according to the Selective Admissions Rubric.
- Evaluation of written essay response according to the Essay Scoring Rubric.
- Other credentials in the following categories: academic degrees, current allied health certifications or military medical credentials. An applicant will be awarded a maximum of one point per category, regardless of the number of credentials held within each category.
- Admission to the program is based upon space availability.

The Admissions Office will notify applicants of their decision in early April.

**Cape Cod Community College**  
**Nursing Program**  
**Admissions Policy LPN to RN Pathway**

**Waitlist Applicants**

- The CCCC ASN program has extremely limited space available.
- Competitive applicants, whom the Nursing Program does not have enough space to admit, will be offered a place on the waitlist.
- Applicants will be selected from the waitlist in rank order of their Selective Admissions Rubric score.
- If an accepted student forfeits an offer of admission, the Admissions Office will immediately contact the next person on the waitlist by phone and email. If an applicant's contact information changes from what was submitted on the application, the applicant must update the Admissions Office with the new information.
- If an applicant does not hear from CCCC, one can assume there is no space at this time.
- CCCC makes offers from the waitlist up until day one of classes in the fall semester.
- If not admitted, students on the waitlist must reapply to the program each year.

**Requirements for Students Accepted into LPN to RN Pathway**

1. Once accepted into the LPN to RN program pathway, students must successfully complete NUR 133, Health Assessment in Nursing, and NUR 101, Dosage Calculations, during the summer following their acceptance into the Nursing Program to be advanced into NUR 204, Physical and Mental Health I, as a sophomore in September. (See the Advance Placement Policy for more information).
2. Upon acceptance, accepted students must complete and submit the following as directed in the letter of acceptance sent to students from the Admissions Office:
  - A. **Deposit:** Submit a non-refundable **deposit of \$250.00 no later than May 1st** to secure a spot in the program; non-refundable after July 15th.
  - B. **CORI/SORI:** Submit completed CORI/SORI forms **by July 15th.**
    - As a prerequisite for a clinical placement in the Nursing Program, all students must undergo a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check. In addition, repeat CORI/SORI checks may be required throughout the program. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be ineligible for clinical placement and therefore, ineligible for enrollment in the Nursing Program.
  - C. **Health and Immunization Requirements:** Submit student immunization records by July 28th, including completion of the Hepatitis B series or completed titer. See the Nursing Program Student Handbook for full set of immunization requirements

**Cape Cod Community College**  
**Nursing Program**  
**Admissions Policy LPN to RN Pathway**

Please note: Failure to comply with the above by the specified dates may result in withdrawal from the Nursing Program.

Students will be required to adhere to the following:

1. **Drug Screening:** Students will be required to complete a drug screening at a testing site designated by Cape Cod Community College early in the first semester of freshman year.
2. **Health Insurance:** Document and maintain health insurance throughout the Nursing Program.
3. **Release Statement:** Sign a statement releasing the College and clinical agencies of responsibility for illness incurred while functioning in the clinical agency as a nursing student.
4. **CPR Certification:** Submit a copy of the card (front and back) and current certification. The following two courses are the only approved courses: “American Heart Association, Healthcare Provider” or “American Red Cross, CPR/AED for the Professional Rescuer and Health Care Provider”. MUST be Basic Life Support (BLS).
5. **GPA:** Maintain a cumulative grade of 77% (C+) or better in each Nursing course and a satisfactory clinical and lab evaluation to proceed to the subsequent Nursing course.
6. **Technical Standards:** Meet the Nursing Program Technical Standards found in this handbook. See the Nursing Program Student Handbook for information on Technical Standards

**Cape Cod Community College**  
**Nursing Program**  
**Admission, Selection, Enrollment of Students:**  
**Education Verification Policy**

The purpose of the Nursing Program Admission, Selection and Enrollment of Students: Education Verification Policy is to inform nursing applicants of the educational requirement of the Nursing Program.

**Eligibility to Apply for Admission**

Applicants to each Nursing Program Option (Day, Evening/Weekend, LPN to RN) must be high school graduates or have earned a General Education Diploma (GED) certificate. Evidence of secondary school graduation or its equivalency must be documented in one of the following ways.

- If secondary school education was completed in the United States, submit official high school or GED transcripts in a sealed envelope to the Admissions Office.
- If secondary school education was completed outside of the United States, submit a notarized official high school courses transcript or foreign equivalent, as originals OR certified copies in a sealed envelope to the Admissions Office. If documents are not in English, an official translation must be submitted along with your documents. Foreign documents must be evaluated and translated by a US evaluation company like the Center for Educational Documentation (CED) [www.cedevaluations.com](http://www.cedevaluations.com) or World Education Services (WES): [www.wes.org](http://www.wes.org)
- All home-schooled students, without a high school diploma or GED, are eligible to apply for admission provided they have successfully completed an approved home school program in accordance with the Massachusetts General Laws or the laws of their home state. To determine whether a student has participated in an approved home school program, the student shall submit, with the application for admission (paper copy only; online application submissions will not be accepted), evidence that the home school program was approved by the student's school district's superintendent or school committee. Additionally, if the home-schooled student is under the age of compulsory attendance, which is 16 years old in Massachusetts, a letter from the student's school district's superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home-schooled if the student has completed his/her home school program before the age of 16.



**Cape Cod Community College**  
**Nursing Program**  
**Admission, Selection, and Enrollment of Students:**  
**Health and Immunization Policy**

The purpose of the Nursing Program Admission, Selection and Enrollment of Students: Health and Immunization Policy is to inform qualified nursing applicants of the student health and immunization requirements of the Nursing Program.

All nursing students are required to submit health and immunizations records by July 15, 2024. This includes immunization requirements of clinical agencies. Failure to do so may result in dismissal from the program.

**Health and Immunization Requirements**

1. A Physical Exam within one year of the Program's start, submitted to Shelley Thompson, Student Immunization Records Education Verification Office of the registrar email: [Immunizations@capecod.edu](mailto:Immunizations@capecod.edu) on the CCCC "Health Sciences Program Physical Exam & Immunization" Form. This form is provided to students by the Admissions Office with their acceptance letter. \*Student in class of 2025 forms will remain on CastleBranch. <https://www.capecod.edu/immunization/>
2. Hepatitis B: Three (3) Hep B vaccines and a Hepatitis B surface antibody titer result or a positive/immune Hep B surface antibody titer. Also see document entitled "Acknowledgment of Risk of Acquiring Hepatitis B without Proof of Immunity". <https://www.capecod.edu/immunization/>
3. MMR (Measles, Mumps & Rubella): Two (2) MMR vaccines or positive antibody titer indicating immunity.
4. Tdap (Tetanus, Diphtheria, Pertussis): One (1) adult Tdap vaccine then Td (Tetanus, Diphtheria) if it has been more than 10 years since Tdap.
5. Tuberculosis Screening: PPD (TB skin test) or TB blood test with negative results within the last year and annually thereafter. Participation in required clinical experiences may necessitate a two-step PPD. If PPD is positive, a negative chest x-ray within 2 years and a non-symptom report must be submitted annually or a TB blood test annually. Students with a positive PPD need to complete the Non-Symptom Report Questionnaire available on the Student Immunization Records web page. <https://www.capecod.edu/immunization/>
6. Varicella (chicken pox): Two (2) Varicella vaccines or a positive antibody titre of immunity. Note: Having had chicken pox disease DOES NOT satisfy requirement; Varicella positive antibody titre is required.
7. Flu vaccine: A seasonal flu vaccine is required to meet clinical agency requirements.
8. Vaccination against COVID-19 is required for the Nursing Program. All nursing students must have an updated Covid-19 vaccine administered on or after **9/12/2023** and these vaccines are due **July 15, 2024**.
9. Students who **HAVE** been vaccinated before 9/12/23 need to show proof of 1 updated Pfizer-BioNTech, or Moderna or Novavax Covid-19 vaccine AND for those who have **NOT** been vaccinated show proof of: 1 updated Pfizer-BioNTech, or updated Moderna or 2 doses of Novavax Covid-19 vaccine.

**Cape Cod Community College**  
**Nursing Program**  
**Admission, Selection, and Enrollment of Students:**  
**Health and Immunization Policy**

**IMPORTANT NOTE:**

Immunizations including annual Influenza and COVID-19 vaccinations are required of nursing students. Failure to comply with the vaccination policy may result in inability to continue in and/or complete the nursing program

Request for exemptions may be done by contacting Gretchen Nelson, Ed.D, Title IX/ADA Coordinator, Affirmative Action Officer ([gnelson@capecod.edu](mailto:gnelson@capecod.edu)).

It is the student's responsibility to update and maintain all health records.

**Cape Cod Community College**  
**Nursing Program**  
**Advanced Placement Policy**  
**LPN to RN Pathway**

The purpose of the Nursing Program Advanced Placement Policy is to guide the Licensed Practical Nurse (LPN) through the Advanced Placement process.

Licensed Practical Nurses (LPNs) are eligible for advanced placement into NUR 204 Physical a& Mental Health I in lieu of taking NUR 107 Fundamental of Nursing and NUR 108 Nursing Across the Life Span, by the following actions:

1. Be an LPN graduate from an approved practical nursing program with proof of a current unencumbered license.
2. Be accepted into the LPN to RN Pathway.

To be placed into NUR 204 as a sophomore in September, students must complete the following two courses during the summer following their acceptance into the Nursing Program:

3. NUR 133 Health Assessment in Nursing (3 credits).
4. NUR 101 Dosage Calculations (1 credit).

**Admission into the LPN to RN Pathway:**

Please see the Nursing Program Admissions Policy for the LPN to RN for information about the application process and admission requirements. <https://www.capecod.edu/nursing-student-handbook/>

**Cape Cod Community College**  
**Nursing Program**  
**Advanced Placement Military Policy**

As of the 2024-2025 Academic Year, the Cape Cod Community College's Nursing Program does not have an advanced placement for military personnel with prior medical experience. If qualified, any military personnel are welcome to apply under the current Admission Policy and LPN-RN Admission Policy.

\*Also referred to as **Advanced Placement or Transfer of Military Education, Training or Service for a Military Healthcare Occupation Policy.**

# Cape Cod Community College Nursing Program Attendance Policy

The purpose of the Nursing Program Attendance Policy is to guide students as to the requirements of the Nursing Program to enhance the opportunity for successful completion of required course objectives and support success in the Nursing Program.

Cape Cod Community College nursing faculty believe attendance is the student's responsibility and thus a matter of professional accountability. Students are encouraged to meet with their nursing advisor immediately regarding any concerns that may hinder their attendance and thus their potential for academic success and completion of the Nursing Program.

## Attendance Requirements

- Students are expected to be punctual to all regularly scheduled classes, clinical, and labs.
- Attendance is recorded at the beginning of each class, clinical, and lab as directed by nursing instructor.
- Students are to ensure that their attendance is recorded.
- Students are responsible for all missed content and assignments, regardless of the reason for missing class, clinical, or lab.
- ATI testing attendance is mandatory.
- Lab and Clinical Orientations attendances are counted as clinical and/or lab time.

## Class Absence(s) Policy

- Class absences are reviewed by the classroom instructor after each lecture and reported at team meetings.
- It is expected students attend all classes and notify the lecturer of any absence.

## Clinical and Lab Absence(s) Policy

Any absence, tardiness, or leaving early will be logged by faculty toward total time missed. **If a total of greater than 15% of clinical/ lab time is missed, the student will be dismissed from Nursing Program.** Please refer to Instructor Course Outline (ICO) for total hours of clinical and lab time totals in each course. It is the student's responsibility to keep track of the total time missed.

## Note: Students will be referred to Title IX officer in following cases:

1. Military leave (active duty).
  - a. Please see Cape Cod Community College's Student Rights/Responsibilities page for information on military leave (active duty).  
<https://live-capecod.cleancatalog.io/military-leaveactive-duty>
2. Pregnancy or childbirth.
  - a. Please see Cape Cod Community College's Student Rights/Responsibilities page for information on student absences for pregnancy or childbirth.  
<https://live-capecod.cleancatalog.io/student-absences-for-pregnancy-or-childbirth>
3. Religious Beliefs
  - a. Please see Cape Cod Student Rights/Responsibilities page for information on student absences due to religious beliefs.  
<https://live-capecod.cleancatalog.io/absence-due-to-religious-beliefs>

## Cape Cod Community College Nursing Program Attendance Policy

### **Definitions:**

**Absence:** An absence is defined as missing a full lab or clinical day.

**Tardiness:** Tardiness is defined as arriving after the designated start time for any clinical and lab experience. Any time missed due to being tardy will be logged towards the total time missed. **A student who is tardy for the third time for any clinical and/or lab experience will be sent home, and time will be recorded as an absence.**

**Leaving Early:** An early leave is defined as leaving before the scheduled end time of clinical and/or lab with the permission of faculty or clinical instructor. All time from leaving early will be logged and counted towards total time missed.

**Compensatory Assignments:** Students with an absence/tardy/leaving early in lab and/or clinical will be required to complete a compensatory assignment for the hours missed as per course faculty determination. This assignment will be submitted on the agreed date and time between faculty and student. If compensatory assignment is not submitted on time, an additional warning will be documented in the student file based on the Safe Practices and Professional Behaviors Policy in Nursing Program Student Handbook.

**Cape Cod Community College**  
**Nursing Program**  
**Course Exemption Policy**

The purpose of the Nursing Program Course Exemption Policy is to provide information about course exemptions.

The Nursing Program does not accept courses by course exemption for the associate in science degree in nursing (ASN). Nursing students must earn credit for all courses in the ASN program through transfer credit or by taking the courses at Cape Cod Community College to meet graduation requirements.

## **Cape Cod Community College**

### **Nursing Program**

### **Educational Mobility Policy**

The purpose of the Nursing Program's Educational Mobility policy is to guide nursing students from one educational level to another with acknowledgment of acquired competencies and minimal repetition of previous learning.

#### **Advance Placement: LPN to RN Option**

Licensed Practical Nurses (LPNs) are eligible for advanced placement into NUR 204 Physical & Mental Health I in lieu of taking NUR 107 Fundamentals of Nursing and NUR 108 Nursing Across the Life Span, by the following actions:

1. Be an LPN graduate from an approved practical nursing program with proof of a current unencumbered license.
2. Be accepted into the LPN to RN Option.
3. Complete NUR 133 Health Assessment in Nursing.
4. Complete NUR 101 Dosage Calculations

Students must meet the program's Advance Placement LPN to RN Option policy requirements to be advanced placed into NUR 204 (Physical and Mental Health I) as a sophomore.

#### **RN to BS (University of Massachusetts Boston)**

Cape Cod Community College (CCCC) has a joint admissions agreement with the University of Massachusetts Boston enabling its graduates to matriculate into a bachelor's degree program once the graduate has attained their RN license. The RN to BS program is offered online.

<https://www.capecod.edu/advanceddegrees/>

#### **Articulation Agreements**

CCCC has articulation agreements with numerous institutions where graduates can pursue a bachelor's or master's degree in nursing. These articulation agreements can be found at

<https://www.capecod.edu/transferagreements/>



## Cape Cod Community College Nursing Program Graduation Policy

The purpose of the Nursing Program Graduation Policy is to provide Cape Cod Community College (CCCC) nursing students with information regarding graduation requirements, process, document submission deadlines, and procedural resources.

The Nursing Program follows CCCC's general graduation requirements as detailed by the Office of the Registrar at <https://www.capecod.edu/graduation/> and program specific requirements as indicated below.

To earn an Associate in Science degree in Nursing, a student must complete all requisite program and general education credits, plus additional requirements, as indicated below. Nursing students must obtain a grade of 77% or greater in nursing exams and final nursing course grade. Students must pass clinical and lab with a satisfactory level of performance.

<b>PROGRAM COURSES</b>	<b>44 Credits</b>
NUR 101 Dosage Calculations	1
NUR 107 Fundamentals of Nursing	8
NUR 108 Nursing Across the Lifespan	8
BIO 281 Microbiology	4
NUR 204 Physical and Mental Health I	9
NUR 205 Physical and Mental Health II	8
NUR 206 Foundations of the Profession	3
HEA 200 Pharmacology	3
<b>GENERAL EDUCATION COURSES</b>	<b>24 Credits</b>
ENL 101 English Composition I	3
ENL 102 English Composition II	3
PSY 101 General Psychology	3
PSY 233 Developmental Psychology: The Life Span	3
BIO 109 Survey of Biology OR BIO 151 General Biology	4
BIO 251 Human Anatomy & Physiology I	4
BIO 252 Human Anatomy & Physiology II	4
<b>TOTAL CREDITS FOR AS IN NURSING</b>	<b>68 Credits</b>

<b>ADDITIONAL REQUIREMENTS</b>	
Minimum Cumulative Grade Point Average (GPA)	2.0
Minimum Number of Credits Earned from Cape Cod Community College	24
Minimum Nursing Course Grade	77%
Minimum Level of Clinical/ Lab Performance	Satisfactory

**Cape Cod Community College**  
**Nursing Program**  
**Military Policy**

**CCCC Nursing Program Military Program**

Nursing Program Military Policy is congruent with the Cape Cod Community College Military Policy.

<https://www.capecod.edu/catalog/academic-policies-and-procedures/student-rights-and-responsibilities/>

## Cape Cod Community College

### Nursing Program

### Progression Policy

The Nursing Program Progression Policy explains the requirements for progression through the Nursing Program.

Evaluation of progression is an ongoing process that begins with acceptance and ends with program completion. This is the responsibility of the student and faculty and is based upon Nursing Program and course objectives.

The passing grade for all nursing courses is 77%. The final course grade is determined based on the following assessments:

- **Exam Scores:** A student's average of exam scores must be greater than, or equal to 77% to progress in the program. Refer to the Instructor Course Outline for each course for more information.
- **Clinical Evaluation:** Clinical evaluations are completed at regular intervals for each clinical experience by the instructor and the student using a clinical evaluation tool that is based on course student learning outcomes. A student's final clinical performance must be assessed as satisfactory according to the evaluation tool to advance to the next nursing course. A student must achieve 90% competency on proctored dosage calculation assessments within three attempts to pass clinical. A student must achieve a satisfactory final clinical evaluation to pass the nursing course.
- **Lab Evaluation:** Lab evaluations are completed at the end of the semester by lab faculty and the student using a clinical evaluation tool that is based on course learning objectives. A student must achieve a satisfactory final lab evaluation to pass the nursing course.
- **Dosage Calculation Evaluation:** A student must achieve 90% competency on proctored dosage calculation assessment(s) to pass each nursing course.
- **Additional Assignments:** Additional assignments are identified in the Instructors' Course Outline and are included in the student's final course grade once the student achieves the required exam average of 77% in testing.

Attendance: Students must meet the attendance requirements for clinical and nursing lab to pass a nursing course.

# Cape Cod Community College

## Nursing Program

### Readmission Policy

The purpose of the Nursing Program Readmission Policy is to inform and guide nursing students through the process of readmission into the Nursing Program.

#### **Eligibility to Apply for Readmission**

The applicant:

- Can apply only one time for readmission into the Nursing Program.
- Is eligible to apply for readmission if on a leave of absence, withdrew from, or failed one of the following nursing courses: **NUR 108** (Nursing Across the Lifespan), **NUR 204** (Physical & Mental Health I), **NUR 205** (Physical & Mental Health II), or **NUR 206** (Foundations of the Profession).
- Is not eligible to apply for readmission if a clinical failure has occurred due to unprofessional or unsafe behaviors.
- Is not eligible to apply for readmission due to a violation of the Code of Conduct.
- Must apply for readmission within one year of the withdrawal or failure. If the student does not apply for readmission within one year, the student is ineligible for readmission. In such cases, the student may reapply to the Nursing Program via the Admissions Office as a new student. They will be evaluated based on the same criteria as first-time applicants.
- Has a maximum of two attempts to complete the nursing program, regardless of the chosen option (Day, Evening/Weekend, LPN to RN). No more than two attempts are permitted across all options.

Students in the Day and Evening/Weekend option who have not fulfilled the requirements for **NUR107** (Fundamentals of Nursing) or **NUR 101** (Dosage Calculations), as well as LPN to RN option students who have not fulfilled the requirements of **NUR133** (Health Assessment in Nursing) or **NUR 101** (Dosage Calculations), are required to apply to the Nursing Program via the Admissions Office as a new student. They will be evaluated based on the same criteria as first-time applicants.

**Cape Cod Community College**  
**Nursing Program**  
**Readmission Policy**

**Minimum Requirements for Readmission**

The applicant must meet the following minimum criteria to be consider for readmission:

1. Cumulative Cape Cod Community College (CCCC) GPA of 2.33 (C+) or greater in total previous coursework.
2. Complete validation testing to verify adequate nursing knowledge and skill prior to placement in nursing courses. Validation testing consists of two components:
  - a. Pass a written validation exam with a score of 77% or higher. Applicants will be able to take the validation exam one time only.
  - b. Pass a clinical skills evaluation.
3. Successful completion of written testing is required prior to scheduling the clinical skills evaluation.
4. The validation testing schedule is as follows:

<b>To readmit into:</b>	<b>Pass validation exam for:</b>	<b>Pass clinical skills thru:</b>
<b>NUR 108</b>	NUR 107	NUR 107
<b>NUR 201</b>	NUR 108	NUR 108
<b>NUR 202</b>	NUR 204	NUR 204
<b>NUR 203</b>	Not required*`	Not required*

\*All other readmission requirements apply

Applicants who do not pass the validation testing can reapply to the Nursing Program via the Admissions Office as a new student. They will be evaluated based on the same criteria as first-time applicants.

**Readmission Decision**

Readmission is based on space availability. When there are multiple candidates who meet the minimum qualifications for readmission, applicants will be selected in rank order of their validation exam score. If a tiebreaker is needed for selection, priority consideration will be given to applicants with a higher CCCC cumulative GPA.

**Cape Cod Community College**  
**Nursing Program**  
**Readmission Policy**

**Application Process for Readmission**

**Submit to the Director of Nursing Education:**

1. Application for readmission. The readmission application is obtained from the Nursing Program by contacting the administrative assistant for the program.
2. A signed letter from the applicant identifying the factors that affected the applicant's progression in the Nursing Program and a plan to achieve successful completion.

**Submit to Admissions:**

3. Official transcript of courses completed at other colleges/universities during an applicant's absence from CCCC.

Application Deadlines:

**February 5th** is the deadline date to apply for the fall semester.

**September 15th** is the deadline date to apply for the spring semester.

NOTE: Students are responsible for meeting all (if any) new Nursing Program requirements for their new graduating year.

A readmission fee of \$100 (subject to change) is charged once the application is processed. After the application is processed, the Nursing Program will contact eligible applicants to schedule validation testing.

**Cape Cod Community College**  
**Nursing Program**  
**Records Maintenance and Retirement Policy**

The Nursing Program Record Maintenance and Retirement Policy describes the official maintenance of school, faculty, student, and graduate records in the Nursing Program. School, faculty, student, and graduate records are maintained in accordance with the Massachusetts Statewide Records Retention Schedule (MSRRS) and pre-determined Nursing Program frequencies.

**School/Program Records**

<b>Document</b>	<b>Responsibility</b>	<b>Maintenance</b>	<b>Retirement</b>
Annual Reports to MA BORN	Program Director, Nursing Program Administrative Assistant	10 years in locked office 10 years electronically	Shred and discard after 10 years
Specific correspondence from MA BORN	Program Director	10 years in locked office 5 years electronically	Shred and discard after 10 years
General correspondence from MA BORN	Program Director	5 years in locked office 5 years electronically	Shred and discard after 5 years
Annual Reports to ACEN	Program Director, Nursing Program Administrative Assistant	10 years in locked office 10 years electronically	Shred and discard after 10 years
Correspondence with ACEN (approval letters)	Program Director	10 years in locked office 10 years electronically	Shred and discard after 10 years
Other agency correspondence (MARLIN)	Program Director	5 years in locked office	Shred and discard after 5 years
Current Curriculum Material: <ul style="list-style-type: none"> <li>• Syllabus</li> <li>• Course Outlines</li> </ul>	Nursing Faculty	5 years in locked office, 5 years electronically	Shred and discard after 5 years
Student Handbook	Program Director, Nursing Program Administrative Assistant	10 years in locked office	Shred and discard after 10 years
College Catalog	Office of the Registrar and Office of Vice President of Student and Academic Affairs	Permanent in locked office Archived digitally since 2016	Permanent

**Cape Cod Community College**  
**Nursing Program**  
**Records Maintenance and Retirement Policy**

Minutes: <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Curriculum</li> <li>• Admissions</li> <li>• Advisory Board</li> <li>• Systematic Review</li> </ul>	Nursing Program Steering Committee, Nursing Program Administrative Assistant	5 years in binders in locked office	Shred and discard after 5years
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<b>Document</b>	<b>Responsibility</b>	<b>Maintenance</b>	<b>Retirement</b>
• DCA			
NCLEX Results	Program Director	5 years in locked office	Shred and discard after 5years
ATI Assessment Test Results	Program Director	5 years in locked office 5 years electronically	Shred and discard after 5years
Agency Contracts	Program Director	5 years in locked office	Shred and discard after 5years
Department Budgets	Department Dean, Program Director	3 years in locked office	Shred and discard after 3years
Program Evaluations <ul style="list-style-type: none"> <li>• Student</li> <li>• Faculty</li> <li>• Agency</li> <li>• Graduate</li> </ul>	Data Collection and Aggregation (DCA) Committee, Institutional Research and Planning (IRP)	Individual data kept 1 year in locked office, secure electronic file. Data compiled at 1 year and aggregate data kept 5 years in locked office, secure electronic file	Shred and discard after 5years



**Cape Cod Community College**  
**Nursing Program**  
**Records Maintenance and Retirement Policy**

**Faculty Records**

<b>Document</b>	<b>Responsibility</b>	<b>Maintenance</b>	<b>Retirement</b>
Personnel Files (per MSRRS E04-05) <ul style="list-style-type: none"> <li>• Application</li> <li>• Resume</li> <li>• Appointment letter</li> <li>• Orientation documents</li> <li>• Performance evaluations</li> <li>• Retirement information</li> <li>• Official transcripts</li> <li>• Licensure (upon hire)</li> </ul>	Human Resource Office	During employment and 50 years after separation from the college in locked, secure files in the Human Resource Department	Destroy 50 years after separation from the college
Faculty Folder Portfolio: <ul style="list-style-type: none"> <li>• Internal Nursing Faculty Profile</li> <li>• CV</li> <li>• Licensure (every 2 years)</li> <li>• Certifications</li> <li>• CPR certification</li> </ul>	Program Director, Nursing Program Administrative Assistant	Duration of employment and 7 years after separation from college in locked office in the Nursing area	Destroy 7 years after separation from college

<b>Document</b>	<b>Responsibility</b>	<b>Maintenance</b>	<b>Retirement</b>
<ul style="list-style-type: none"> <li>• CEUs</li> <li>• BORN Waiver if BSN (With mentoring information if Waiver Option 3)</li> </ul>			

**Cape Cod Community College**  
**Nursing Program**  
**Records Maintenance and Retirement Policy**

**Student Records**

Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) of 1974 and amended in 2001, protects the privacy of students records by requiring prior written consent before disclosing personally identifiable information to a third party. It applies to colleges and universities that receive funding from the federal government. Student records are also maintained in compliance with the Health Information Privacy and Accountability Act (HIPAA) of 1996. Records are maintained under the supervision of the Vice President for Academic and Student Affairs.

<b>Document</b>	<b>Responsibility</b>	<b>Maintenance</b>	<b>Retirement</b>
Admission Record: [per MSRRS H02-01] <ul style="list-style-type: none"> <li>• Application to the Nursing Program,</li> <li>• Official transcripts</li> <li>• High school transcript</li> <li>• TEAS score</li> <li>• Student letters</li> </ul>	College Admissions Office: once accepted records are held in the Office of the Registrar; if not matriculated, records remain in Admissions Office	All student records, including matriculated student records, are retained for 5 years after graduation or separation from the college. Military and international transcripts are kept for 10 years.	Shred and discard after 5 years. Shred and discard military and international transcripts after 10 years.
Immunization/Health Records [per MSRRS H02-02(a)]	Student Immunization Records Office; part of the Office of the Registrar	In locked cabinets in locked office while in the program and 5 years after separation from the program.	Shred and discard 5 years after separation from the program.
Student Program files: <ul style="list-style-type: none"> <li>• Clinical evaluations</li> <li>• Letter of warning</li> <li>• Commendations</li> <li>• Student accountability contract</li> <li>• Student personal data form</li> <li>• Liability form</li> <li>• Buckley Amendment</li> </ul>	Program Director, Nursing Program Administrative Assistant	During enrollment and 3 years after graduation from program or last date of attendance, in locked cabinets in locked office in the nursing area.	Shred and discard 3 years after graduation from program or last date of attendance

<b>Document</b>	<b>Responsibility</b>	<b>Maintenance</b>	<b>Retirement</b>
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**Cape Cod Community College**  
**Nursing Program**  
**Records Maintenance and Retirement Policy**

<ul style="list-style-type: none"> <li>• CPR certification</li> <li>• Health insurance card</li> <li>• College education plan</li> <li>• Audit agreement</li> </ul>			
Grievance records	Student Grievance Officer	Maintained for 8 years after grievance closure in locked, secure file	Shred and discard 8 years after grievance closure
Withdrawal records [per MSRRS H03-09]	Office of the Registrar	Maintained for 5 years after student withdraws from program	Shred and discard 5 years after withdrawal from program

**Graduate Records**

Document	Responsibility	Maintenance	Retirement
Transcript	Office of the Registrar	Permanent	Permanent, secured, and on file with the Registrar's Office

# Cape Cod Community College

## Nursing Program

### Student Exam Policy

#### Purpose:

Maintain the integrity of nursing exams and the exam-taking process. Provide nursing students with exam guidelines for all nursing courses in the Associate of Science in Nursing Degree (ASN) program.

Students taking an exam will:

- Place all personal belongings, bags, coats, beverages along the classroom walls. All phones must be silenced. Any electronic devices, such as smart watches and ear buds, must be placed in bags.
- Be aware that proctors randomly and frequently conduct walking surveillance.
- Obtain a calculator and scratch paper from faculty if needed. Return calculator and scratch paper to faculty at the end of the exam.
- Students may raise their hand for questions or be excused to the bathroom and will wait for a faculty member to excuse them. No additional test time is provided.
- After final submission, all students will be able to review exam grades, and all correct and incorrect answers via ExamSoft without the option to change prior submitted answers.
- Remain in the testing area until successful upload of the exam.
- **Check out with a faculty member to confirm successful upload has been completed.**
- Exit the exam room quietly, taking all belongings, and do not re-enter until it is confirmed that all students have finished the exam.
- All exams can be reviewed on an individualized basis by request.
- Anyone observed to be recording typing and/or texting during the exam or review of the exam will be subject to disciplinary action, code of conduct violation, up to and including expulsion from the program.
- Test items may be adjusted based on exam statistics. All students' final exam scores may not be affected by such adjustments.
- All exam make-ups will be scheduled on a designated day determined by faculty.
- Make-up exams will be an alternative exam. Any student who fails to be on time may be asked to reschedule.

Please refer to the Cape Cod Community College Student Code of Conduct regarding plagiarism, cheating, and standards of professional conduct. <https://www.capecod.edu/conduct/>

# Cape Cod Community College

## Nursing Program

### Student Governance Policy

The Cape Cod Community College School of Nursing requests student representation each year for active participation in nursing program governance. Involvement of the student body in governance is emphasized at the college level through the Student Senate. As stated in the college catalog “students represent the needs and best interests of students; encourages and provides for the participation of all students in the issues and policies that affect their rights and responsibilities as members of the College family <https://www.capecod.edu/catalog/>. These same ideals are emphasized at the Nursing program level.

In an effort to include the CCCC Nursing students in governance of our Nursing program one to two student representatives have been invited from each class /option to regularly attend the monthly Program meeting throughout the academic year. These student representatives will be elected by their classmates annually. Representatives act as liaisons between the Faculty and student body through attendance at monthly Nursing Program meetings. Meetings consist of and are attended by all full-time nursing faculty, including the Director of the Nursing Program and on occasion the Dean of Health Sciences. Students are dismissed for any confidential matters related to individual student issues in efforts to meet FERPA regulations.

#### **Process for Selecting Student Representatives:**

- Each fall, two (2) students (one primary, and one alternate) from each class from the Day and Evening/Weekend Options are selected by their peers from a list of student volunteers to fulfill a two-year appointment.
- Students select the primary and alternate representative from a list of their class volunteers via Survey.

#### **Student responsibilities include:**

- Provides fellow classmates with a formal means of communicating between students and faculty via college email addressing students’ questions, concerns, ideas, and suggestions related to any or all aspects of the Nursing Program. If questions exist regarding appropriate concerns, they can be brought to the Meeting Facilitator by the student representative prior to the scheduled meeting.
- One of the two student representatives from each class/option are invited and encouraged to attend the monthly Nursing Program meeting to present student questions, concerns, ideas, and suggestions to Program meeting members present during a designated time in the agenda.
- Communicate via a written email to the student body with a copy to the Meeting Facilitator regarding the feedback or comments from the faculty members present regarding their questions, concerns, ideas, and suggestions via a student distribution list.

**Cape Cod Community College**  
**Nursing Program**  
**Student Rights and Grievance Policy**

The purpose of the Nursing Program Student Rights and Grievance Policy is to provide nursing students with information about their rights and responsibilities as students, including a process for conflict resolution.

The Nursing Program Student Rights and Grievances Policy is congruent with the Cape Cod Community College (CCCC) policy and procedures regarding student rights and grievances. Student rights and responsibilities are detailed in the Academic Policy Manual <https://www.capecod.edu/catalog/academic-policies-and-procedures/> and the Student Grievance Procedure is published in the CCCC Student Handbook <https://www.capecod.edu/handbook/student-grievance-procedure/>

**Cape Cod Community College**  
**Nursing Program**  
**Student Social Media Usage Policy**

Social media may be defined as web-based and mobile platforms for user-generated content that create interactive and highly accessible, and often public dialogues. Student nurses are responsible for being aware of the benefits and consequences of participating in social media.

Student nurses all carry the responsibility of adhering to privacy and confidentiality standards and should be familiar with the Health Care Portability and Accountability Act (HIPAA), including, but not limited to, the HIPAA Privacy Rule. HIPAA regulations protect patient privacy by establishing how individually identifiable information may be used, including any information relating to the physical or mental health of an individual, or any information that may be used to identify an individual.

For the purpose of this policy, the term “Social Media” shall be understood to include blogging and microblogging platforms; wikis and social networking applications/sites including but not limited to: Facebook, Google+, Twitter, YouTube, Instagram, TikTok, Snapchat, Vimeo, Flickr, Picasa, LinkedIn, Four-square, Pinterest, WordPress, Quizlet, Tumblr, X, Meta and other similar services.

Students are expected to be respectful, careful, responsible, and personally accountable for their use of social media. The existing CCCC Nursing Program and general Cape Cod Community College student policies regarding academic integrity, professional behavior, and confidentiality apply to all forms of communication.

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared. Protect confidential information. Be thoughtful about what you publish. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. Do not post any information about the CCCC faculty, staff, clinical, lab, patients, or students in any online forum or webpage.

**Violating any part of this policy will put the student at risk for disciplinary action in the form of a written warning at minimum, and in more egregious circumstances, will result in dismissal from the program.**

**Cape Cod Community College**  
**Nursing Program**  
**Student Social Media Usage Policy**

**The CCCC nursing student will:**

- Protect confidential information.
- Be thoughtful about what is published on social media platforms.
- Respect HIPAA regulations.

**The CCCC nursing student will NOT:**

- Share any photos of themselves, faculty, professional staff, their patient(s) or the clinical facility.
- Disclose or use confidential information related to any person or agency encountered during clinical rotations.
- Identify themselves as to be at or “checked in” at a clinical facility.
- Share or post ANY information about their experience at the clinical facility i.e., stating, “I saw your mom at the hospital today” or “I took care of a patient who had...”
- Engage in social media (to include emails & texting) during clinical, lab, lecture and/or exams. Students may do so during identified breaks and prior obtained permission.



**Cape Cod Community College**  
**Nursing Program**  
**Student Technology Requirements**

**Program Platforms**

Students are expected to participate in various platforms such as, but not exclusive to, CoursePoint+ (ThePoint/Lippincott), ExamSoft, Moodle, SafeMedicate, and Zoom, to successfully complete all course and program assignments.

It is the student's responsibility to ensure compliance and competence with required program platforms.

NOTE: Information on technology use is covered during program and course orientations. Further support and assistance can be provided by CCCC's IT Helpdesk at <https://www.capecod.edu/computerlabs/>

Please refer to the Nursing Program's Student Exam Policy within the Nursing Handbook for ExamSoft requirements during testing.

**Laptops**

Laptops are required to complete all course work/assignments.

**Email Communication Requirements**

Nursing Students must establish and maintain a Cape Cod Community College email account. This account is free and active if a student remains enrolled at the College. The College assigned student email account is the official means of communication with all students enrolled at Cape Cod Community College. No other email account will be used to communicate with administrations, faculty, or staff. This is enforced to protect faculty, staff, and students. Students are expected to read their email regularly to ensure they are aware of information circulated by the College and the Nursing Program.

## Cape Cod Community College Nursing Program Transfer Policy

The purpose of the Nursing Program Transfer Policy is to guide applicants and nursing students through the process of having courses evaluated for transfer credit.

Nursing courses from other programs are not accepted in transfer to the Associate in Science degree in Nursing (ASN).

Transfer credit by examination is not accepted for the science course requirements (Biology, Anatomy & Physiology I, Anatomy & Physiology II, Microbiology).

The transfer of other prerequisite and corequisite course credits to the ASN program directly reflects the Cape Cod Community College policy (<https://www.capecod.edu/transfer/transfer-credit-policies/>), with the exception of:

<b>Course Number</b>	<b>Description</b>	<b>Exception</b>
BIO 109 OR BIO 151	Survey of Biology OR General Biology	C+ or higher grade & completed within 5 years of program start
BIO 251	Anatomy & Physiology 1	C+ or higher grade & completed within 5 years of program start
BIO 252	Anatomy & Physiology 2	C+ or higher grade & completed within 5 years of program start
BIO 281	Microbiology	C- or higher grade (as consistent with CCCC's transfer requirements) & completed with 5 years of program start

**Cape Cod Community College**  
**Nursing Program**  
**Uniform Code Policy**

Students will wear the Nursing Program uniform in all clinical/lab settings. If the policy is not adhered to, the student may be asked to leave lab/clinical, resulting in an absence or warning.

1. Uniforms should always be clean, wrinkle-free, and fit properly.
2. Uniform:
  - a. A white Cherokee scrub uniform top (Insignia patch must fit on sleeve)
  - b. Pants must be “ROY Royal” blue Cherokee scrub brand.
  - c. The uniform may be purchased at CCCC Bookstore, at any major retail store (i.e. Target, Walmart, etc.) on-line, or any uniform shop. May also be ordered online at:  
<http://www.cherokeeuniforms.com>
  - d. Shoes--clean, white, or black, closed low heel. Sneakers acceptable with clean shoelaces.
3. Visible clothing worn under the uniform top must be white. All long sleeves must be  $\frac{3}{4}$  length or rolled up for infection control purposes.
4. Students may purchase the “ROY Royal” blue “warm-up” jacket on-line at [www.cherokeeuniforms.com](http://www.cherokeeuniforms.com).
5. College insignia (patch):
  - a. Must be purchased at the CCCC Bookstore and machine sewn on the left sleeve (two finger breadths below the shoulder seam) of each top, warm-up jacket, and lab coat (optional). Do not purchase the iron-on patch.
6. Name Badge:
  - a. Name badge must be purchased at the CCCC Bookstore and worn on the uniform or lab coat while in campus lab and clinical settings.
  - b. Name badge must include: the student’s first name only AND the words “CapeCod Community College, Nursing Student”.
  - c. Name badge should be ordered as soon as possible so that you have it for the first day of classes (name badge order can take up to three weeks to arrive).
7. In an effort to comply with our clinical sites policy, students will abide by a Fragrance Free Policy:
  - a. Definitions: Fragrances: any product which produces a scent, strong enough to be perceived by others including but not limited to colognes, perfumes, after shave products, lotions, powders, deodorants, hair sprays and other hair products and other personal products.
8. Jewelry will be limited to: Wedding ring and engagement ring.
9. Visible body piercings will be limited to small studs in ears only. Dangling jewelry is not permitted.
10. Please be aware that some clinical sites may require that body art be covered.
11. Fingernails will be short and clean, non-chipped neutral colored nail polish is allowed. Artificial nails are not permitted for infection control purposes.

**Cape Cod Community College**  
**Nursing Program**  
**Uniform Code Policy**

12. Hair will be neat and contained while wearing the Program uniform. Garments worn for religious purposes are welcome. Facial hair must be trimmed and neat.
13. Makeup must be clean and professional if worn in the clinical/lab setting.
14. When uniform is worn, professional behavior is expected at all times.
15. Summary of Minimum Uniform / Equipment Needs:
  - a. One white lab coat, mid-thigh in length (optional)
  - b. Two uniforms in the colors/brand stated above.
  - c. College insignia patch for each uniform, lab coat, and warm-up jacket.
  - d. One name badge
  - e. One stethoscope (any brand, choose based on earpiece comfort, fit and weight).
  - f. Pen (pencil only in lab), bandage scissors, pen light, wristwatch with second hand

**Cape Cod Community College**  
**Nursing Program**  
**Unsafe Practice of Unprofessional Behaviors Policy**

The Nursing Program is dedicated to creating safe and professional nursing students. Safe practices and professional behaviors are mandatory expectations of all nursing students in all program settings. **Any behavior by a student that violates CCCC's Code of Conduct policy will result in immediate dismissal from the Nursing Program without eligibility to reapply.** Unsafe practices and/or unprofessional behaviors are determined by instructors/faculty, the program director, and/or clinical site agency staff and may result in the following progressive disciplinary procedure:

**First Warning:**

- The student and faculty review an incident of unsafe or unprofessional behavior(s). A written warning is completed to identify an action plan and expectations with a timeline for continued progress.
- A copy provided to the student and documented in the student's file.

**Second Warning:**

- The student and faculty review a second incident of unsafe or unprofessional behavior(s) or continues behavior(s) that resulted in the first warning. A second written warning is completed to identify an action plan and expectations with a timeline for continues progress.
- A copy provided to the student and documented in the student's file.

**Final Warning:**

- The student and faculty review a third incident of unsafe or unprofessional behavior(s) or continues behavior(s) that resulted in the first warning. **A third and final warning is completed and will result in immediate dismissal from the Nursing Program.**
- The student meets with the Director of Nursing Education to discuss the final warning and educational options.

Examples of Unsafe Practices and/or Behaviors Include **(BUT ARE NOT LIMITED TO):**

- Failure to meet clinical objectives as defined in the formal clinical evaluation tool.
- Failure to implement safety measures/orders for patients which may result in adverse outcomes.
- Performing unapproved skills or procedures without supervision of the clinical instructor or a registered nurse.
- Failure to report significant clinical and/or behavioral patient findings.
- Breach of HIPPA.
- Violation of any CCCC's or Nursing Program policies
- Threatening, hostile, physical, verbal, or non-verbal behaviors, language, or statements.
- Unstable emotional behaviors, verbal or physical altercations, lack of personal boundaries, or suspected substance impairment.

## Cape Cod Community College

### Nursing Program

### Withdrawal Policy

The purpose of the Nursing Program Withdrawal Policy is to provide nursing students with a process for withdrawing from a course, a program, or the college for medical or non-medical reasons.

The Nursing Program follows the Cape Cod Community College (CCCC) policies and procedures regarding withdrawal, specifically the Course Withdrawal, Withdrawal, and Medical Withdrawal Policies, as published in the CCCC Academic Policy Manual at <https://www.capecod.edu/handbook/academic-policies-and-regulations/>

**Note to Student:** It is the responsibility of the nursing student to properly withdraw from any Nursing Program course. Failure to follow and comply with the Cape Cod Community College course withdrawal policy may result in course failure and insufficient GPA required for readmission.

All Nursing students withdrawing from the program meet with the Director of Nursing Education (DONE). It is the responsibility of the student to contact DONE administrative assistants for meeting date and time.

# **Informational**

## **(Cape Cod Community College)**



**Cape Cod Community College**  
**Nursing Program**  
**Statement on Substance Use**

The nursing faculty endorses the College regulations on Drug and Alcohol on Campus as stated in the College's web site at:

<https://www.capecod.edu/media/capecodedu/content-assets/documents/human-resources/Drug-and-Alcohol-Policy.pdf>

It is the patient's right to expect safe care and the student nurse's obligation to provide it.

Any student coming to the clinical area or to the college with the odor of alcohol on their breath or exhibit any behaviors that suggest being impaired by drugs and/or alcohol will be immediately dismissed from clinical as well as classroom lecture & lab and a Code of Conduct violation will be initiated.



**Cape Cod Community College**  
**Nursing Program**  
**Anti-Smoking Policy**

Pursuant to Massachusetts' Anti-Smoking Law, MGL Chapter 270, Section 22, "smoking" or "smoke" is defined as: "the lighting of a cigar, cigarette, pipe or other tobacco product or possessing a lighted cigar, cigarette, pipe or other tobacco or non-tobacco product designed to be combusted and inhaled." Under the law, smoking is prohibited in public place, including, but not limited to colleges and university or in a public building or in a space occupied by a state agency or department of the commonwealth, which is in another building, including a private office.

The Cape Cod Community College anti-smoking policy includes the prohibition of electronic cigarette use. Violators may be subject to fines and disciplinary actions as identified in the appropriate collective bargaining agreements or personnel policies, and the Massachusetts Student Code of Conduct.

**Smoking Cessation Programs:**

Students/faculty/staff completing a 6-week smoke-enders course will be reimbursed 50% of their costs. Please contact the Human Resources Office for more information.

Approved by the Board of Trustees September 16, 2014

Can also be viewed at: <https://www.capecod.edu/humanresources/smoking-policy/>

# Cape Cod Community College

## Student Agreement for Recording Lectures

### **Student Agreement for Recording Lectures**

In accordance with Subpart E, of the Section 504 of the Rehabilitation Act of 1973, a student with a qualified disability may be permitted to audio record class lectures as a form of reasonable academic accommodation.

Students approved to record lectures are responsible for using the recorded material appropriately and only in conjunction with the course as outlined below.

Your signature below indicates that you have read and agree to the following terms.

- I understand that the recorded material is only for my personal use in study and preparation related to the class.
- I understand that I may not disperse this recording to any classmate without permission of the instructor.
- I understand that I may not publish or quote the lecture without written consent of the instructor.
- I agree to dispose of the recording before or at the conclusion of the semester.
- I understand that instructors can inform the class that lectures are being recorded.
- I understand that information in the recorded lecture may be protected by state and federal law (e.g. copyright law).
- I understand that violations of this agreement may subject me to disciplinary actions under the Code of Conduct <https://www.capecod.edu/conduct/> and/or penalties under state and federal law (e.g. copyright law).

Student Signature \_\_\_\_\_

## **Cape Cod Community College**

### **Nursing Program**

### **Student Resources**

Among the variety of campus services provided to support students throughout their academic endeavors, students have access to the Center for Nursing and Allied Health (CNAH) in North Ground, Academic Computer Center, Tutoring Center, Wilkens Library, Advising and Counseling Services, and nursing faculty to facilitate success.

Students are encouraged to use all the resources that are available to them. Refer to the College catalog for details. <https://www.capecod.edu/support/>

#### **NURSING RETENTION SPECIALIST (NRS) & SUPPLEMENTAL INSTRUCTION (SI)**

Nursing Retention Specialist (NRS) and Supplemental Instruction (SI) are academic supports offering free scheduled sessions for students enrolled in Nursing courses. Supplemental Instruction is not just for students in trouble, it is for all students who want to succeed in this challenging but rewarding career.

Supplemental Instruction and Nursing Retention Specialist Services are remote via Zoom. They include:

- Drop-in weekly nursing study sessions
- Small study groups
- Tutoring by appointment
- Advising and mentoring

#### **O'NEILL CENTER FOR DISABILITY SERVICES**

The O'Neill Center for Disability Services offers assistance to students with documented physical, psychological, and/or learning disabilities. The Center works collaboratively with faculty and other campus resources to provide a wide range of support services which may include priority registration, academic counseling, note taking, adaptive computing, exam modifications, and handicap parking. Students are encouraged to meet with a disability specialist before the start of their first semester to develop a support services plan.

<https://www.capecod.edu/oneillcenter/>

The O'Neill Center is located in the Maureen M. Wilkens Hall, room 222.

Coordinator, Douglas Terry's office (room 222A) is located in the O'Neill Center Phone: 774.330.4337

Learning Disability Specialist, Jaclyn Kotowski office is in the Frank Wilkens Building, room 241. Phone: 774.330.4317

**Cape Cod Community College**  
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**Students with Learning Disabilities:**

Students with documented learning disabilities who believe they need accommodations in this course must contact the O'Neill Center (MMW 222) at (508) 362-2131 ext. 4337 or 4317 as soon as possible. <https://www.capecod.edu/oneillcenter/>

Under Section 504, Subpart E Postsecondary Education, of the 1973 Rehabilitation Act and the Americans with Disabilities Act, institutions of higher education must provide reasonable accommodations to a student's known disability and may not deny equal access to the institution's programs, courses and activities. Tape recording lectures is a reasonable accommodation for students whose documentation calls for this accommodation.

Faculty have the right to require a student who uses a tape recorder to sign an agreement for tape recording and present the form to the instructor. This form can be obtained by contacting the O'Neil Center and it is to be submitted to the instructor/professor upon completion.

# **Cape Cod Community College**

## **Nursing Program**

### **Student Service Opportunities**

#### **Nursing Club**

There is a Nursing Club in which all nursing students hold membership. Membership is also open to the college community. Club activities may include community projects and campus activities such as social and educational events. The club also contributes funds for graduation activities and professional development programs. The club officers vote and approve requests for funds.

Academic Year 2024-2025 Nursing Club faculty advisors are:

Fall 2024: Professors Leslie Giles and Victoria Zent

Spring 2025: Professors Laura Fedge and Victoria Zent

#### **Student Organizations and Clubs**

Currently, a wide variety of student organizations and clubs are recognized by the Student Senate. Membership is encouraged for all students, and nursing students have participated in: Nursing Club, Nursing Advisory Committee, The Main Sheet (student newspaper), Student Senate to name a few.

<https://www.capecod.edu/clubs/>

#### **Nursing Program Advisory Committee**

The Nursing Program has an advisory committee composed of educational and service leaders. These leaders provide advice and counsel to the Program and support the end-of-program student learning outcomes. In addition, the committee has one faculty representative and one Nursing Program graduate representative.

**Cape Cod Community College**  
**Nursing Program**  
**Guidelines for Admission to NCLEX-RN**

Upon successful completion of the Nursing Program requirements and the college requirements for the Associate in Science Degree, the student will be eligible to apply to take the licensing examination.

According to regulations specified by the Board of Registration in Nursing of the Commonwealth of Massachusetts, the following requirements **MUST BE MET**:

**Nurse Licensure Requirements:**

[M.G.L. c. 112, s. 74 & 74A, and Board regulations at 244 CMR 8.00]

1. Good moral character, as established by the Board.
2. Registered Nurse (RN): graduation from an RN education program approved by the Board.
3. Achievement of a pass score on the National Council Licensure Examination (NCLEX®) for Registered Nurses or Practical Nurses based on type of licensure applied for.
4. Payment of all required fees.
5. For further information refer to: <https://www.mass.gov/nursing-licenses>

**Good Moral Character Requirements for Licensure:**

The Massachusetts initial nurse licensure application includes questions about criminal convictions (misdemeanors and felonies) and disciplinary actions by a licensure/certification body. Each initial applicant has the burden to demonstrate compliance with the Good Moral Character licensure requirement. For further information on the Good Moral Character Licensure Requirement, refer to:

<https://www.mass.gov/nursing-licenses>

<https://www.mass.gov/doc/good-moral-character-information-sheet-0/download>

**Modifications Due to A Disability:**

The Board of Registration in Nursing (Board) ensures the protection of qualified applicants with disabilities in the administration of the National Council Licensure Examination (NCLEX) under Title II (Public Entities), Americans with Disabilities Act (ADA). The Board will evaluate all requests for examination modifications to determine whether the applicant: 1) has a disability, as defined by the ADA, and 2) are qualified for protection under Title II. The qualified NCLEX applicant with a disability must be able to meet the essential eligibility requirements for licensure as a Registered Nurse or Licensed Practical Nurse in Massachusetts. These requirements, as specified in Massachusetts General Law Chapter 112, ss. 74 and 74A, include graduation from a Board-approved nursing education program, achievement of a pass grade on the NCLEX, and demonstration of compliance with the good moral character licensure requirement. Applicants must complete the NCLEX Accommodation Request Form when requesting examination

## **Cape Cod Community College**

### **Nursing Program**

#### **Guidelines for Admission to NCLEX-RN**

modifications and attach the required supporting documentation to the Application for Initial Nurse Licensure by Examination.

For further information, please refer to the NCLEX Administration Accommodations Due to a Disability Information Sheet found at:

<https://www.mass.gov/doc/nclex-applicants-requesting-test-accommodations-due-to-a-disability/download>

**Cape Cod Community College**  
**Nursing Program**  
**Good Moral Character**

**Good Moral Character-RN**

According to the Board of Registration in Nursing in Massachusetts Good Moral Character is defined as, “..... as the ability to practice nursing in a safe and competent manner and without risk to the public health, safety or welfare. Because it is not scientifically determinable, the Board uses evidence of past and present conduct as described below to assess GMC. Licensed nurses are required by law and regulation to be of Good Moral Character.”

Students enrolled in the Cape Cod Community Nursing Program maintain the standards of behavior outlined in the Cape Cod Community College Student Code of Conduct and Cape Cod Community College Nursing Student Handbook. Failure to adhere to standards results in penalties outlined in the Student Code of Conduct and the Nursing Program Student Handbook.

Graduating students applying for initial Registered Nurse licensure in the Commonwealth of Massachusetts must demonstrate “Good Moral Character” by answering the following six questions. These six questions can be found on the Application for Initial Nurse Licensure by Examination (NCLEX) page 2, effective April 2016. An individual who has been convicted of certain designated felonies is permanently ineligible for licensure as a Registered Nurse in Massachusetts.

**APPLICATION FOR INITIAL NURSE LICENSURE BY EXAMINATION**  
**QUESTIONS:**

If you answer “Yes” to any of the following questions, the Board must evaluate your compliance with the Good Moral Character (GMC) licensure requirement. This evaluation must be completed to determine your qualification for initial licensure in Massachusetts. Prior to submitting this application, review the Board’s Licensure Policy 00-01: Determination of Good Moral Character Compliance and the Determination of Good Moral Character Compliance Information Sheet. Submit all required documentation to the Board as directed. Failure to answer all questions truthfully may result in a five-year exclusion from licensure.

1. Has any disciplinary action ever been taken against you by a professional and/or trade licensing/certification board located in the United States or any country/foreign jurisdiction, including removal from a long-term care nurse aide registry program?
2. Are you the subject of an investigation or pending disciplinary action by a professional and/or trade licensing/certification board located in the United States or any country/foreign jurisdiction, including a long-term care nurse aide registry program?
3. Have you ever applied for, and been denied, a professional and/or trade license/certification in the United States or any other country/foreign jurisdiction?
4. Have you ever surrendered or resigned a professional and/or trade license/certificate in the United States or any other country/foreign jurisdiction?
5. Have you ever been convicted of a felony or misdemeanor in the United States or any other country/foreign jurisdiction?



**Cape Cod Community College**  
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6. Are you the subject of any pending or open criminal case(s) or investigation(s), (including for any felony or misdemeanor) in a jurisdiction in the United States or any country/foreign jurisdiction?

**If you have answered “yes” to any of the above questions, the Board may deny your application for licensure.** Denial of licensure by the Board is considered a disciplinary action and may have consequences before other professional licensing and certifying boards, including any licenses or certifications you may currently hold.

**If you answered “yes” to question #6, DO NOT submit this application.** In accordance with Licensure Policy 00- 01: Determination of Good Moral Character Compliance the Board will deny licensure if the applicant has failed to fulfill all requirements imposed by a licensure/certification body or if all criminal matters have not been closed for at least one (1) year.

For additional information regarding conduct demonstrating an absence of Good Moral Character please refer to the Board of Registration’s website at:

<https://www.mass.gov/info-details/good-moral-character-requirements-for-nursing-licensure>

<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/licensing/>

**THE BOARD OF REGISTRATION IN NURSING NOW REQUIRES A BACKGROUND CHECK ON ANY COMPLAINT FILED WITH THE DEPARTMENT OF CHILDREN AND FAMILIES.**

<https://www.mass.gov/orgs/massachusetts-department-of-children-families>