



HEALTHCARE TECHNOLOGY
DIVISION

**ASSOCIATE OF SCIENCE
IN NURSING
STUDENT HANDBOOK**

Revised
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ACCOUNTABILITY POLICY

Students are responsible for reading and familiarizing themselves with the Associate of Science in Nursing Student Handbook, ATC College Catalog, course syllabi, and all other official college publications. Failure to do so does not exempt a student from complying with any regulations, requirements, policies, or deadlines outlined in these publications.

SECTION I

INTRODUCTION

This policy handbook is prepared for the students at Albany Technical College's Associate of Science in Nursing (ASN) program. This handbook will assist students in understanding the various policies and procedures of the nursing program. These policies will provide direction, as well as serve as a reference for nursing program students. Policies set forth in this handbook are reviewed and refined each year based on national standards, safety standards, curriculum review, clinical agencies policies, and input from constituents of interest (i.e., Advisory Board). Policies are subject to review and revision by the faculty of the Nursing Department as necessary. The ASN program offers an Associate of Science in Nursing degree which upon completion of the program graduates are academically eligible to write the National Council Licensure Examination (NCLEX-RN), which is required for practice as a registered nurse.

Albany Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as a Level I institution. The nursing program is approved by the Georgia Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).



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MESSAGE FROM THE PROGRAM DIRECTOR

Dear Nursing Student:

Welcome to the world of nursing! The faculty and I are honored to welcome you to the Associate of Science in Nursing Program at Albany Technical College. We are excited that you have chosen to join us in a profession that we are passionate about and deeply committed to. We want you to succeed, and every lesson, assignment, and learning activity has been thoughtfully developed with your success in mind. We look forward to working with you as you begin this exciting and rewarding journey.

The nursing program is rigorous, and you will be challenged along the way. However, you can achieve success. Our faculty and staff are here to support, guide, and encourage you throughout your nursing education. Get organized early, develop effective study habits, and stay on track throughout the program. Do not get behind—it is much easier to “keep up” than to “catch up.”

Each nursing course is designed to build upon the knowledge, skills, and clinical competencies you develop throughout the program. Establishing a strong foundation in your first nursing course is essential, and you will continue to build upon that foundation as you progress through each subsequent course. Your commitment, preparation, and active engagement in the learning process will be important to your success. Please know that the nursing faculty are eager to support you and want to see you achieve your goals.

Over the course of the next three to five semesters, you will undoubtedly have questions. It is important that you seek answers from credible and appropriate sources. Rumors, secondhand information, and word-of-mouth can often create unnecessary confusion or anxiety. The policies and procedures outlined in this handbook, as well as those provided in your course syllabi, are intended to serve as important resources throughout your nursing education. If you have questions after reviewing these resources, please seek clarification from a member of the nursing faculty. When in doubt, ask.

As you begin this journey, please accept my sincere congratulations on your acceptance into the Albany Technical College Associate of Science in Nursing Program. Your hard work and dedication have earned you a place in this highly competitive program, and you should be proud of this accomplishment. The journey ahead will require commitment and perseverance, but you are not alone. We are here to support you as you develop into a safe, knowledgeable, compassionate, and competent nurse.

I wish you a successful, rewarding, and positive nursing education experience. Welcome to the Albany Technical College nursing family!

Best wishes for your success,

Latrona Lanier, PhD, MSN/Ed, RN, CNE
ASN Program Director

ASSOCIATE OF SCIENCE IN NURSING PROGRAM HISTORY

Albany Technical College (Albany Tech) traces its roots to 1961, when it was established as the Monroe Area Vocational-Technical School with an initial enrollment of 175 students. Shortly thereafter, the Albany Area Vocational-Technical School was established. In 1972, the two schools merged at the current Albany Technical College location.

In July 1988, the Georgia Department of Technical and Adult Education (DTAE), now a unit of the Technical College System of Georgia, was established, and the newly named Albany Technical Institute came under its direction. Following the passage of House Bill 1187, the Georgia Legislature authorized technical institutes to change their names to “college” provided they offered associate degrees. Having met this criterion, Albany Technical Institute became Albany Technical College in 2000.

Albany Technical College was charged with providing technical education and workforce development opportunities to residents, businesses, and industries within a seven-county service delivery area consisting of Baker, Calhoun, Clay, Dougherty, Lee, Randolph, and Terrell counties.

Located in Albany, Georgia, Albany Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Albany Tech also operates adult learning centers throughout its seven-county service delivery area. Since achieving college status, Albany Tech has remained focused on enhancing student learning and responding to the educational and workforce needs of the communities it serves. As the healthcare needs of the region continued to grow, area leaders and healthcare professionals identified an increasing demand for nurses to fill existing positions and help address the nursing shortage. At the same time, prospective students expressed a need for a nursing program that could accommodate individuals who required nontraditional, evening course schedules. In response to these community needs, Albany Tech, in collaboration with community stakeholders, proposed the development of an Associate of Science in Nursing (ASN) degree program with evening course offerings.

Albany Tech received provisional approval from the Georgia Board of Nursing (GBON) to admit students to the new Associate of Science in Nursing program, which began in Fall 2013. In February 2016, the program received full approval from GBON. In October 2016, the nursing program was accredited by the Accreditation Commission for Education in Nursing (ACEN).

On January 16, 2026, Albany Technical College received approval from the Georgia Board of Nursing to establish an LPN-to-RN Bridge Program. The program provides an additional pathway for licensed practical nurses to advance their education and prepare for registered nursing practice. The LPN-to-RN Bridge Program requires 36 nursing credit hours for completion of the nursing component.

The Associate of Science in Nursing program operated on the Albany Technical College main campus in Dougherty County from its inception through August 2024. In August 2024, the program relocated to the newly developed Phoebe Living & Learning Community. The facility now houses the ASN, Practical Nursing, Certified Nursing Assistant, and Phlebotomy programs, providing a centralized location for healthcare education and training.

The traditional ASN program is designed to be completed in five semesters and consists of 42 nursing credit hours. Students must also complete 15 credit hours of general education coursework and 12 credit hours of non-general education coursework, for a total of 69 credit hours required for program completion. To promote student retention and support successful preparation for the NCLEX-RN, nursing courses are offered sequentially each semester, allowing students to progress through the curriculum in a structured and cohesive manner.

The LPN-to-RN Bridge Program provides licensed practical nurses with an opportunity to build upon their prior nursing education and clinical experience while progressing toward the Associate of Science in Nursing degree and eligibility to take the NCLEX-RN. The Bridge Program requires 36 nursing credit hours, in addition to any required general education and other prerequisite coursework, to complete the nursing component of the program.

TECHNICAL COLLEGE SYSTEM OF GEORGIA MISSION AND VISION STATEMENT

The mission of the Technical College System of Georgia, the parent institution of all the technical colleges of the state of Georgia, is to develop technical, academic, and adult education, and training focused on building a well-educated, globally competitive workforce for Georgia. The vision of the Technical College System of Georgia is to become acknowledged as the best technical college system in the world, providing access to student-centered, high-quality, affordable post-secondary education, and training. This vision will equip students for success, thereby building literate, and economically strong communities, and businesses for Georgia.

ALBANY TECHNICAL COLLEGE MISSION STATEMENT

Albany Technical College (ATC) located in Southwest Georgia, a unit of the Technical College System of Georgia, offers Technical Certificates of Credit, Diplomas, and associate degrees. ATC exists to train individuals to meet dynamic workforce needs, promote economic and community growth through the delivery of quality credit instruction, adult education, and customized training using traditional and distance education formats.

Technical Education Guarantee

Warranty Statement: “If one of our graduates, who was educated under a standards program, and his or her employer agrees that the employee is deficient in one or more competencies as defined in the standards, Albany Technical College will retrain that employee at no instructional cost to employee or employer” (Albany Technical College Catalog).

ASSOCIATE OF SCIENCE OF NURSING MISSION STATEMENT

Associate of Science in Nursing Program prepare program graduates to write the National Council Licensure Examination to become registered nurses. The program curriculum combines general education and nursing education. Consistent with the mission of Albany Technical College, the program faculty support lifelong learning and workforce development through

faculty efforts in continuing education and community service. The Associate of Science of Nursing program mission is to educate and prepare a diverse body of students to become safe, competent, and caring Registered Nurses for entry-level positions in the college's service area while cultivating professionalism, an appreciation for other peoples and cultures, and a desire for life-long learning.

ASSOCIATE OF SCIENCE IN NURSING PHILOSOPHY

Albany Technical College's Associate of Science in Nursing program (ASN) believes nursing is a scientific discipline that integrates the art of humanism. The utilization of knowledge, values, and skills are the key components of the foundation for practice. ASN philosophy is based on QSEN. The QSEN project identifies six competencies that nurses need to deliver safe, high-quality patient care and these competencies are embedded throughout the nursing curriculum. These competencies are: 1) Patient-Centered Care, 2) Teamwork and Collaboration, 3) Evidence-Based Practice, 4) Quality Improvement, 5) Safety, and 6) Informatics. The development of these competencies in nursing students requires that they acquire knowledge, master skills, and develop attitudes related to the delivery of safe and high-quality patient care.

PHILOSOPHY OF NURSING AND NURSING EDUCATION

The faculty of the Associate of Science in Nursing Program of Albany Technical College holds the following values, and beliefs about nursing and nursing education.

1. The nursing program supports education as a lifelong process, incorporating a spirit of inquiry supported by **evidenced based** research.
2. The faculty agrees that students need to develop nursing judgment in their practice and develop a professional identity as a nurse to learn to support **patients** and families in the development of their ongoing growth as human beings.
3. The acts of **teamwork and collaboration** are imperative to support the well-being of the patients and their families.
4. Lifelong learning consists of acquiring knowledge, demonstrating proficient skills, developing ethical attitudes and values and initiating continuous **quality improvement**.
5. The maintenance of safety standards is very important through the utilization of **informatics** to enhance **patient safety**.

PROGRAM AND STUDENT LEARNING OUTCOMES

The ASN program is committed to continuous program improvement. Part of the process is to monitor the achievement of program graduates and program satisfaction of the graduates and the people that employ them. The following data categories are used to assess overall Program Performance Outcomes.

Program Outcomes:

1. **Performance on Licensure Exam**— The program will achieve an NCLEX-RN first-time pass rate of 80% or greater, as measured by the most recent annual licensure examination pass rate for all first-time test-takers.
2. **Program Completion**— The program will achieve an on-time program completion rate of 50% or greater for each entering cohort, measured from enrollment in the first nursing courses (For the ASN program Traditional/Day or Evening/Weekend tracks RNSG 1016 Fundamentals of Nursing/RNSG 1010 Pharmacology and Dosage Calculations. For the LPN to RN Bridge track RNSG 1500 LPN Bridge to Professional Nursing Practice/RNSG 1530 Bridge to Professional Nursing II, and RNSG 1012 Mental Health) through completion of all coursework required for conferral of the Associate of Science in Nursing degree within the advertised four-semester program length.
3. **Job Placement**- The program will achieve an annual job placement rate of 90% or greater among graduates seeking employment in the role for which the program prepared them, as measured by graduates employed as Registered Nurses within six to twelve months following graduation.

Student Learning Outcomes:

Albany Technical College Associate of Science in Nursing Program prepares the graduate to:

1. **Patient-Centered Care** - Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. **Safety** - Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
3. **Informatics** - Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
4. **Teamwork and Collaboration** - Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
5. **Quality Improvement** - Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
6. **Evidence-Based Practice** - Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

SECTION II

ASN PROGRAM CURRICULUM

The **Associate of Science in Nursing (ASN) program** is a five-semester program designed to provide students with the knowledge, skills, and competencies necessary to function effectively in entry-level nursing positions. The **LPN-to-RN Bridge program** is a three-semester program designed to build upon the knowledge and clinical experience of licensed practical nurses and prepare them for transition to registered nursing practice.

Admission to the nursing programs is competitive. Applicants are selected based on multiple factors, including college course grades, pre-admission test scores, completion of required nursing program coursework, and other qualifications that demonstrate academic and professional potential. Applicants must apply for the appropriate nursing program by the established deadline. Consideration of admission or readmission occurs only after all required admission criteria have been satisfied.

Applicants who are accepted into a designated cohort but do not enroll in that cohort must reapply to the appropriate nursing program to be considered for admission to a subsequent cohort.

Nursing program policies and requirements are subject to change. When policies, procedures, requirements, or other program provisions are revised, added, or discontinued, currently enrolled nursing students will receive written notification of the changes.

GENERAL EDUCATION REQUIREMENTS

The ASN curriculum is supported by general education courses approved by the Technical College System of Georgia (TCSG). The core curriculum includes prerequisite coursework in the humanities, physical sciences, and behavioral sciences, with particular emphasis on English (ENGL 1101), Math (MATH 1111), Anatomy and Physiology I and II (BIOL 2113 and BIOL 2114), Microbiology (BIOL 2117), Psychology (PSYC 1101), Public Speaking (SPCH 1101), and Humanities (HUMN 1101).

The current ASN program curriculum includes **15 semester hours** of general education coursework, **12 semester hours** of non-general education coursework, and **42 semester hours** of occupational coursework.

The LPN-to-RN Bridge program requires **36 semester hours** of occupational coursework. For admission to the LPN-to-RN Bridge program, all required core courses must be successfully completed prior to program entry and entry into the first semester of nursing (RNSG) courses. This ensures that students enter the bridge program with the foundational knowledge necessary to build upon their existing practical nursing education and successfully transition to registered nursing coursework and clinical practice.

PROGRAM REQUIREMENTS

Associate of Science in Nursing (ASN) and LPN-to-RN Bridge Programs

1. *Program Admission*

Prior to enrolling in any nursing core or occupational course designated as a program-entry course, students must:

- a. Be formally admitted to Albany Technical College;
- b. Meet the program required ATI TEAS assessment scores;
- c. Submit a completed application for admission to the ASN program or LPN-to-RN Bridge program; and
- d. Meet all published admission criteria and receive formal acceptance into the applicable nursing program.
- e. Attend nursing program Orientation

Only students who have satisfied these requirements and have been formally admitted to the nursing program may enroll in designated program-entry nursing coursework. This approach is also consistent with Albany Technical College's published ASN admission process, which identifies college admission, TEAS completion, and submission of the nursing program application as admission requirements.

2. *Minimum Course Grade Requirement*

Students may earn no more than one (1) grade below a “C” in nursing courses required for their respective program of study during their enrollment in the nursing program.

3. *Dismissal for Multiple Course Failures*

Earning more than one (1) D and/or F in required nursing courses will result in dismissal from the nursing program for a period of three (3) calendar years.

- a. After the three-year waiting period, students may reapply for admission to the nursing program. If accepted, the student will be required to begin or re-enter at the point in the curriculum designated by the Nursing Department, which may include repeating foundational nursing courses.
- b. Students who are dismissed from the nursing program due to excessive withdrawals or D and/or F grades may be eligible to return after completing an LPN program and working for a minimum of one (1) year in the LPN profession.

4. *Prior Nursing Coursework at Another Institution*

Prospective students who have earned less than a “C” in two (2) or more nursing courses at another institution must wait three (3) calendar years from the date of the applicable course failure(s) before becoming eligible for admission to an ATC nursing program.

- a. If accepted after the three-year waiting period, transfer credit will not be awarded for previously completed nursing courses.

5. *Definition of Failure*

A grade of “WF” is considered equivalent to an “F.” Grades of “D,” “F,” and “WF” are considered failures of a nursing course.

6. ***Repeating a Nursing Course***

Students who fail a required nursing course must repeat both the theory and clinical components of the course.

- a. Re-entry into a repeated nursing course is based on space availability and the requirements outlined in the applicable Re-Entry Policy.

7. ***Course Repetition and Program Progression***

Students required to repeat a nursing course must repeat the course at its next scheduled offering, unless otherwise approved by the Nursing Department.

- a. Upon return to the program, students may also be required to satisfactorily challenge or repeat previously completed nursing courses, as determined by the Nursing Department.
- b. A course challenge may include, but is not limited to, a comprehensive examination and demonstration of required clinical skills.

8. ***Cumulative Grade Point Average***

Students must maintain a minimum cumulative grade point average of 2.0 to remain enrolled in a nursing program.

9. ***Basic Life Support Certification***

ASN Program: Students must successfully complete the American Heart Association BLS for Healthcare Provider Cardiopulmonary Resuscitation course before or during the designated introductory nursing course and must maintain current BLS certification throughout enrollment in the nursing program.

- a. **LPN-to-RN Bridge Program:** Students entering the LPN to RN Bridge Program must hold current American Heart Association BLS for Healthcare Provider Cardiopulmonary Resuscitation (CPR) certification prior to and at the time of program entry and must maintain current BLS certification throughout enrollment in the nursing program.

10. ***Currency of Nursing Coursework***

Any nursing course being applied toward graduation that was completed three (3) calendar years or more before the anticipated date of graduation must be successfully challenged, including both theory and clinical skills components, or repeated for credit, as determined by the Nursing Department.

11. ***Completion of Core Coursework Prior to Advanced Nursing Courses***

Students must complete all required core courses for their respective nursing program before progressing to the designated advanced-level nursing courses.

- a. **ASN Program:** Students must complete all required core courses prior to enrolling in the fifth semester, which includes RNSG 1006 (Medical-Surgical Nursing III) and RNSG 1014 (Nursing Seminar).
- b. ASN students may not enroll in or take courses outside those required for the ASN program during the fifth semester, including the semester in which RNSG 1006 and RNSG 1014 are taken, unless prior written approval is obtained from the Nursing Program Director.

- c. Failure to comply with this policy may result in disciplinary action, including, but not limited to, required withdrawal from unauthorized course(s), delayed program progression or graduation, probation, and/or dismissal from the ASN program.
- d. **LPN-to-RN Bridge Program:** All required core courses must be successfully completed prior to admission to the LPN-to-RN Bridge Program and before entering the first semester of nursing (RNSG) coursework.

12. Dosage Calculation Competency

Students are required to demonstrate 100% accuracy on at least one written dosage calculation evaluation during each applicable semester of the nursing program. Program-specific dosage calculation requirements may vary based on the student's point of entry and curriculum.

- a. A maximum of three (3) opportunities will be provided to demonstrate competency.
- b. Prior to each subsequent dosage calculation examination, students who do not demonstrate competency will be required to complete a minimum of three (3) hours of ATI Math remediation or other approved remediation assigned by the instructor and submit a remediation plan addressing identified strengths and weaknesses.
- c. Failure to complete required remediation and/or submit the required remediation plan will result in the student being unable to take the subsequent dosage calculation examination and receiving a grade of zero (0) for that examination.

13. Course Withdrawal

A student may withdraw only once from any given nursing course during enrollment in the nursing program.

- a. A second nursing course withdrawal during the program will result in withdrawal from the nursing program and ineligibility for re-admission for a period of three (3) calendar years.

14. Policy Appeals

Nursing program policies, including dosage calculation requirements, are established to ensure student readiness, patient safety, academic progression, and compliance with program standards. Therefore, nursing program policies are not subject to appeal unless an appeal process is specifically provided by Albany Technical College policy or applicable institutional procedure.

15. Professional Conduct and Program Dismissal

The Nursing Department reserves the right to discontinue a student's enrollment in a nursing program when, in the judgment of the Program Director and nursing faculty, the student does not demonstrate the qualifications, behaviors, professional conduct, or competencies necessary for a career in nursing.

This may include, but is not limited to, incivility, bullying, cheating, dishonesty, unprofessional conduct, violation of the Albany Technical College Student Code of

Conduct, or any behavior that is inconsistent with the standards and expectations of an Albany Technical College nursing student.

- a. Examples of behaviors that may result in disciplinary action by the Nursing Department and/or Albany Technical College include, but are not limited to:
 - i. Bullying, harassment, intimidation, acts of aggression, physical abuse or harm, sexual harassment, or other inappropriate conduct toward students, faculty, staff, patients, or members of the public;
 - ii. Reporting to class, clinical, laboratory, or other program activities under the influence of alcohol or drugs or otherwise demonstrating impairment;
 - iii. Using unauthorized electronic devices, notes, textbooks, or other resources during an examination;
 - iv. Purchasing, possessing, sharing, or using unauthorized instructor resources, examination materials, test banks, or other protected course materials;
 - v. Cheating, plagiarism, academic dishonesty, or any other dishonest or deceptive act;
 - vi. Providing false, misleading, or intentionally incomplete information to faculty, staff, clinical partners, or the College;
 - vii. Theft or unauthorized possession or use of property belonging to the College, clinical agencies, faculty, staff, students, or patients;
 - viii. Engaging in conduct that presents or may present a risk of harm or danger to the health, safety, or well-being of a student, patient, faculty member, staff member, or the public; and/or
 - ix. Any other behavior or conduct deemed inconsistent with the professional standards, expectations, or responsibilities of an Albany Technical College nursing student.
- b. The examples listed above are not intended to be all-inclusive. When questions arise regarding whether a particular behavior constitutes a violation of nursing program policies, the Nursing Department's established chain of command will be followed, and the Program Director and/or appropriate College officials will make the final determination when necessary.

Clinical Attendance and Work Schedule Policy

To promote patient safety and support optimal student performance during clinical experiences, students enrolled in the Associate of Science in Nursing (ASN) and LPN-to-RN Bridge programs are prohibited from working a full overnight or night shift immediately prior to a scheduled morning clinical rotation.

Students are expected to obtain a minimum of eight (8) consecutive hours of rest before reporting for any clinical assignment. Adequate rest is essential for maintaining sound clinical

judgment, safe patient care, effective decision-making, and professional performance. Fatigue may impair concentration, judgment, reaction time, and overall clinical performance, potentially increasing the risk of errors and compromising patient safety.

Students who report to a clinical experience after working an overnight or full night shift, or who appear excessively fatigued or unable to safely participate in patient care, may be dismissed from the clinical experience at the discretion of the clinical instructor. Any resulting absence will be addressed in accordance with the applicable nursing program's clinical attendance policy and may require completion of additional clinical requirements, when permitted, or result in an unsatisfactory clinical evaluation for the clinical day.

Students are responsible for managing employment and personal commitments in a manner that allows them to meet all nursing program requirements and safely participate in clinical experiences. Repeated violations of this policy may result in disciplinary action, up to and including probation or dismissal from the nursing program.

PROGRAM COURSES

GENERAL EDUCATION CORE COURSES 15 CREDITS

Area I - Language Arts/Communications

ENGL 1101	Composition and Rhetoric	3
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Area II - Social/Behavioral Sciences

PSYC 1101	Introductory Psychology	3
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Area III - Natural Sciences/Mathematics

MATH 1111	College Algebra	3
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Area IV - Humanities/Fine Arts

HUMN 1101	Introduction to Humanities	3
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Program-Specific Gen. Ed. Course Requirements

SPCH 1101	Public Speaking	3
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NON-GENERAL EDUCATION COURSES 12 CREDITS

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

OCCUPATIONAL COURSES 42 CREDITS

RNSG 1016	Fundamentals of Nursing	6
RNSG 1002	Maternal-Child Nursing	6
RNSG 1003	Medical Surgical I	7
RNSG 1004	Medical Surgical II	7
RNSG 1006	Medical Surgical III	7
RNSG 1010	Pharmacology and Dosage Calculations	2
RNSG 1012	Mental Health	5
RNSG 1014	Nursing Seminar	2

PROGRAM CURRICULUM PATTERN

ASN Program

Traditional (Day) and Evening (Weekend) Cohorts

First Semester		Second Semester	
ENGL 1101 Composition and Rhetoric	3	RNSG 1016 Fundamentals of Nursing	6
BIOL 2113 Human Anatomy & Physiology I	3	RNSG 1010 Pharmacology and Dosage Calculations	2
BIOL 2113L Human Anatomy & Physiology I	1	*SPCH 1101- Public Speaking	3
Math 1111 College Algebra	3	BIOL 2114 Human Anatomy and Physiology II	3
BIO 2117 Microbiology	3	BIOL 2114L Human Anatomy and Physiology II	1
BIO 2117L Microbiology	1		
Total	14	Total	15

Third Semester		Fourth Semester	
RNSG 1003 Medical/Surgical I	7	RNSG 1004 Medical Surgical II	7
RNSG 1012 Mental Health	5	RNSG 1002 Maternal-Child Nursing	6
*PSY 1101 Intro to Psychology	3	*HUMN 1101 Intro to Humanities	3
Total	15	Total	16

Fifth Semester	
RNSG 1006 Medical/Surgical III	7
RNSG 1014 Nursing Seminar	2
Total	9

*Classes can be taken first, second, third or fourth semester. Everything in the first and second semester blocks must be taken to advance to the next semester (pre-requisites).

PROGRAM CURRICULUM PATTERN

LPN to RN Bridge Program

Evening (Weekend) Cohort

First Semester		Second Semester	
RNSG 1500 - LPN Bridge to Professional Nursing Practice	7	RNSG 1004 - Medical Surgical II	7
RNSG 1530 – Bridge to Professional Nursing II	2	RNSG 1002 - Maternal Child	6
RNSG 1012 - Mental Health	5		
Total	14	Total	13

Third Semester	
RNSG 1006 - Medical Surgical III	7
RNSG 1014 - Nursing Seminar	2
Total	9

**Core classes/pre-requisites cannot be taken first, second, or third. All program core classes/pre-requisites must be completed prior to program entry.

ADMISSION REQUIREMENTS

The Associate of Science in Nursing program is competitive and requires students to have a strong background in biology, math, science, and reading comprehension. Admission is based on the academic qualifications of the student and space availability. Admission to the college and meeting program admission requirements does NOT guarantee acceptance to the nursing program.

To be admitted to the nursing program, a student must first be admitted to the college. The following requirements for **admission to Albany Technical College** must be met:

- Make application to the college
- Receive acceptance to college
- Indicate Associate of Science in Nursing program as program of choice
- Make application to the Associate of Science in Nursing (ASN) Program (e.g., ASN Traditional/Day, ASN Evening/Weekend, or LPN to RN Bridge)
- The ASN Program will notify applicants of status (i.e., acceptance, denial, incomplete application)
- Applicants accepted into the ASN program will be notified of the new student mandatory orientation
- Orientation must be attended/completed prior to registration for nursing courses

In addition to Albany Technical College admission requirements, the following nursing admission requirements must be met:

1. Applicant must be at least 18 years of age
2. Applicants must have a minimum **nursing GPA of 2.75** for acceptance to the program
 - a. Only core courses required for the Associate of Science in Nursing program will be used in the calculation of the prospective student's nursing grade point average (GPA)
 - b. Grades achieved in **each attempt** will be used in the calculation of the nursing GPA
 - c. Science courses (A & P I; A & P II; and Microbiology) more than 5 years old are not accepted
 - i. For example, a student entering the Fall semester program, Anatomy and Physiology I and II and Microbiology must all be valid on the start day of ASN (RNSG) program courses Spring semester.
 - d. Students entering the LPN to RN Bridge Program must hold a current, unencumbered, and unrestricted Practical Nurse licensure in Georgia or a compact state.
 - e. Students entering the LPN to RN Bridge Program must hold current American Heart Association BLS for Healthcare Provider Cardiopulmonary Resuscitation (CPR) certification prior to and at the time of program entry.
3. The nursing program utilizes the ATI Test of Essential Academic Skills (ATI TEAS) to assess the readiness of prospective nursing students. Applicants must score a minimum of 60% on the ATI TEAS assessment to be eligible for acceptance to the program.
 - a. Scores within 24 months of program entrance (i.e., RNSG courses) are accepted from an approved ATI testing site
 - b. A maximum of two (2) attempts is allowed in a 12-month period
 - c. The attempts must be a minimum of 30 days apart
 - d. Test scores are valid for 24 months from the date of the examination
 - i. ATI TEAS score must be valid on the start day of ASN program courses (i.e., RNSG courses).
 - e. Prospective students who do not meet the minimum ATI TEAS score will not be eligible to apply for program admission
4. Prospective students who do not meet the minimum GPA and/or ATI TEAS score will not be eligible for program admission.
5. Completion of admission requirements and/or core courses does not guarantee admission to the program.
6. **It may not be possible to admit all students who meet the minimum requirements for admission.** If there are more qualified applicants than spaces available in the program and/or a nursing class, selection for admission will be based upon the following:
 - a. Nursing Grade Point Average
 - b. ATI TEAS - minimum score of 60% - maximum of two attempts within 12 months
 - c. Completion of core classes
 - d. Completion Science classes
 - e. Patterns of withdrawal from courses/schools
 - f. Grades of Ds and/or Fs
 - g. Availability of space in clinical sites
 - h. Availability of faculty resources

7. When space limits the acceptance of all qualified applicants, students will be ranked according to the highest GPA, the highest nursing pre-admission test score, and completion of all required core classes including the completion of science classes.
 - a. The highest ranked prospective students will be admitted to the program.
 - b. Qualified applicants who meet admission requirements but are not accepted must reapply for the next upcoming cohort for program admission.
 - i. The maximum enrollment for the Associate of Science in Nursing program is based upon full-time faculty numbers, which follows Georgia Board of Nursing and Accreditation Commission for Education in Nursing (ACEN) accrediting body standards (faculty-student ratio of 1:25).
 - ii. There will be a waiting list maintained in the Nursing Admissions office and with the Program Director for new and re-admitting students.
 - iii. Students placed on the waiting list will remain on the waiting list until the beginning of the semester of the cohort for which the initial application for program admission was made.
 1. Once the semester of the cohort for which the applicant initially applied has begun, the applicant must reapply to be considered for admission.
8. Applicants who earned less than a “C” in two or more nursing courses while enrolled in a previous nursing program will not be eligible for admission into ATC’s nursing program.
 - a. The applicant must wait a period of three (3) calendar years before they will be considered for admission to Albany Technical College’s nursing program.
 - b. If accepted into the program no transfer credit will be given for previous nursing courses.
9. Program re-entry will be on a space-available basis and adhere to admission requirements.
10. Students will be required to adhere to the ASN Student Handbook in effect at the time of program entry and/or re-entry.

TRANSFER STUDENT REQUIREMENTS

Transfer core credits are accepted from other accredited colleges and universities. A grade of “C” or better is required, and the course must be equivalent to courses required in the nursing curriculum pattern at Albany Technical College. **Students seeking program admission and/or transfer status from another institution must meet the following:**

1. Submission of official transcripts from **each** college of attendance
2. A nursing transfer GPA of 2.75
 - a. Only core courses required for the nursing program will be used in the calculation of the prospective student’s nursing GPA
 - b. Grades achieved in **each attempt** will be used in the calculation of the GPA
3. **Science Course Currency:** Anatomy and Physiology I (BIOL 2113/2113L), Anatomy and Physiology II (BIOL 2114/2114L), and Microbiology (BIOL 2117/2117L) must have been completed within five years of the date of program entry to satisfy the program’s admission requirements.
 - a. Science courses completed more than five years prior to program entry are not accepted for program-entry eligibility; however, the grades earned in these

courses will continue to be included in the calculation of the student's nursing GPA.

- b. General education core courses (English 1101, Composition and Rhetoric I; Psychology 1101, Introduction to Psychology; Math 1111, College Algebra; HUMN 1101, Introduction to Humanities; and SPCH 1101, Public Speaking) more than 5 years old will be evaluated on an individual basis by the ASN Program Director and/or Dean of Allied Health and Nursing.
4. No transfer credit will be accepted from other accredited colleges and universities for previously completed nursing courses.
5. Students who have earned less than a "C" in two or more nursing courses at another institution must wait a period of three (3) calendar years before they are eligible for admission to Albany Technical College's nursing program.
 - a. If accepted to the nursing program after the period of three (3) calendar years, no transfer credit will be given for prior nursing courses.

ADVISEMENT

All full-time nursing faculty members are assigned as advisors to all students who declare the Associate of Science in Nursing program as their program of study. Nursing faculty members are available to help students with their academic planning throughout the program. Although specified advising days are scheduled periodically throughout the academic year, students are encouraged to discuss any academic problems they encounter with their faculty advisors when necessary.

Nursing students are advised at midterm each semester. A student whose grades are below the required 70 in nursing courses at midterm may be advised to withdraw without penalty and in accordance with the nursing progression policy for withdrawals. All students are encouraged to consult with nursing faculty and advisors when concerned about their progress in classroom and/or clinical studies.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

By law, a prospective nursing candidate must demonstrate the physical and psychological ability to provide safe nursing care. With this legal requirement as a guide, every prospective student must assess his or her ability to provide safe and competent nursing care prior to choosing nursing as a career.

1. These are the essential skills that a nursing student must possess to progress satisfactorily through the nursing curriculum. Should a prospective student have a preexisting condition, which prohibits his or her ability to perform one or more of these skills, it is highly advised that the student pursue professional assistance for an evaluation of career suitability. Campus resources are available to assist with this process. Career services are available through the Admissions office, located in the Kirkland Building. Students who have a disability which may impact upon the ability to provide nursing care may want to contact the disabilities services specialist at **229.430.2854**.
2. To verify a student's ability to provide essential nursing care during clinical training, a

physical examination is required of all students. This examination will be documented by a physician/nurse-practitioner/physician assistant on the form provided by the nursing office.

3. Subsequent annual TB screening is required. Participation in clinical is contingent upon negative documentation and/or appropriate medical treatment and clearance.
4. Students with a communicable or infectious disease, illness, or health condition are not automatically restricted from pursuing the Associate of Science in Nursing degree or nursing licensure. Students are required to follow **Standard Precautions** and all applicable infection-control practices.
 - a. Students whose condition may pose a risk to patients, peers, faculty, or healthcare personnel may be temporarily restricted from direct patient care or specific clinical activities until it is safe to return.
 - b. Students will be provided with reasonable opportunities to continue their nursing education and complete required academic and clinical experiences, consistent with program and clinical agency requirements.
5. Although Hepatitis B vaccination is not required by the program, students are strongly encouraged to complete the Hepatitis B vaccination series prior to beginning clinical rotations due to the potential risk of occupational exposure to blood and body fluids.
 - b. Students who decline Hepatitis B vaccination must complete and submit a Hepatitis B Vaccine Declination Form prior to participating in clinical experiences.
 - c. Declining the Hepatitis B vaccination does not eliminate or reduce the possibility of exposure to Hepatitis B or other bloodborne pathogens during clinical experiences.
 - i. Students who decline vaccination acknowledge that they may be exposed to Hepatitis B through occupational contact with blood or other potentially infectious body fluids while participating in clinical activities.
6. Occasionally, a student may experience a change in the status of these requirements while progressing through the curriculum. Should this occur, the student is required to notify the clinical faculty.
 - a. The students will be provided with referrals for professional assistance.
 - b. Each student will be given the opportunity to meet clinical objectives within a reasonable amount of time as determined by the program director in consultation with the helping professional.
 - c. The student may be denied continued enrollment in the nursing program until the identified issue(s) is resolved.
 - i. Should the issue remain unresolved after a reasonable period, the student may be dropped from the course and/or program.

To understand the physical and psychological qualifications needed for successful nursing, the essential abilities have been listed below:

Qualifications	Standard	Examples of Necessary Activities
Critical Thinking	The nursing student must possess critical thinking ability sufficient for problem solving and clinical judgment.	• Identify cause-effect relationships in clinical situations • Assess risks and provide for patient safety • Consider multiple priorities and make effective decisions quickly • Develop and evaluate Nursing care plans
Interpersonal Skills	The nursing student must possess interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	• Establish helping relationships with patients, families, significant others, and the interdisciplinary health care team • Demonstrate caring behaviors
Communication	The nursing student must possess communication abilities sufficient for interaction with others in verbal and written form.	• Communicate relevant, accurate, and complete information in a concise and clear manner both verbally and in writing to patients and health care team members • Utilize information technology to support and communicate the planning and provision of care
Mobility	The nursing student must possess sufficient physical abilities to move from room to room and maneuver in small spaces.	• Move around in patient rooms, workspaces, and treatment areas • Administer cardiopulmonary resuscitation • Stand, squat, reach above head, lift, push, pull • Walk the equivalent of 5 miles daily at work
Motor Skills	The nursing students must possess gross and fine motor abilities sufficient to provide safe and effective nursing care.	• Calibrate and use equipment, e.g., administer injections, insert catheters, manipulate intravenous equipment, and position and transfer patients
Hearing	The nursing student must possess sufficient auditory ability to monitor and assess health needs.	• Hear monitor alarms, emergency signals, and cries for help • Auscultate sounds (Blood pressure, breath, and heart sounds)
Visual	The nursing student must possess visual ability sufficient for observation and assessment necessary in nursing care	• Observe patient/client responses, see a change in skin color, read the scale on a syringe
Tactile	The nursing student must possess tactile ability sufficient for physical assessment	• Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of catheters, palpate a pulse

Qualifications	Standard	Examples of Necessary Activities
Weight Bearing	The nursing student must possess the ability to maneuver/move 40-50 pounds, weekly and sometimes daily.	• Position patients and move equipment
Emotional	The nursing student must possess sufficient emotional stability to maintain composure in stressful situations.	• Cope effectively with stress in the workplace • Cope with client and colleague emotions calmly • Receive corrective feedback calmly
Environmental	The nursing student must possess the ability to tolerate environmental stressors.	• Adapt to variations in work schedules • Work safely with chemicals used in health care settings • Work in areas that are close, crowded, or noisy

Adapted from: Yocum, C. J. (1966). Validation study: Functional abilities essential for nursing practice. Chicago: National Council of State Boards of Nursing. (Available in: National Council of State Boards of Nursing (1999). Guidelines for using results of functional abilities studies and other resources (Appendix A; pp. 56-57). Chicago: author.)

SECTION III

ASN PROGRAM PROGRESSION AND RE-ENTRY

ACADEMIC PROGRESSION

Students in the Associate of Science in Nursing (ASN) program and the LPN-to-RN Bridge program must demonstrate competency in theory, laboratory, and clinical experiences to successfully complete their respective programs. Students are required to meet Albany Technical College's academic standards and maintain a grade of "C" or better in all general education curriculum courses.

ASN students are required to maintain a minimum nursing GPA of **2.75** to advance to Fundamentals of Nursing (RNSG 1016) and Pharmacology and Dosage Calculations (RNSG 1010). LPN-to-RN Bridge students are required to maintain a minimum nursing GPA of 2.75 to advance to LPN Bridge to Professional Nursing Practice (RNSG 1500). The student must also achieve a minimum grade of "C" (70%) in all RNSG courses to progress to the next nursing course. Demonstrated competency at a safe level in the laboratory and clinical settings is required for progression in the ASN program.

ASN students are expected to complete the nursing course sequence in five semesters, while LPN-to-RN Bridge students are expected to complete the program in three semesters, according to the published curriculum. Students who begin a nursing course are expected to successfully complete that course. If a student does not complete a nursing course for any reason, the student must follow the established Re-Entry Policy. Re-entry into the nursing course sequence is limited to no more than two times and is subject to space availability. Because nursing courses are offered a limited number of times each academic year, re-entry may require students to wait until the course is next offered.

It is the responsibility of the nursing faculty to assess students' academic, laboratory, and clinical performance. Students whose academic, laboratory, or clinical performance is determined to be unsatisfactory, or whose behavior does not demonstrate the judgment, professionalism, and integrity essential for safe nursing practice, may be recommended for dismissal from the nursing program by the ASN Program Director.

WITHDRAWAL POLICY

Once ASN students are admitted to their first semester of RNSG courses, students are permitted no more than one withdrawal from a nursing course. A second withdrawal from a nursing course will result in dismissal from the nursing program, and the student will be ineligible to reapply for three (3) calendar years.

- a. If a student withdraws from a nursing course, the student must also withdraw from all co-requisite nursing courses, when applicable.
- b. **Concurrent withdrawals** (withdrawal from all nursing courses during the same semester) will count as one program withdrawal for purposes of this policy.

Dismissals for either two (2) failures, or two (2) withdrawals will result in dismissal from the program for three (3) calendar years. Students who are withdrawn from a semester because they do not meet the dosage calculation requirement must adhere to this same policy. Consideration for re-entry to the program can only be granted if there are available openings, clinical resources, and faculty.

RE-ENTRY POLICY

Re-entry to the nursing program is academically competitive. Ideally, students should complete the ASN program in five (5) semesters and the LPN to RN Bridge program in three (3) semesters. Academic progression in the nursing program supports the development and synthesis of the necessary skills from fundamental understanding to complex critical thinking. When a student has not achieved the required “C” in a RNSG course, the student is unable to progress in the nursing course sequence. To repeat the course/clinical and continue with progression in the nursing program, the student must complete the ASN program Re-entry process.

1. Any student who experiences any break or delay in program progression through the nursing course sequence must apply for program re-entry to the nursing program and/or any student wishing to be considered for program re-entry must complete the nursing re-entry application within two (2) weeks after the end of the semester in which the student has been unsuccessful.
 - a. This includes any student who has withdrawn (W) from any nursing course or any student who has earned a D, F, or WF in a nursing course.
2. The student must have a minimum cumulative GPA of 2.0
 - a. A student whose cumulative GPA is below a 2.0 will be denied program re-entry to the program.
3. The student must meet all the other initial admission criteria for the nursing program.
4. The students will return to the current curriculum requirements.
5. The student may be required to complete additional course work, repeat ATI testing/review course requirements and/or demonstrate competency of skills.
6. If a student withdraws, fails, or does not complete a nursing course for any reason, the student must challenge the last previously completed semester of nursing course(s) (i.e., clinical, lab, and theory components) to validate current knowledge and skills of the content.
 - a. For example, if a student withdraws from RNSG 1003 (Medical Surgical I) during summer semester while enrolled in the ASN Evening/Weekend track, the student must successfully complete the challenge exams for RNSG 1010 (Pharmacology and Dosage Calculations) and RNSG 1016 (Fundamentals of Nursing) prior to returning with the next course offering of RNSG 1003 (Medical Surgical I) during fall semester with the ASN Traditional Day track.
 - b. This includes all nursing courses except for RNSG 1014 (Nursing Seminar).
 - i. If a student withdraws from or fails RNSG 1006 (Medical-Surgical III) or RNSG 1014 (Nursing Seminar), the student will be required to repeat both courses, regardless of successful completion of the other course. See the Re-Entry Policy for Final-Semester Nursing Courses for additional information.

- ii. Students who withdraw must return with the next available course offering and complete remediation and, if required, repeat the previously completed nursing course(s), unless the course requirements are successfully challenged.
- c. Challenges will be graded utilizing the same grading rubrics of the clinical, lab, and theory components of the challenged course.
- d. Failure to return with the next course offering will require the student to re-enter the program in accordance with the applicable Re-entry and Withdrawal policies for either the ASN or LPN to RN Bridge Program. Acceptance is not guaranteed; students will be evaluated against other students applying for the same track.
- 7. Failure to successfully challenge each course may result in the student repeating the course(s) that he/she was unsuccessful in challenging.
- 8. The student must meet all program compliance requirements prior to the start of the semester of return.
- 9. The Program Director may approve exceptions in extreme situations. The exception would require student review and development of an individualized plan of study.

NOTE: Re-entry to the program is not guaranteed and approvals are dependent upon resources and clinical availability. All exceptions must be approved by the Program Director prior to the start of the semester.

Re-entry Policy for Final Semester Nursing Courses

Students enrolled in the final semester of the nursing program are required to successfully complete RNSG 1014 Nursing Seminar and RNSG 1006 Medical-Surgical Nursing III consecutively to meet program completion requirements. A student who is unsuccessful in either RNSG 1014 Nursing Seminar or RNSG 1006 Medical-Surgical Nursing III must, upon approved re-entry into the program, repeat both courses, regardless of whether the student previously completed one of the courses successfully.

This policy ensures that re-entering students receive comprehensive instruction, reinforcement of critical nursing concepts, and continued preparation for graduation, the NCLEX-RN licensure examination, and safe entry into professional nursing practice. Because the content and learning experiences of these courses are complementary and designed to function as an integrated final-semester curriculum, both courses must be completed together upon re-entry.

Upon submission of the re-entry form, the student will meet with the ASN Program Director to develop an individualized re-entry plan. Upon successful completion of the re-entry requirements, the student may be eligible to re-enter the nursing course sequence at the next available course offering, subject to space availability. Re-entry into the ASN Program is not guaranteed, and space will not be reserved for a student seeking re-entry.

A maximum of two re-entries into the nursing course sequence is permitted in the ASN program. If the number of students requesting re-entry exceeds the number of available spaces, priority will be determined based on the student's overall academic and clinical performance in the nursing program.

The following are requirements for re-entry to the course/clinical course sequence:

1. Re-entry must be with the next course offering after the withdrawal or failure.
2. Students must complete a re-entry form in the nursing office during the semester of the withdrawal or failure.
3. Students must meet with the ASN Program Director within one week after the end of the semester in which the student has been unsuccessful.
 - i. At this meeting, the ASN Program Director will develop a re-entry plan with the student to identify areas of remediation to be completed before enrollment in the course/clinical course sequence.
 - ii. Students must complete the re-entry plan within the time frame established in the plan.

If the student does not complete the re-entry plan and later chooses to return to the program, the student must reapply to the program and will be subject to the admission, progression, and dismissal policies in place at that time.

4. Students must complete the following steps:
 - i. Submit a new physical form signed by a doctor within 2 months of the time the student wishes to re-enter
 - ii. Submit a copy of current CPR certification
 - iii. Submit an updated Drug Screen within 2 months before the re-entry date (i.e., depending upon length of program absence)
 - iv. Obtain an updated Criminal Background check within 2 months before their entry date (i.e., depending upon length of program absence)
 - v. Satisfactorily complete a skills check-off (all skills to date) in two attempts
 - vi. Update all required documentation in ACEMAPP
 - vii. Complete all other requirements contained in the re-entry plan
5. Program re-entry and readmission into the nursing program is on a space-available basis and is limited to a maximum of two times.

A student who is granted re-entry will reenter the program with the next available offering of the appropriate course, provided the student is successful with remediation and/or any required challenge examination(s), if applicable. If the student does not reenter with the next scheduled course offering, they will be required to reapply for admission to the nursing program. Reapplication may require the student to begin with the first semester of nursing courses for their chosen track. All requests for program re-entry are contingent upon approval of the student's appeal.

Re-entry to the nursing program is based on a review of, but not limited to, past academic and clinical evaluations, and evidence of interim efforts to strengthen areas of weakness.

REMEDIATION POLICY

The purpose of remediation is to identify and address areas of academic, clinical, or skills-related difficulty as early as possible and to provide students with the support and guidance needed for success in the Nursing Program. Remediation sessions are intended to clarify course content, reinforce essential concepts, and address identified areas of weakness. Remediation is not intended to serve as preparation for upcoming examinations. Students are expected to come prepared with specific questions regarding content, concepts, or skills they do not understand.

Remediation is a supportive educational process and is not a disciplinary action. The goal of remediation is to assist students in strengthening their knowledge, skills, behaviors, and professional attitudes so they are better prepared to successfully complete the Nursing Program and enter professional nursing practice. Remediation may be required or recommended based on a student's identified areas of weakness or need.

The faculty is committed to supporting student success and ensuring that graduates demonstrate the knowledge, skills, professional behaviors, and clinical competence necessary for safe and effective nursing practice.

There are two types of remediation: Required Remediation and Recommended Remediation.

Required Remediation

1. ATI Proctored Examinations:

Students who complete ATI proctored examinations are required to complete the assigned remediation hours following each examination and prior to taking the next proctored examination. Required remediation must also be completed following the final proctored examination. *(See Appendix F.)*

2. Clinical Remediation:

Students referred for remediation by a clinical instructor are required to complete remediation in the practice laboratory.

- a. The student must demonstrate satisfactory competency in the identified skill(s) to a nursing faculty member.

3. Laboratory Remediation:

Students referred for remediation by a laboratory instructor are required to complete remediation in the practice laboratory.

- a. The student must demonstrate satisfactory competency in the identified skill(s) to a nursing faculty member.

4. Theory Examination Remediation:

Students who are unsuccessful on a theory examination, defined as earning an examination grade below 70%, are required to complete an individualized, one-on-one remediation session with the course instructor prior to the next scheduled examination.

- a. During the remediation session, the student will complete a counseling form identifying areas of weakness and opportunities for improvement.

- b. The instructor may identify additional areas requiring improvement and provide recommendations for strengthening the student's knowledge and understanding. The student is responsible for following through with the recommendations provided.

Recommended Remediation

1. Students who are experiencing difficulty understanding course content or who would benefit from additional academic support may request a remediation session with their instructor.
 - a. Remediation sessions are designed to provide clarification and reinforcement of course content.
 - b. Students should come prepared to ask specific questions regarding course content, concepts, or materials they do not understand.

ADDITIONAL NURSING PROGRAM REQUIREMENTS

1. Students will be required to submit a completed health form, which documents satisfactory health status prior to enrolling in occupational courses (clinical practicum). The forms will be issued to each student during Nursing Orientation.
2. The student will assume responsibility for his/her own health in the event of illness, accident, or exposure to communicable disease.
3. ASN Program: Students must successfully complete the American Heart Association BLS for Healthcare Provider Cardiopulmonary Resuscitation course before or during the designated introductory nursing course and must maintain current BLS certification throughout enrollment in the nursing program.
 - a. **LPN-to-RN Bridge Program:** Students entering the LPN to RN Bridge Program must hold current American Heart Association BLS for Healthcare Provider Cardiopulmonary Resuscitation (CPR) certification prior to and at the time of program entry and must maintain current BLS certification throughout enrollment in the nursing program.
 - b. Online courses are not acceptable.
 - i. If a student has questions regarding a course, permission from their course instructor(s) prior to selection of the CPR course is recommended.
4. The Associate of Science in Nursing (ASN) program reserves the right to discontinue, at any time, the enrollment of a nursing student if, in the judgment of the Vice President for Academic Affairs, the Dean of allied Health & Nursing, ASN Program Director, and the nursing faculty, the student does not demonstrate the necessary qualifications for a nursing career.
 - a. This includes, for example, incivility (i.e., cheating) in any form, unprofessional conduct, violation of Albany Technical College's student code of conduct and/or any behavior/conduct deemed unbecoming of an Albany Technical College, ASN student.

ADDITIONAL COSTS AND FEES

All nursing students are required to meet the requirements established by Albany Technical College and the clinical facilities utilized for laboratory, clinical, and practicum experiences. These requirements may include health screenings, drug screenings, immunizations, background checks, and other documentation. Students must satisfy all applicable requirements and submit required documentation by the established deadlines **before they are permitted to participate in laboratory, clinical, or practicum experiences.**

1. *Testing/Resource (ATI) Fee*

All ASN nursing students are required to pay the Testing/Resource (ATI) Fee prior to the beginning of each semester, beginning with the semester in which the student begins nursing courses, RNSG courses. The fee must be paid by the deadline specified in the ATI payment letter. Students who do not meet the payment deadline may not be permitted to participate in classroom activities. **The ATI fee will not be included in applicable college fees.**

- a. ATI payment letters will be emailed to currently enrolled students at the end of each semester. Students will have to submit payment by the deadline listed on the payment letter or late fees will be accrued.
- b. Traditional Day and Weekend ASN track students are required to pay the ATI fee prior to enrolling in RNSG 1016 (Fundamentals of Nursing) and RNSG 1006 (Medical-Surgical Nursing III) and each semester thereafter.
- c. LPN-to-RN Bridge track students are required to pay the ATI fee prior to enrolling in RNSG 1500 (LPN Bridge to Professional Nursing Practice) and each semester thereafter.

2. *ACEMAPP Fee*

All nursing students are required to pay the **ACEMAPP Fee** during the nursing curriculum. **The ACEMAPP fee will be included in applicable college fees.**

- a. ASN students will pay the ACEMAPP fee while enrolled in RNSG 1010 (Fundamentals of Nursing) and RNSG 1006 (Medical-Surgical Nursing III).
- b. LPN-to-RN Bridge students will pay the ACEMAPP fee while enrolled in RNSG 1500 (LPN Bridge to Professional Nursing Practice).
- c. ACEMAPP is a clinical education management platform designed to standardize and streamline the clinical education process. The platform allows students to electronically access and submit required documentation and information in one centralized location, reducing administrative requirements and facilitating compliance with clinical site requirements.

3. *Health and Clinical Requirements*

All nursing students are required to meet the health and clinical requirements established by the clinical facilities utilized by the Nursing Program. Requirements may include, but are not limited to, laboratory screenings, drug screenings, immunizations, health examinations, and tuberculosis (TB) screening. **The Health and Clinical Requirement fees will not be included in applicable college fees.**

- a. All students are required to maintain a current tuberculin skin test (TST) or other documentation of TB screening as required by the clinical facility. Students with a history of a positive TB test must provide documentation of the prior positive result and an up-to-date chest X-ray, if applicable.
- b. Health and other required forms will be provided to students as needed.

- c. All required health documentation and other clinical requirements must be submitted by the established deadlines before students are permitted to participate in laboratory, clinical, or practicum experiences.

4. Uniforms and Required Equipment

All nursing students are required to obtain and maintain the uniforms and equipment specified by the Nursing Program. Required items include, but are not limited to:

- Campus uniforms
- Clinical uniforms
- White hose or white socks
- Appropriate clinical shoes
- Scissors
- Stethoscope
- Calculator
- Watch with a sweep second hand
- Albany Technical College name tag

The Uniforms and Required Equipment fees will not be included in applicable college fees.

5. Criminal Background Check and Drug Screening

All nursing students are required to complete a criminal background check and drug screening upon admission to the Nursing Program. Students are responsible for the associated costs.

Results may be made available to clinical facilities as required for clinical placement. **The Criminal Background Check and Drug Screening fees will not be included in applicable college fees.**

- a. A conviction identified through the criminal background check may prevent a student from being cleared for placement at a particular clinical facility.
- b. Students should be aware that certain prior felony charges or convictions may prevent clearance for clinical placement at healthcare facilities.
 - a. **Because successful completion of clinical experiences is an essential component of the Nursing Program, students with prior criminal charges or convictions are encouraged to consider the potential impact of their history on clinical placement and program completion.**

6. Additional and Random Drug Screening

Albany Technical College reserves the right to require drug testing of any nursing student at any time during the Nursing Program when there is reasonable suspicion of drug use or impairment or when testing is required by a clinical facility. Students are responsible for the cost of any required drug screening. **The Additional and Random Drug Screening fees will not be included in applicable college fees.**

- a. A mandatory drug screen is required, at the student's expense, following acceptance into the Nursing Program. Additional drug screening may be required on a random or unannounced basis throughout the program.
- b. Albany Technical College reserves the right to require a nursing student to complete drug testing at any time during the program in accordance with college, program, or clinical facility requirements.
- c. When random or additional drug testing is requested, the student will have **24 hours** from notification to complete the required testing. Failure to complete the drug screen within

the required 24-hour period may result in removal from clinical activities and/or dismissal from the Nursing Program.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

ATI Nursing Education (Assessment Technologies Institute®) is a technology-based educational assessment and testing program. The program's focus is helping students succeed on the licensure examination (NCLEX) that all graduates need to successfully pass to practice nursing after graduation.

Today's nursing students are diverse with different learning styles and needs. ATI Nursing Education's learning systems are designed to offer a variety of learning methods. ATI information and services are available to students throughout their academic career and one year after graduation. The following is a summary of the ATI testing in which students are exposed to across the nursing curriculum.

NOTE: Students are assessed a fee for the ATI program material and resources which must be paid prior to the beginning of each semester. All materials will be obtained at the beginning of the first year. Additional materials are available for purchase through ATI; however, to contain cost and present our students with the best NCLEX preparation package, the materials and fees associated with ATI are negotiated annually between the Department of Nursing and ATI. Also, there is a multitude of additional information available on the ATI website at no additional cost <https://atitesting.com/Home.aspx>

1. **ATI Assessment and Assignment Requirements:** ATI assessment results constitute a designated portion of the course grade and are used to identify content areas requiring further study to support successful NCLEX-RN preparation. **Students will be assigned ATI coursework and assessments on a weekly basis.**
 - a. **All assigned ATI activities must be completed and submitted by the deadline established by the course faculty to receive credit.**
 - b. **Students who fail to complete and submit ATI assignments by the assigned deadline will not receive credit for the late assignment**
 - i. **All required ATI assignments must still be completed and submitted before the student can receive a final course grade and progress in the nursing program.**
2. **ATI Materials and Costs:** The cost of ATI materials, including textbooks, skills modules, handbooks, tutorials, online assessment testing, proctored examinations, and the NCLEX Live Review, is the responsibility of the student. All students are required to purchase the required ATI materials and complete all assigned ATI assessments and examinations.
3. **ATI Fees:** ATI fees are **non-refundable**.

GRADUATION REQUIREMENTS

Albany Technical College grants the Associate of Science in Nursing (ASN) degree to graduates of the nursing program. Any ASN nursing course presented for graduation must be completed within three (3) calendar years or less prior to date of graduation. If a nursing course is completed more than three calendar years prior to graduation, the course must be successfully challenged (theory and clinical/lab components) or repeated for credit. The general requirements for graduation are as follows:

1. Quantitative- The Associate of Science in Nursing program students must complete a minimum of 69 semester hours of academic work.
2. Qualitative- Students must complete all courses in the nursing curriculum with a grade of a “C” or higher and have a minimum of a 2.0 cumulative grade point average on a 4.0 scale to be eligible to graduate from the Associate of Science in Nursing program.
3. Curricular- The student must satisfy the requirements of the core curriculum and complete the nursing program of study. In addition to the grade and cumulative GPA requirement, students must complete an exit portfolio and participate in a review course as designated by the program faculty (i.e., ATI Review Course).

GRADUATION/DEGREE AUDIT

Students are responsible for monitoring their progress toward completing their program. Consult with the nursing faculty/academic advisors for support in reviewing and understanding degree requirements as listed in ATC catalog and ASN Student Handbook. Degree audits are performed throughout the program, every semester. The results are shared with each student. For students in the Traditional Day and Evening/Weekend tracks, all core courses must be completed prior to enrolling in the fifth and final semester of nursing courses. For students in the LPN to RN Bridge Program, all core courses must be completed prior to program entry and before beginning any RNSG coursework.

1. The graduation/degree application process is initiated by the student.
2. The completed application is to be submitted to the Career Center.
3. For the degree audit application to be valid, the student must have the required cumulative grade point average for their academic major.
4. Each student should update their name and/or address with the Registrar.
5. If the student has any questions, contact the ASN Program Director as soon as possible. He/she should not wait until their expected semester of graduation to resolve any outstanding problems.

Graduation exercises are scheduled for the end of Spring semester. All students must complete an application for graduation when they pre-register for their last class. Filing deadlines are March 15th for the Spring semester, June 15th for the summer semester, and October 15th for the Fall semester (participation in the Spring ceremony).

Students are expected to complete a Career Portfolio prior to graduation as a tool for success in employment. Program advisors will provide details about specific portfolio requirements for each program. Students must also visit the ATC Career Center to complete a Leaver form and complete an Exit Interview at the Financial Aid office. Once the application is received, the Registrar will perform a graduation audit to determine graduation status.

The college recognizes honor graduates when they maintain the following GPA's:
Honors with Distinction: 3.75-3.94
Presidential Scholar: 3.95-4.00

To be eligible for graduation, each student must satisfactorily complete the program of study as outlined in the state standards. The Georgia Board of Nursing (GBON) requires a state and federal criminal history/background records check for all applicants by examination, endorsement, and reinstatement before issuing licenses. Successful completion of the Associate Science of Nursing Program at Albany Technical College does not guarantee licensure or employment. Students should contact the Georgia Board of Nursing for further details related to personal background issues.

GRADING POLICIES

Academic and Work Ethics Grade

Grading in the nursing courses is designed to objectively measure a student's mastery of knowledge and its application to the practice of nursing. Students will be awarded academic grades for each course. The work ethic grades will be completed in the Fundamentals of Nursing (RNSG 1016), LPN Bridge to Professional Nursing Practice (RNSG 1500), and the Medical Surgical III (RNSG 1006) course. The College academic and work ethic grading scale will be used to award grades. Students can access final grades by logging into their Banner web accounts.

Calculation of Final Grade for all Nursing Courses

Exam grades will be determined by adding absolute grades (to the nearest 100th point) with **NO** rounding. Thus, any grade below 70 will be a "D or F". Example (69.999 is not passing).

College Academic Grading Scale

Letter Grade	Numerical Grade Range
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 - Below

W	Signifies the student withdrew before midterm.
WP	Signifies the student withdrew after midterm with a passing grade.
WF	Signifies the student withdrew with a failing grade after midterm. "WF" carries a grade point average of "0."

Work Ethics Grades

A work ethics grade will be assigned in the introduction nursing course, Fundamentals of Nursing (RNSG 1016), LPN Bridge to Professional Nursing Practice (RNSG 1500), and the Medical Surgical III (RNSG 1006) course. Therefore, students are encouraged to apply appropriate work ethics in class using the following determining factors: attendance, productivity, punctuality, teamwork, character traits, leadership, personal organizational skills,

communication, respect, confidence, and appearance. The instructor will monitor these skills and will document those situations in which students exceed or fail to meet these factors.

At mid-term students will receive a rating that reflects these documented situations. If a student has been deficient in a certain area, the student will be given the opportunity to bring his/her performance to industry standards before grades are issued at the end of the semester. The work ethics grade will be placed on the student's permanent record.

Academic Appeals

Students who desire to appeal grades and other academic decisions must initiate the appeal process within two weeks after the grade or academic decision has been issued. The student should first contact the instructor who awarded the grade or issued the academic decision. If the consultation with the instructor does not satisfy the student, he/she should appeal in writing within two weeks of the contested grade or academic decision to the ASN Program Director. If the student is not satisfied after consultation with the ASN Program Director, the student can appeal in writing (within one week of consulting with the ASN Program Director) to the Dean of Nursing and Allied Health. If the student is not satisfied after consultation with the Dean of Nursing and Allied Health, the student may appeal in writing (within one week of consulting with the Dean of Nursing and Allied Health) to the Vice President of Academic Affairs. The Vice President of Academic Affairs is the final contact person for the College in the process of academic appeals.

1. The final grade will be computed with **no rounding of grades.**

2. **Final Course Grade Calculation**

Unit Exams Average	60%
Final Exam	20%
ATI Exams • highest score earned across two attempts	15%
ATI Assignments	3%
Course Assignments	2%
Total	100%

Exception: RNSG 1014 Nursing Seminar

Unit Exams Average	60%
ATI Comprehensive Predictor • average of both exam attempts	20%
ATI Exams • highest score earned across two attempts	15%
ATI Assignments	3%
Course Assignments	2%
Total	100%

3. ASN Grading Scale: 90 - 100 = A, 80 - 89 = B, 70 - 79 = C, 60 - 69 = D, 59 or Less = F
4. Successful completion of nursing courses will depend on C or better in theory and a satisfactory grade in clinical. Students receiving an unsatisfactory grade in clinical will receive a failing grade in the course regardless of theory grade.
5. Students are required to demonstrate 100% accuracy on at least one written dosage calculation evaluation during each applicable semester of the nursing program. Program-specific dosage calculation requirements may vary based on the student's point of entry and curriculum.
 - a. Students enrolled in the Traditional (Day) or Evening (Weekend) will take their first math exam in Medical Surgical I (RNSG 1003).
 - i. Students enrolled in the LPN to RN Bridge program will take their first math exam in LPN Bridge to Professional Nursing Practice (RNSG 1500).
 - b. A maximum of three (3) opportunities will be provided to demonstrate competency.
 - c. Prior to each subsequent dosage calculation examination, students who do not demonstrate competency will be required to complete a minimum of three (3) hours of Math remediation or other approved remediation assigned by the instructor and submit a remediation plan addressing identified strengths and weaknesses.
6. Failure to complete required remediation and/or submit the required remediation plan will result in the student being unable to take the subsequent dosage calculation examination and receiving a grade of zero (0) for that examination. At the minimum, a student must demonstrate 100% accuracy on one written/computer evaluation of dosage calculations each semester.
 - a. A maximum of three (3) opportunities will be provided each semester prior to the last day to withdraw from the course without penalty.
 - b. If a student is unsuccessful on all three attempts, he/she will be allowed to withdraw without penalty (unless student has a previous program withdrawal; see Academic Progression).
 - c. If the student does not withdraw or refuses to withdraw, he/she will receive a clinical failure for calculation of medication dosages.
 - i. Students receiving a clinical failure will receive a failing grade in the course regardless of theory grade.
 - d. If the student drops before drop day, he/she will be eligible to register for the course again, if all the other entry requirements are met and he/she has not previously withdrawn from his/her current course AND has not withdrawn in excess of the withdrawal policy.
 - e. Prior to each subsequent math exam (math exam 2 and/or 3), students will be required to submit approved remediation activities or assignments assigned by the course instructor, and submit a remediation plan, including strengths and weaknesses.
 - i. Failure to do the required math remediation or submit a remediation plan will result in an inability to take the math exam.
 - f. Exams will be constructed utilizing the following test blueprint: Total items 10, test time 30 minutes, type of items - a minimum of one each from the following

operations will be included: (1) Conversions within a system (i.e., mg to g), (2) Conversions between measurement systems (i.e., mg to grains), (3) Administration in units (i.e., heparin, penicillin, insulin), (4) Calculation of IV flow rates (i.e., ml/h, gtt/min, completion time, mg/hr, mg/min), (5) Solution reconstitution, (6) Six rights of medication administration.

TESTING POLICY

1. All exams will be administered via a web-based testing system in a proctored setting except for Math exams.
 - a. A minimum of two faculty members will proctor the exam.
 - b. The faculty supervising the exam will circulate throughout the classroom during testing.
2. All exams may contain test questions on content on all unit objectives, assigned readings, power point presentations, computer and video assignments that have or have not been covered in class.
3. Students are not allowed to leave the testing environment and return (i.e., bathroom breaks).
4. Only nursing approved calculators may be utilized during exams.
5. Students will not be allowed to copy, record, or take pictures (i.e., screen shot) of test questions, answers, or materials during testing periods.
6. All exams will have time limitations.
7. **There will be no retests, no curving, and no rounding of unit and/or final exam grades.**
8. Any student sitting for an exam will earn a grade and that grade will become the grade of record.
9. No personal items will be allowed on the student's person or desk during testing. These items include but are not limited to the following:
 - a. Caps/hats
 - b. Drink containers
 - c. Food
 - d. Gum or candy (wrappers)
 - e. Headphones (earbuds, hands free headsets)
 - f. iPads, iPods, laptops, tablets, cellular phones, non-approved calculators
 - g. Large coats/jackets
 - h. Spy wear earpieces/eyeglasses
 - i. Sunglasses
10. Cellular phones and any other form of electronic devices (i.e., beepers, tablets, etc.) must be turned off during testing.
 - a. No hands-free headsets may be worn
11. If a student misses an exam, it is the student's responsibility to notify the instructor of the absence prior to or on the day of the exam. The student will petition the instructor within two days, excluding the exam day, to take a make-up exam.
 - a. All make-up exams must be taken prior to sitting for the next scheduled exam.
 - b. All nursing program theory make-up exams may include essay/short answer format.
 - c. Failure to notify the instructor may constitute a grade of zero for the missed exam.

- d. The student may be required to provide a physician's excuse to be allowed to take a make-up exam.
 - 1. Make up exams are not offered for Math Exams and proctored ATI Exams
- 12. No tests or student activities are to be scheduled during the three (3) calendar days prior to final exams each semester.
 - a. This does not include clinical, make-up tests and/or individualized studies tests.
- 13. Essay/short answer format questions may be placed on unit exams and will be graded for grammar, spelling, and content.
- 14. A test review may be offered (at the instructor's discretion) after each test. Test reviews offered for the final exam must be scheduled individually with the course instructor(s).
 - a. Students are expected to attend all test reviews offered to strengthen their knowledge and testing skills.
 - b. No review of the final examinations will be allowed to students who successfully completed the course and will be moving forward in the program.
- 15. No communication among students, written or electronic, will be allowed during exams. This includes talking, mouthing, hand gestures, tapping, nodding, etc.
 - a. Violation of this policy will be considered a form of incivility and may result in an exam score of zero up to dismissal from the nursing program.
 - b. Integrity is a vital attribute in the nursing profession. Students who miss an exam and who attempt to obtain information regarding test information (i.e., what questions were asked, what information was on the test, etc.) will be considered in violation of the testing policy and subject to the aforementioned disciplinary action.
 - c. Test proctors will be utilized during all exams/testing.
- 16. Any proven occurrence of incivility and/or academic dishonesty may result in a course grade of "F" and/or permanent dismissal from the program without a possibility of readmission.

MATH POLICY

Concurrent with enrollment in the first nursing course in which medication administration is introduced for those students enrolled in the Evening/Weekend or Traditional/Day track, students will receive instruction and learning materials addressing the mathematical competencies required for safe medication administration and the appropriate use of common abbreviations. Students are expected to utilize the provided instructional materials to review, practice, and master the drug dosage calculations necessary for the safe administration of medications.

For students enrolled in the LPN-to-RN Bridge Program, medication administration is considered previously learned knowledge based on the student's prior practical nursing education and licensure. Bridge students are expected to apply and build upon this foundational knowledge as they transition to the RN role.

These examinations will assess students' competency in dosage calculations and the mathematical concepts necessary for safe medication administration. Competency in safe medication administration and dosage calculation will be assessed throughout the nursing curriculum through mathematics questions included on course examinations. Students are expected to maintain proficiency in dosage calculations and demonstrate continued competency as they progress through the program.

Subsequent Math Competency Assessment:

Subsequent math competency assessment involves mandatory semester testing. Students may expect math problems on all nursing examinations.

Mandatory Semester Testing:

1. Semester testing is required each semester in both the ASN and LPN to RN Bridge tracks.
 - a. For students in the Traditional ASN Day and Evening/Weekend tracks, semester testing will begin with Medical/Surgical I (RNSG 1003).
 - b. For students in the LPN to RN Bridge Program, semester testing will begin with LPN Bridge to Professional Nursing Practice (RNSG 1500).
 - c. Passing is defined as 100%; failure is defined as any score less than 100%.
 - d. Make-Up exams are not given for missed math exams. A missed math exam constitutes a grade of zero for that exam.
2. The student will have a maximum of three (3) attempts to pass the examination with a grade of 100%.
3. A first examination failure (less than 100%) requires mandatory remediation before scheduling for the second examination, which will be determined by the faculty.
 - i. Prior to math exam 2, students who were not successful on math exam 1 will be required to spend a minimum of three (3) hours in math remediation (e.g., ATI, math textbook, or other remediation tools as approved by the instructor), and submit a remediation plan, including strengths and weaknesses.
 - ii. Failure to submit a **remediation plan** 5 days prior to math exam 2 will result in an inability to take math exam 2, resulting in a zero on that exam.
 - iii. Failure to complete and submit the required **math remediation** prior to math exam 2 will result in an inability to take math exam 2, resulting in a zero on that exam.
4. A second examination failure also requires mandatory completion of a remediation plan, in addition to the student seeking direction from the instructor, course coordinator, and/or advisor on any problem areas.
 - i. Prior to math exam 3, students will be required to spend a minimum of three (3) hours in math remediation (e.g., ATI, math textbook, or other remediation tools as approved by the instructor), and submit a remediation plan, including strengths and weaknesses.
 - ii. Failure to submit a **remediation plan** 5 days prior to math exam 3 will result in an inability to take math exam 3, resulting in a zero on that exam.
 - iii. Failure to complete and submit the required **math remediation** prior to math exam 3 will result in an inability to take math exam 3, resulting in a zero on that exam.
5. Scheduling of the third math examination will be determined by the faculty and will be prior to the college withdrawal date (withdrawal date without academic penalty), if the proficiency level has not been met.
6. A third examination failure (less than 100%) will constitute an automatic withdrawal from the course and the adjunctive nursing course for the semester.

7. Faculty Guidelines for the semester math competency assessment include:
 - a. Examination is to be a minimum of 10 questions
 - b. Students must show all the calculation work
 - c. Fill-in-the-blank or multiple-choice type questions will not be used
 - d. All three math exams should be administered within a timeframe that will allow the student to withdraw from the course without academic penalty if the proficiency level has not been met
 - e. Calculator use will be provided and/or approved by faculty
8. Student Guidelines for the semester math competency assessment include:
 - a. Math remediation will be student initiated
 - b. Students will schedule an appointment with the instructor for guidance and proposed math remediation assignments
 - c. Students must submit all remediation plans and math remediation in hard-copy format or through the learning platform utilized by the program, as directed by the course instructor.
9. Math exams will be constructed using the following test blueprint: **10 total items** with a 30-minute time limit.
 - a. A minimum of one item from each of the following areas will be included:
 - i. Conversions within a measurement system (e.g., mg to g),
 - ii. Conversions between measurement systems (e.g., mg to grains),
 - iii. Medication administration in units (e.g., heparin, penicillin, insulin),
 - iv. IV flow rate calculations (e.g., mL/hr, gtt/min, completion time, mg/hr, mg/min),
 - v. Solution reconstitution,
 - vi. Intake and output calculations, and the
 - vii. Six Rights of Medication Administration.

SECTION IV

ACADEMIC STANDARDS, POLICIES, AND PROCEDURES

The general policies and procedures that apply to all students can be found in the *Albany Technical College Student Handbook/Catalog*. A summary of the following College policies and services is required to be listed in all program course syllabi.

Attendance Policy: Regular attendance is considered essential for the successful completion of a course. Therefore, students are expected to be punctual and attend all registered classes (campus, blended, online), laboratories, and clinical sites as scheduled. Class attendance and participation include completing activities, such as submitting assignments, taking an exam/quiz, and participating in an interactive tutorial or computer-assisted instruction.

Instructors will keep an accurate record of class attendance. Students are advised that due to program accrediting requirements and other factors, some programs may have specific attendance requirements and guidelines. Consequently, students should consult with their instructor to determine the specific attendance requirements for each class.

Any student arriving late for class, lab, clinical, or leaving early before the scheduled ending time will be marked tardy. Three instances of tardiness are equivalent to one absence from class. However, some programs may require special attendance policies due to program accrediting requirements and other factors. Students anticipating an absence or tardiness should contact the instructor at least 24 hours in advance of the absence. If the student miss class, lab, or clinical meeting, they should (a) provide the instructor with appropriate documentation indicating the reason for absences; (b) request make-up assignments from the instructor(s) upon returning to class, lab, or clinical; and (c) if the instructor grants the opportunity, the student should complete make-up work within the time frame allowed by the instructor. Note: It is the student's responsibility to request make-up work. Make-up work may be allowed at the discretion of the instructor.

- a. ASN program students are allowed to be absent 10 percent of the class without penalty. Failure to follow the attendance policy may result in suspension or withdrawal from the nursing course. Withdrawal or suspension from a class may affect a student's present, and future academic and financial aid status as well as the class work-ethics grade.

No Show Status: During the Attendance Verification period, students who do not confirm their attendance and/or attend class will be reported as a "No Show" for that class, and if applicable, tuition will be adjusted, and financial aid will be reduced accordingly.

- a. If a student misses more than 10 percent of the scheduled nursing class sessions, the student may be suspended or administratively withdrawn from class.

For additional information, refer to the *Albany Technical College Student Handbook/Catalog*. If a student has questions during the semester about their continued attendance, please contact the instructor or the Division Dean, in which this class is being taught, or the Director or Vice President of Operations if enrolled at a branch campus.

Withdrawal from Course(s): It is the student's responsibility to officially withdraw from classes. Traditional students may withdraw from a single class or all classes by contacting the Registrar's Office. Students are strongly encouraged to consult with the ASN Program Director, ATC Student Navigator and the Financial Aid Office prior to withdrawing from any nursing classes.

Students that withdraw from a course(s) will receive a final grade of W for each course(s) from which they withdraw. While a grade of W does not negatively impact the GPA, it will negatively impact the financial aid requirement to successfully complete 67% of all coursework attempted.

Unofficial Withdrawal from Course(s): Students who stop attending classes but do not complete the official withdrawal process will receive zero points for each test, quiz, exam, or assignment that is missed during the class. This will most likely result in a failing grade for the class(es).

Drop/Add and Reimbursement Policy

1. Students will be allowed to drop/add courses within the first three (3) instructional days of an academic semester with no penalty.
2. Students will receive a 100% refund of associated tuition and fees if they withdraw from all registered courses within the first three instructional days of an academic semester. After the third instructional day, no refund will be given.

Equal Opportunity Awareness Statement: As set forth in the *Student Handbook Guide*, Albany Technical College does not discriminate based on race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific

practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator: Kathleen Skates, Kirkland Building, Room 6134, Phone Number (229) 430-3524.

Disabilities Services Coordinator: Regina Watts, Kirkland Jr. Building Room 6156, Phone Number (229) 430-2854.

Disability Services: Students with disabilities or special needs must self-identify and provide documentation to the Disabilities Services Coordinator every semester.

Counseling Services: Academic counselors are available for students' needing assistance with career choices, study skills, scheduling of classes, improving grades, academic advising, and wellness. The counselors are in the Kirkland Building and may be contacted by telephone at (229) 430-3558.

Career Services: Career Services offers assistance with resume and cover letter preparation, mock interviewing, career information, and provides a website of job leads from employers. The website can be accessed by clicking the "Student Services" logo on the Albany Technical College webpage or through the URL: www.albanytech.edu

Safety: Classroom and laboratory organization and operation will reflect as closely as possible standards in the health facilities. Neatness and orderliness will be expected in these areas. All students are expected to properly store supplies after completion of lab activities. It is important for students to always use good safety practices. Safety and operational instructions will be discussed with students prior to their performance of any procedure or skill. Any malfunction or loss of equipment should be reported immediately to the instructor who then notifies the dean. Equipment and supplies should be used in the same manner as they would be used in clinical areas.

Formal Grievance Procedure: When a student cannot resolve their grievance informally, he or she may use this formal grievance procedure. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) or the technical college president's designee (see the ATC Student Handbook/Catalog).

Financial Aid: Students are eligible to apply for the following financial aid programs:

Federal Pell Grant	Zell Miller Grant Zell Miller Scholarship		Social Security Benefits
Federal Supplemental Educational Opportunity Grant (FSEOG)	Georgia Hope Scholarship Georgia Hope GED®	New Connections to Work	Temporary Assistance for Needy Families (TANF)
Federal Work-Study Program	Strategic Industries Workforce Development Grant (SIWDG)	Georgia Fatherhood Program	Workforce Investment Opportunity Act (WIOA)
Georgia Hope Grant	Student Loans	Rehabilitation Services	Bright from the Start/BFTS (Georgia Department of Early Care and Learning)

To be eligible for financial aid assistance, you must:

- Complete the FAFSA
- Be a U.S. citizen or an eligible non-citizen
- Be enrolled in a diploma or associate degree program
- Maintain satisfactory academic progress
- Not be in default of a federal educational loan or owe a refund on a federal/state educational grant
- Meet other regulations as noted
- Have a high school diploma or GED

Professional Guidelines

All nursing students are expected to conduct themselves in a manner that reflects the standards, values, ethics, and professional responsibilities of the nursing profession. Students are expected to demonstrate professionalism, accountability, respect, integrity, sound judgment, and concern for patient safety in all academic, laboratory, clinical, and community settings.

Students are expected to comply with the policies of Albany Technical College, the Nursing Program, clinical agencies, and applicable professional standards, including the ANA Code of Ethics for Nurses, HIPAA privacy requirements, and other applicable federal and state laws and regulations.

Patient Confidentiality and Privacy

Students must maintain strict confidentiality of all patient information and records. Students must comply with HIPAA and all applicable privacy regulations and clinical facility policies.

- a. Patient information may be discussed only with individuals directly involved in the patient's care or with nursing faculty for legitimate educational purposes.
- b. Students must not discuss patient information in public areas, on social media, through electronic communication, or with family members, friends, classmates not involved in the patient's care, or other unauthorized individuals.
- c. Students must not reveal the presence, identity, location, diagnosis, condition, or treatment of a patient in any clinical facility to anyone who is not authorized to receive such information.

- d. Students are responsible for protecting patient records, electronic health records, written assignments, photographs, and any other information containing patient-identifying information.
- e. The nursing student is expected to promote, advocate for, and protect the health, safety, privacy, dignity, and rights of every patient.

Recording and Photography

Students are not permitted to photograph, video record, audio record, screen capture, livestream, or otherwise electronically record lectures, laboratory activities, clinical experiences, pre- or post-conferences, patient care activities, clinical discussions, or other nursing program activities without explicit authorization from the instructor and/or clinical facility.

- a. Students may not photograph or record patients, patient information, medical records, computer screens, clinical environments, faculty, staff, or other students without appropriate authorization.
- b. Students may not post, share, transmit, or distribute any patient-related or clinical information through social media, text messages, email, or any other electronic or social media platform.
- c. Violations of this policy may constitute a breach of confidentiality and/or HIPAA and may result in disciplinary action, including permanent removal from the Nursing Program.

Patient-Centered Care

The student's primary commitment is to the patient, whether the patient is an individual, family, group, or community. Students are expected to:

- a. Prioritize patient safety and well-being.
- b. Respect patient autonomy, dignity, privacy, values, beliefs, and choices.
- c. Advocate for patients and report concerns that may affect patient safety or quality of care.
- d. Provide care within the student's level of education, preparation, and scope of responsibility.

Professional Appearance and Personal Hygiene

Students must maintain a professional appearance and appropriate personal hygiene whenever wearing the nursing uniform or representing Albany Technical College Nursing Program.

- a. Skin must be clean. Deodorant is required. Perfume, cologne, aftershave, and scented lotions should not be worn in clinical settings due to potential patient and staff sensitivities.
- b. Fingernails must be short, smooth, clean, and unpolished. Nails should not extend beyond the fingertips when viewed from the palm.
- c. Artificial nails and nail enhancements are prohibited in clinical settings. This includes, but is not limited to, tips, wraps, gels, shellac, acrylics, appliqués, nail jewelry, and other enhancements applied to the natural nail.
- d. Hair must be clean, neat, well-groomed, and secured so that it does not interfere with patient care or fall forward during clinical activities.
- e. Hair must not extend below the collar when worn down and must be secured appropriately.
- f. Swinging ponytails are not permitted in clinical settings.
- g. Hair color must be a natural color. Non-traditional colors such as pink, blue, purple, green, or similar colors are not permitted.

- h. Hair ornaments, barrettes, and similar accessories must be neutral and professional and should blend with the student's hair color.
- i. Head coverings are not permitted in classroom or clinical settings unless required for religious, medical, cultural, or other approved reasons.
- j. Facial hair must be maintained in a manner that permits appropriate use and fit of required personal protective equipment, including N95 respirators.
- i. Students whose facial hair prevents proper N95 fit testing must remove or appropriately modify the facial hair to permit a successful fit test.
- k. Beards and mustaches must be clean and neatly trimmed.
- l. Only a watch and wedding and/or engagement rings are permitted with the clinical uniform.
 - i. Large or ornate rings or settings, including protruding stones, should not be worn in the clinical setting because they may interfere with patient care or become damaged or lost.
- m. Visible piercings are limited to one pair of small stud earrings.
 - i. Facial piercings are not permitted in the clinical setting.
 - ii. Dangling or large earrings are not permitted.
 - iii. Tattoos or body art must be covered while in uniform.
- n. Makeup must be professional and appropriate for the clinical setting. Excessive makeup and jewelry are not permitted.

Student Preparation and Scope of Practice

Students must not perform any technique, procedure, treatment, or intervention for which they have not been adequately educated, trained, and authorized.

- a. Students must seek direction from the nursing faculty or clinical instructor before performing any procedure about which they are uncertain.
- b. Students must practice only within the scope of their education, assigned role, and level of demonstrated competency.
- c. Students must immediately report any error, near miss, patient injury, or safety concern to the clinical instructor and follow the clinical facility's reporting procedures.

Punctuality and Attendance

Students are expected to demonstrate punctuality and dependability.

- a. Students must arrive on time and prepare for all classes, laboratory sessions, clinical experiences, conferences, and other required activities.
- b. All assignments and required documentation must be submitted by the established deadlines.
- c. Students must comply with the Nursing Program Attendance Policy.
- d. Students must notify the appropriate instructor when circumstances prevent attendance or result in tardiness.

Clinical Preparation

Students must be adequately prepared for each clinical assignment.

- a. Students must report to clinicals in the required uniform and with all equipment and supplies necessary to perform assigned responsibilities.
- b. Students are responsible for reviewing assigned patient information, completing required preparation, and demonstrating knowledge necessary to provide safe patient care.
- c. Students are individually accountable to be prepared for all clinical experiences.

Food, Beverages, and Gum

Chewing gum and the consumption of food or beverages are prohibited in patient care, laboratories, and other designated clinical areas.

- a. Food and beverages may be consumed only in approved, designated areas and in accordance with clinical facilities and college policies.

Professional Conduct

Students are expected to maintain professional, respectful, and ethical relationships with patients, families, faculty, staff, peers, and members of the healthcare team.

- a. Unprofessional, unethical, disrespectful, disruptive, threatening, or inappropriate behavior in the classroom, laboratory, clinical setting, or other program-related activities may result in disciplinary action.
- b. Students must provide accurate, timely, and truthful information related to patient care and academic or clinical activities.
- c. Students must not provide patients with personal contact information for themselves, classmates, faculty, or other students, including addresses, telephone numbers, email addresses, or social media accounts.
- d. Information provided to students for professional or educational purposes must be kept confidential and used only for its intended purpose.
- e. Students must follow the established chain of command when addressing concerns or resolving problems on campus, in the classroom, or in the clinical setting.
- f. The Nursing Program chain of command is:
 1. Nursing Instructor/Clinical Instructor
 2. ASN Program Director
 3. Dean of Allied Health and Nursing
 4. Vice President of Academic Affairs

Tobacco and Smoke-Free Environment

Albany Technical College is a smoke-free campus.

- a. Smoking and the use of tobacco products, including cigarettes, cigars, smokeless tobacco, vaping products, and electronic cigarettes, are prohibited on campus and during clinical experiences in accordance with college and clinical facility policies.
- b. Students must not smoke or use tobacco products while in the nursing uniform in public areas.
- c. Students who report to a clinical experience with an offensive odor, including the odor of smoke or other substances, may be dismissed from the clinical experience and may receive an unsatisfactory clinical evaluation for that day.

Professional Development

Students are expected to promote excellence in nursing by engaging in lifelong learning, maintaining competence, seeking opportunities for professional development, and remaining current with evidence-based nursing practice.

Respect for Others

Students must treat all individuals with dignity and respect and contribute to an environment that recognizes and values human rights, cultural differences, individual choices, and spiritual beliefs.

- a. Students should address healthcare personnel professionally and by their appropriate title unless otherwise directed.

- b. Students should address patients by their appropriate title and last name unless the patient requests otherwise or the patient's age or developmental level makes another form of address appropriate.
- c. Students must demonstrate cultural humility and provide respectful, nonjudgmental care to all patients.

Collaboration and Communication

Students are expected to collaborate appropriately with nursing faculty, clinical instructors, healthcare professionals, patients, families, and peers to promote safe, high-quality patient care.

- a. Students must communicate professionally and respectfully.
- b. Students must promptly report changes in patient condition, safety concerns, errors, or other significant events to the appropriate instructor and healthcare team member.

Patient Safety

Students must not engage in any deliberate action or omission that compromises patient safety or creates unnecessary risk of injury to the patient, themselves, or others.

- a. Students must immediately report patient safety concerns, errors, near misses, or incidents to the clinical instructor.
- b. Students must obtain appropriate supervision when performing unfamiliar or complex procedures.

Patient Consent and Authorization

Students must respect the patient's right to informed consent, privacy, and participation in decisions regarding care.

- a. Students must not initiate treatment, procedures, photography, interviews, research activities, or other activities involving a patient without appropriate authorization.
- b. Students must follow all clinical facility policies regarding informed consent and student participation in patient care.

Alcohol, Drugs, and Impairment

Students must not use, possess, or be under the influence of alcohol, illegal drugs, or any substance that impairs judgment, cognitive function, motor skills, or the ability to safely perform nursing responsibilities while participating in academic or clinical activities.

- a. Students may be removed from the clinical setting and referred for toxicology screening when there is reasonable concern regarding impairment or fitness for duty, including concerns related to the odor of alcohol or drugs, impaired behavior, or unsafe performance.
- b. Required testing will be completed at the student's expense.
- c. Students must complete requested toxicology screening within **24 hours** of notification unless otherwise directed.
- d. Failure to comply with a required drug or alcohol screening may result in disciplinary action, including a clinical failure and/or dismissal from the Nursing Program.

Personal Health and Fitness for Practice

Students are expected to maintain an appropriate level of personal health and fitness necessary to safely participate in academic and clinical activities. Students have a responsibility to preserve their own integrity and safety, maintain competence, recognize personal limitations, and pursue continued personal and professional growth.

Compliance with College and Nursing Program Policies

Students are required to comply with all Albany Technical College and Nursing Program policies, procedures, rules, and regulations. Students retain the right to question or challenge policies through the appropriate college grievance or appeal process.

Nondiscrimination

Students must not engage in or condone discrimination, harassment, or exclusion based on race, color, sex, gender, age, citizenship, religion, national origin, disability, sexual orientation, or any other protected status under applicable law or college policy.

Nursing Program Uniforms

Nursing program uniforms may be worn only for class, laboratory, clinical experiences, or other activities specifically authorized by nursing faculty.

Class and Laboratory

- a. All ASN students must wear an Albany Technical College identification badge.
- b. First-year ASN students must wear **black or red scrubs**.
- c. Second-year ASN students must wear **gray or white scrubs**.
 - i. Tops and bottoms must be the same color.
 - ii. Shoes must be clean, neat, and in good condition.
 - iii. Nursing shoes or tennis shoes are permitted.
- d. LPN-to-RN Bridge students must wear **gray or white scrubs**.
 - i. Tops and bottoms must be the same color.
 - ii. Shoes must be clean, neat, and in good condition.
 - iii. Nursing shoes or tennis shoes are permitted.

Clinical

- a. All students must wear the required Albany Technical College identification badge and clinical uniform, consisting of:
 - White uniform top
 - Red uniform bottoms
 - White hose and/or socks
 - White nursing shoes or white leather, leather-like, or vinyl tennis shoes
- b. Clinical shoes must completely cover the foot. Open-toe shoes, peep-toe shoes, and shoes that expose the heel are not permitted.
- c. Clinical uniform tops and bottoms must be purchased through the school-approved vendor.
- d. Lab coats are not required for the ASN Program.
 - i. Lab coats may not be worn inside clinical facilities, even if purchased.
 - ii. Lab coats may be worn in the Albany Technical College classroom and laboratory settings only.
 - iii. When worn, lab coats must correspond to the color of the scrubs being worn.

Employment in Healthcare Settings

If a student obtains employment with a healthcare agency or hospital after completing one or more semesters of nursing coursework, the Nursing Program does not assume responsibility for the student's actions while functioning in an employee capacity.

- a. Students must not represent themselves as Albany Technical College nursing students when functioning in an employee role.
- b. The employing healthcare institution assumes responsibility for the student's actions performed within the student's employment role.

- c. Job descriptions, duties, supervision, and responsibilities associated with employment are determined by the employment institution.
- d. Students must maintain a clear distinction between their role as an employee and their role as a nursing student.

Electronic and Technology Devices

Cellular phones, smart watches, tablets, laptops, cameras, recording devices, and other electronic or technology devices are not permitted in classrooms, laboratories, clinical settings, testing environments, or other professional activities sponsored by the Nursing Program unless specifically authorized by the instructor.

- a. Exceptions may be granted at the discretion of the instructor when a device is required for an approved educational or clinical purpose.
- b. Electronic devices must be turned off or placed in the location designated by the instructor or clinical facility.
- c. The use or presence of an unauthorized technology device during an examination or other assessment may be considered academic misconduct or cheating and may result in a **grade of zero** and/or additional disciplinary action in accordance with college policy.

Children and Unattended Dependents

Children and other dependents are not permitted in classrooms, computer laboratories, skills laboratories, clinical areas, or other instructional settings. Students are responsible for making appropriate arrangements for childcare and dependent care before attending required program activities.

Social Media and Electronic Communication

Students must maintain professional boundaries and patient confidentiality when using social media or any form of electronic communication.

- a. Students must not post, share, or transmit photographs, videos, recordings, patient information, clinical experiences, or other content that could identify a patient, clinical facility, faculty member, staff member, or peer without appropriate authorization.
- b. Students must not represent personal opinions or statements as official communications of Albany Technical College or the Nursing Program.
- c. Students are responsible for maintaining professional conduct online and must comply with applicable college, clinical facility, HIPAA, and professional standards.

Professional Accountability

Students are individually responsible for knowing and complying with the Nursing Program Student Handbook, course syllabi, clinical facility policies, Albany Technical College policies, and applicable professional and legal standards.

Failure to comply with these Professional Guidelines may result in corrective or disciplinary action, including removal from a clinical experience, an unsatisfactory clinical evaluation, course failure, suspension, or dismissal from the Nursing Program, depending on the nature and severity of the violation.

Social Network Statement

The Health Care Technology faculty and administration recognize that social media, social networking websites, and other electronic communication platforms are important and widely used methods of communication. These platforms can provide opportunities for personal connection, professional networking, and educational engagement. However, students, faculty, and staff are expected to use social media responsibly and in a manner that protects patient privacy, maintains professional boundaries, and upholds the reputation and integrity of Albany Technical College and the Health Care Technology programs.

Students, faculty, and staff are strongly encouraged to use available privacy and security settings on personal social media accounts and to maintain appropriate separation between personal and professional online activities. Privacy settings, however, do not guarantee that information posted online will remain private. Individuals should assume that content posted to social media may be viewed, copied, shared, or permanently archived by others.

All individuals are responsible for understanding and complying with applicable federal and state laws, Albany Technical College policies, Health Care Technology program policies, professional standards, and clinical agency policies when using social media or other electronic communication platforms.

Posting or sharing certain information may violate federal or state laws, including privacy and confidentiality laws. Violations may expose an individual to civil or criminal liability, including fines or other legal penalties. In addition, violations may result in academic or disciplinary action by Albany Technical College, ranging from a written reprimand to removal from a clinical experience, failure of a course, dismissal from an occupational program, and/or dismissal from the College, depending on the nature and severity of the violation.

Prohibited Activities

The following activities are strictly prohibited:

1. Disclosure of Patient or Protected Health Information

Students may not post, share, transmit, discuss, or otherwise disclose protected health information (PHI) or other confidential information obtained through their role as a nursing or healthcare student.

- a. Removing a patient's name or other obvious identifiers does **not** necessarily constitute proper de-identification of protected health information.
- b. Information such as age, gender, race, diagnosis, date of evaluation, treatment, location, photographs, unique circumstances, or other details may allow an individual to be identified, even when the person's name is not included.
- c. Students may not post photographs, videos, audio recordings, screenshots, or other images or recordings of patients, patient records, medical information, clinical environments, or healthcare personnel without appropriate authorization.
- d. Any disclosure of protected health information may constitute a violation of HIPAA and may also violate applicable state laws, clinical agency policies, and Albany Technical College policies.

2. Disclosure of Private Academic Information

Students may not post, share, or disclose private or protected academic information concerning another student, graduate, faculty member, or staff member.

This includes, but is not limited to:

- Course or clinical grades
- Examination scores
- Clinical evaluations
- Faculty evaluations or comments
- Academic or clinical performance
- Academic warnings or disciplinary actions
- Program dismissal or removal
- Other confidential student or personnel information

Such disclosure may violate applicable privacy laws, regulations, College policies, or the rights of the individual.

3. Misrepresentation or Unauthorized Representation

Students may not represent themselves as another individual or as an official representative, spokesperson, employee, faculty member, or administrator of Albany Technical College unless specifically authorized to do so.

- a. Students must not create or maintain social media accounts, pages, groups, or profiles that falsely represent an official Albany Technical College or Health Care Technology program account.
- b. Students may identify themselves as Albany Technical College students but must not imply that their personal opinions, statements, or postings represent the official position of Albany Technical College, the Health Care Technology Division, or the Nursing Program.

4. Professional Conduct

Students are expected to maintain professional and respectful behavior on social media and other electronic platforms. Harassment, bullying, threats, discriminatory comments, intimidation, or other unprofessional conduct involving patients, families, classmates, faculty, staff, clinical partners, or members of the healthcare team may result in disciplinary action.

5. Confidentiality and Professional Boundaries

Students must maintain appropriate professional boundaries with patients, clinical staff, faculty, and other members of the healthcare team.

- a. Students should not use personal social media accounts to communicate with current or former patients regarding patient care or other matters that could compromise professional boundaries.
- b. Students should not "friend," follow, message, or otherwise establish personal social media relationships with patients encountered through clinical experiences unless specifically permitted by the applicable professional or clinical setting policies.

Accountability

Students are responsible for all content they post, share, comment on, transmit, or otherwise make available through social media and electronic communication platforms. **Deleting a post does not guarantee that the information has been permanently removed**, as content may have been copied, shared, archived, or captured by others.

A violation of this policy may result in disciplinary action in accordance with Albany Technical College and Health Care Technology policies. Depending on the nature and severity of the violation, consequences may include a written reprimand, required remediation, removal from a

clinical experience, course failure, suspension, dismissal from the occupational program, and/or dismissal from Albany Technical College.

Students are encouraged to consider the potential professional, academic, legal, and personal consequences of anything they post or share online and to exercise sound judgment when using social media and other electronic communication platforms.

Professional Boundaries and Social Networking

The purpose of this policy is to establish clear guidelines for students and faculty regarding the appropriate use of social networking and other information technology. In today's digital environment, maintaining appropriate professional boundaries can be challenging. Social networking platforms can blur the distinction between professional and personal relationships and may unintentionally transform a therapeutic or educational relationship into a personal or "friend" relationship.

Professional boundaries are essential to maintaining therapeutic relationships between patients and caregivers and appropriate, objective relationships between faculty and students. All students and faculty are expected to maintain professional boundaries in person and when communicating through electronic and social media platforms.

To promote professionalism and protect the privacy and integrity of patients, students, faculty, and the College, clear expectations must be established for nurse-patient and faculty-student communication and relationships. This policy applies to communications conducted through information technology, including email, text messaging, social networking sites, and other online platforms and mobile applications, including but not limited to Facebook, X (formerly Twitter), LinkedIn, and similar platforms.

Violations of this policy may be considered unprofessional conduct and may result in disciplinary action in accordance with Albany Technical College and Health Care Technology policies.

Faculty-Student Communication

The primary method of electronic communication between faculty and students is the Albany Technical College (ATC) college-issued email system.

- a. Students and faculty should use their ATC email accounts for official academic and program-related communication.
- b. Personal email accounts and personal social media platforms should not be used for routine faculty-student communication related to coursework, grades, clinical performance, or other confidential academic matters.
- c. Students and faculty should maintain appropriate professional boundaries in all electronic communications.

Nurse-Patient Communication

Students must always maintain professional boundaries with patients, including after the conclusion of clinical experience.

- a. Students must not send, accept, or maintain personal social media connections with current or former patients encountered through the Nursing Program or clinical experiences. This includes, but is not limited to, accepting or sending friends or follow requests on social media platforms.
- b. Students must not use personal social media, text messaging, or other personal communication platforms to communicate with patients regarding patient care or other matters outside of approved clinical communication channels.
- c. Students must not disclose, post, share, or otherwise transmit personal health information or other confidential information obtained while participating in the Albany Technical College Nursing Program. Unauthorized disclosure of patient information may constitute a **HIPAA violation** and may result in disciplinary action.
- d. Students must protect patient privacy and confidentiality regardless of whether the patient's name or other direct identifiers are included. Information that could reasonably allow a patient to be identified must not be posted or shared.

Use of College and Clinical Facility Technology

Albany Technical College and clinical facility computers, networks, electronic devices, and other technology resources are provided for academic, instructional, or clinically related purposes.

- a. Students must not use College or clinical facility technology resources for personal business, personal social media activity, or other unauthorized purposes.
- b. Students must comply with all Albany Technical College and clinical facility policies regarding the use of electronic devices, computer systems, networks, and information technology.

Professional Behaviors Related to Social Networking

Students and faculty are expected to exercise sound judgment and maintain professional standards when using social networking sites and other online platforms.

1. **Protect Confidential Information.**
Do not post, share, or disclose private academic, patient, clinical, or other confidential information concerning patients, students, faculty, staff, clinical facilities, or other individuals.
2. **Maintain Professionalism.**
Present yourself in a mature, respectful, and professional manner on all social networking platforms. Remember that information posted online may be viewed by patients, classmates, faculty, clinical partners, prospective employers, and others.
3. **Protect Your Professional Reputation.**
Students should be aware that current and prospective employers may review publicly available social media content when evaluating candidates for employment. Online content may have long-term professional and academic consequences.
4. **Use Respectful and Appropriate Language.**
Students must not post or share vulgar, threatening, harassing, discriminatory, defamatory, or otherwise inappropriate language or content.
5. **Respect Others.**
Students must not post language, photographs, videos, or other content that is disrespectful, discriminatory, or demeaning toward an individual or group based on age, race, color, sex, gender, ethnicity, national origin, religion, disability, sexual orientation, or other protected status.

6. Avoid Inappropriate or Unprofessional Content.

Students should not post photographs, videos, or other content that could reasonably be interpreted as promoting or condoning unsafe, illegal, or unprofessional behavior, including irresponsible alcohol or substance use, sexual misconduct, violence, or other conduct inconsistent with professional nursing standards.

7. Do Not Post About Others Without Permission.

Students should not post potentially inflammatory, embarrassing, or unflattering material involving another person on their own social media account or on another person's social media page, including comments, posts, photographs, videos, or other content.

8. Maintain Professional Relationships.

Students are expected to maintain professional and respectful interactions with classmates, faculty, clinical instructors, healthcare professionals, patients, and other members of the healthcare team on social networking platforms.

9. Do Not Misrepresent Albany Technical College.

Students must not represent personal opinions or statements as official positions of Albany Technical College, the Health Care Technology Division, the Nursing Program, or a clinical facility unless specifically authorized to do so.

10. Consider the Permanence of Online Content.

Students should understand that deleting content does not guarantee that it has been permanently removed. Posts, photographs, messages, and other online content may be copied, shared, archived, or captured by others.

Professional Accountability

Students are responsible for understanding and following this policy, Albany Technical College policies, Nursing Program policies, clinical facility requirements, HIPAA, and applicable professional standards. Social media activity is considered an extension of professional conduct, and inappropriate online behavior may result in academic or disciplinary action, up to and including removal from the clinical setting, course failure, or dismissal from the Nursing Program.

SECTION V

CLINICAL PROCEDURES AND POLICIES

Health Requirements and Clinical Clearance Policy

All nursing students must meet the health, safety, immunization, screening, and clinical clearance requirements established by Albany Technical College, the Nursing Program, and each clinical affiliate. Clinical facilities may have additional requirements that must be satisfied before a student is permitted to participate in clinical experiences.

Students are required to sign an authorization permitting the Associate of Science in Nursing (ASN) Clinical Coordinator and/or Program Director to release required health and clinical clearance information to authorized clinical affiliates. Students are responsible for all costs associated with meeting the health and clinical requirements.

Failure to meet established requirements by the specified deadlines may prevent a student from participating in laboratory, clinical, or practicum experiences and may affect the student's ability to progress in the Nursing Program.

Health Requirements Prior to Nursing Occupational Courses

The following health requirements must be completed and documented before students begin nursing occupational courses, as applicable:

1. Tuberculosis (TB) Screening: A Mantoux tuberculin skin test (TST/PPD) or other approved TB screening is required annually. Students with a history of a positive TB screening must provide appropriate documentation and, when required, a current chest X-ray or other documentation of clearance.
2. Hepatitis B: Documentation of completion of the Hepatitis B vaccination series and appropriate titer, or a completed Hepatitis B Vaccine Declination Form.
3. Diphtheria/Tetanus: Documentation of a current Tdap/Td vaccination within the required timeframe, generally within 10 years, unless otherwise specified by the clinical affiliate.
4. Measles, Mumps, and Rubella (MMR): Documentation of required immunizations and/or acceptable titers.
5. Varicella: Documentation of required varicella immunization and/or acceptable titer, as applicable.
6. Physical Examination: Documentation of a completed physical examination within the timeframe specified by the Nursing Program and/or clinical affiliate.

Students should be aware that clinical affiliates may require additional immunizations, laboratory testing, health documentation, or other requirements beyond those listed above.

Requirements Prior to Clinical Practicum

The following requirements must be completed and documented before a student is permitted to participate in clinical practicum experiences:

1. Criminal background check

2. Drug screening
3. Student professional liability insurance
4. Annual influenza (flu) vaccination, unless an approved exemption is permitted by the clinical facility
5. American Heart Association Healthcare Provider Basic Life Support (BLS) certification
6. Any additional health, safety, training, or documentation requirements established by the assigned clinical affiliate

Students must complete all requirements within the deadlines established by the Nursing Program and/or clinical affiliate. Clinical placement is contingent upon successful completion of all required clearances.

Background Checks and Drug Screens

Some clinical affiliates require students to complete a criminal background check and/or drug screen before participating in clinical practicum experiences. The ASN Program will notify students of the requirements applicable to their assigned clinical facility.

Students must accept the clinical site assigned by the ASN Program and are responsible for meeting all requirements established by that facility.

Albany Technical College uses PreCheck® to facilitate criminal background checks and drug screening. Students are responsible for scheduling and paying for their required background checks and drug screens. Instructions for completing the process will be provided to students. Each clinical affiliate is responsible for reviewing student background checks and drug screens and determining whether a student meets the facility's requirements for clinical placement. Albany Technical College faculty does not determine whether a student's background check or drug screen is acceptable to a clinical facility. The designated representative of the clinical affiliate makes the final determination regarding clinical clearance.

If a student is unable to obtain clinical clearance because of information identified through a background check or drug screen, the student may be unable to participate in required clinical experiences and, consequently, may be unable to complete the Nursing Program.

The frequency of background checks and drug screens is determined by the clinical affiliate and may vary by facility. Students may be required to repeat these screenings during the program.

Criminal Background Check Requirement

Certain healthcare facilities and applicable Georgia laws and regulations may restrict the clinical placement or employment of individuals with certain criminal convictions or other disqualifying records. These restrictions may apply to students participating in clinical, practicum, laboratory, internship, or other healthcare-related experiences.

A satisfactory criminal background check is not necessarily a requirement for admission to the ASN Program. However, students must obtain satisfactory clinical clearance before participating in clinical or practicum experiences when required by the assigned clinical facility.

Students should understand that admission to the Nursing Program does not guarantee clinical clearance. Criminal history may prevent a student from being accepted by a particular clinical affiliate and may therefore affect the student's ability to complete required program outcomes.

Albany Technical College does not make determinations regarding whether a student's criminal history is acceptable for clinical placement. Questions regarding eligibility for RN licensure based on criminal history should be directed to the Georgia Board of Nursing.

Students are responsible for maintaining current background-check clearance for the duration required by the clinical affiliate. Background checks may be repeated at intervals determined by the clinical facility.

Physical Examination

All entering ASN students, including new and re-entering students, and students returning to the ASN Program following an absence of one year or more, must submit documentation of a completed physical examination using the required health form.

The physical examination must document that the student is physically and mentally able to safely participate in nursing education and clinical experiences. Required health documentation may include, but is not limited to:

- Physical examination
- Immunization history
- Measles, mumps, and rubella (MMR) immunity
- Varicella immunity
- Tetanus/Tdap immunization
- Tuberculosis screening
- Other laboratory testing or documentation required by the Nursing Program or clinical affiliate

Unless otherwise specified by the Nursing Program or clinical affiliate, physical examination and required laboratory or diagnostic results must be completed within the designated timeframe prior to entry or re-entry into the ASN Program.

Students must complete and submit the required physical examination and health documentation before participating in clinical experiences.

Student Health Insurance and Medical Expenses

Albany Technical College does not provide individual health insurance coverage for students. Students are responsible for obtaining and maintaining health insurance or otherwise making appropriate arrangements for medical care.

In the event of an illness, injury, or medical emergency occurring during an academic or clinical activity, the College and/or clinical facility will follow applicable emergency procedures and may refer the student to an appropriate healthcare provider or emergency facility.

Students are responsible for all costs associated with medical evaluation, treatment, transportation, emergency services, or follow-up care.

Student Professional Liability Insurance

Student professional liability insurance is required for ASN students enrolled in clinical practicum courses or courses that include a clinical practicum component.

The cost of student liability insurance is included in applicable student fees and may vary annually. All required liability insurance fees must be paid before a student is permitted to participate in clinical practicum experiences.

Confidentiality and Patient Privacy

Maintaining patient confidentiality and protecting patient privacy are fundamental responsibilities of every nursing student. Students must comply with HIPAA, applicable federal and state privacy laws, Albany Technical College policies, Nursing Program policies, and the confidentiality requirements of each clinical affiliate.

Students must not discuss, disclose, photograph, record, copy, or otherwise transmit confidential patient information to unauthorized individuals.

Confidential information includes, but is not limited to:

- Patient names or identifying information
- Medical diagnoses and conditions
- Treatment plans and procedures
- Medical records or electronic health records
- Laboratory or diagnostic results
- Patient photographs or recordings
- Information regarding a patient's physician or healthcare team
- A patient's personal, family, social, or financial information
- The fact that an individual is receiving healthcare services

Students must not discuss patients or patient-related information in public areas such as elevators, cafeterias, hallways, restrooms, waiting areas, or other locations where unauthorized individuals may overhear the conversation. Patient information must not be discussed outside the clinical setting except with authorized individuals for legitimate educational or patient-care purposes.

Students must not bring family members, friends, or other unauthorized individuals to clinical facilities while completing pre-clinical assignments or participating in clinical activities. Students must not acknowledge that an individual is a patient, resident, or client of a clinical facility to anyone who is not authorized to receive that information.

Any unauthorized disclosure of confidential patient information may constitute a HIPAA violation and may result in removal from the clinical setting, disciplinary action, dismissal from the Nursing Program, and/or civil or criminal liability. Students should be aware that clinical

affiliates may require students to sign additional confidentiality agreements before beginning clinical experiences.

Maintaining patient confidentiality is an essential professional responsibility and a condition of participation in clinical education.

CLINICAL REGULATIONS

All students entering the Associate of Science in Nursing (ASN) Program must provide proof of the following requirements before beginning their first semester:

- Physical examination
- Current immunizations, including:
 - Hepatitis B series completion or Hepatitis B Declination Form
 - Two (2) MMR immunizations or Titer
 - Two (2) Varicella immunizations or Titer
 - Influenza vaccination documentation (required September–March only)
- PPD test with negative results (required annually)

All students entering the Associate of Science in Nursing Program must provide proof of the following requirements before beginning and/or during their first semester of RNSG courses:

- CPR—BLS Healthcare Provider certification (American Heart Association only)
- Professional liability insurance (required annually)
- Criminal History Background Check through Pre-Check. A positive background check may prevent a student from participating in clinical experiences.
- Drug Screen through Pre-Check (timing to be announced)
- Official school uniform and required supplies, including:
 - Blood pressure cuff
 - Stethoscope
 - Penlight
 - Second-hand watch
 - White socks or hose
 - White nursing shoes
 - Calculator
 - Black ink pen
 - Scissors
 - Student ID badge
- ACEMAPP account and completion of the required approval/clearance process for clinical rotations at assigned facilities
- Completion of all clinical facility orientation requirements, policies, and procedures

Clinical Instruction and Supervision

The Lead Instructor (LI) is the instructor assigned to the class. A clinical instructor may assist the LI with clinical supervision. The LI is responsible for assigning the final grade, with input from any assigned clinical instructors.

Clinical rotations may include any of the following shifts:

- 7:00 a.m.–3:00 p.m.
- 3:00 p.m.–11:00 p.m.
- 7:00 a.m.–7:00 p.m.
- Eight (8)-, ten (10)-, or twelve (12)-hour shifts

Clinical rotations may be scheduled on Wednesday, Thursday, Friday, and/or Saturday. Students are responsible for making arrangements to attend all assigned clinical shifts.

If a student is unable to report for a scheduled clinical experience, the student must notify the clinical instructor and/or the assigned clinical unit at the beginning of the shift. Failure to provide notification will result in a critical incident.

FAILURE TO NOTIFY THE INSTRUCTOR AND/OR ASSIGNED CLINICAL UNIT ON TWO (2) OCCASIONS WILL RESULT IN A FAILING CLINICAL GRADE FOR THE SEMESTER.

Students must remain in their assigned clinical area unless they are participating in patient-related activities, such as discharging or transferring a patient, taking an approved break, or completing an errand at the direction of the nurse or instructor.

- First offense: Dismissal from clinical for the day.
- Second offense: Dismissal from clinicals for the remainder of the semester and a failing clinical grade.

All nursing skills must be performed under the supervision of an instructor.

Clinical Entrance Requirement for RNSG 1016

Students enrolled in RNSG 1016 (Fundamentals of Nursing) must maintain a passing course theory average to enter the clinical experience. A minimum theory grade of 70% must be maintained for clinical entrance.

If a student's theory average is below 70% prior to clinical entrance, the student will be withdrawn from the course and must repeat the course, if applicable.

Students are expected to attend all assigned clinical experiences and arrive on time. In the event of an unavoidable absence or anticipated tardiness, students must notify the clinical instructor and/or the clinical affiliate at least 30 minutes before the scheduled beginning of the clinical shift.

Any student who arrives 15 minutes or more late to the assigned clinical area will be sent home, and the clinical assignment will be recorded as a clinical absence.

COURSE ATTENDANCE POLICY

Students may miss up to 10% of class hours before counseling with the Program Director or Dean is required. However, all times exceeding 15 minutes missed at the beginning or end of class must be made up in order to receive a final grade for the course.

Make-up time must be scheduled with the instructor of record. Any required make-up time that is not completed will result in an “I” (Incomplete) for the semester. The incomplete will convert to an “F” after 10 days if the required make-up time is not completed.

When making up missed class time, students must sign in and out, and the instructor must provide a signature verifying the time completed.

If a student leaves class and later returns, all missed time must still be made up.

Any student who misses a clinical experience and is unable to meet the clinical objectives for the course may be subject to review and/or dismissal.

Students who are absent for more than one clinical day during a semester will have their clinical performance evaluation grade penalized. Students who are absent for two (2) or more clinical days during any semester will receive a failing final clinical performance evaluation grade.

CLINICAL/LAB ATTENDANCE POLICY

Students may be absent one (1) day from clinical/lab per course per semester. A second clinical/lab absence will result in automatic withdrawal from the course. **ALL CLINICAL/LAB DAYS MISSED MUST BE MADE UP.**

Make-up clinical experiences are scheduled at the discretion of the instructor and may not occur during the traditional day, evening, or weekend hours of the regular course. In some circumstances, a missed clinical experience may need to be completed during the beginning of the following semester.

The only exceptions to this clinical attendance policy are emergencies and catastrophic situations that fall under Albany Technical College policy. Appropriate documentation must be submitted to the instructor.

Absence of the Clinical Instructor

If a faculty member is not present at the clinical agency when pre-conference is scheduled to begin, students must follow these procedures:

1. One student from the clinical group should contact the ASN Clinical Coordinator or Program Director.
2. Students must remain at the clinical agency until further instructions are provided or alternate arrangements are made.
3. Students may not provide patient care unless an instructor is present at the clinical agency.

If a faculty member becomes ill and a substitute instructor has not been arranged, the faculty member or program representative will notify the affected students regarding cancellation. A clinical cancellation initiated by the program will not count against the students' attendance.

Any canceled clinical hours will be rescheduled and must be completed at a later date.

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

If a faculty member or student experiences an occupational exposure to blood or other potentially infectious materials, the exposure must be reported immediately to the faculty member and/or the Exposure Control Coordinator.

An occupational exposure includes:

- Percutaneous exposure: A needlestick, cut, puncture, or other injury that breaks the skin.
- Mucous membrane exposure: A splash or contact involving the eyes, nose, or mouth.
- Cutaneous exposure: Contact with blood or other potentially infectious materials involving chapped, abraded, or otherwise non-intact skin.

Reporting and Follow-Up Procedures

Following an occupational exposure incident, the faculty member or student must complete an Accident/Incident Occurrence Report.

The exposed faculty member or student will be offered a confidential medical evaluation and appropriate follow-up. The evaluation and follow-up will include the following, as applicable:

Documentation of Exposure: The route(s) of exposure, the HBV and HIV antibody status of the source patient, if known, and the circumstances surrounding the exposure will be documented.

Source Patient Testing: If feasible, the source patient can be identified, and appropriate permission is obtained, the patient's blood will be collected and tested for HIV and/or HBV infection. If the source patient is already known to be HIV- or HBV-positive, repeat testing is not required.

Consent for Source Patient Testing: If the source patient's consent is refused, the College/employer will determine whether legally required consent can be obtained. When

consent is not legally required, available blood from the source patient will be tested, and the results will be documented.

Notification of Results: Results of the source patient's testing will be made available to the exposed faculty member or student. The individual will also be informed of applicable laws and regulations governing disclosure of the source patient's identity and infectious status.

Testing of Exposed Individual: The exposed faculty members or student's blood will be collected as soon as feasible and tested after appropriate consent is obtained.

Preservation of Baseline Sample: If the faculty member or student consents to baseline blood collection but declines HIV serologic testing at that time, the sample will be preserved for at least 90 days. If the individual elects to have the baseline sample tested within the 90-day period following the exposure, testing will be performed as soon as feasible.

Information for Healthcare Provider: The College will ensure that the healthcare professional responsible for the faculty member's or student's Hepatitis B vaccination is provided with a copy of the Occupational Exposure to Bloodborne Pathogens regulation.

Information Provided to the Healthcare Professional: The College will ensure that the healthcare professional conducting the post-exposure evaluation receives the following information:

- A copy of the Occupational Exposure to Bloodborne Pathogens regulation.
- A description of the faculty member's or student's duties as they relate to the exposure incident.
- Documentation of the route(s) of exposure and the circumstances surrounding the exposure.
- Results of the source patient's blood testing, if available.
- Relevant medical records necessary for appropriate treatment of the exposed individual, including vaccination status, as maintained by the College.

Healthcare Professional's Written Opinion: The College will obtain and provide the employee with a copy of the consulting healthcare professional's written opinion within 15 days of completion of the evaluation.

The written opinion regarding Hepatitis B vaccination will be limited to whether the vaccination is indicated and whether the faculty member or student received the vaccination.

The written opinion regarding post-exposure evaluation and follow-up will be limited to confirmation that:

- a. The faculty member or student has been informed of the evaluation results.
- b. The faculty member or student has been informed of any medical conditions resulting from exposure to blood or other potentially infectious materials that may require further evaluation or treatment.

All other medical findings will remain confidential and will not be included in the written opinion.

Medical Record Retention

Medical records required under the standard governing occupational exposure will be maintained in accordance with the Bloodborne Pathogens Standard.

- Student medical records: Retained for one (1) year after graduation, completion, termination, or departure from the College.
- Faculty medical records: Retained for 30 years plus the duration of employment.

All medical information and records will be maintained in accordance with applicable confidentiality requirements and occupational exposure regulations.

Skills Lab Requirements

Students participating in clinical experiences are expected to demonstrate knowledge and proficiency in the nursing skills required to provide safe and effective care to their assigned patients. To support students in developing and maintaining these skills, Albany Technical College provides a well-equipped nursing skills laboratory on campus.

Students are expected to use the skills laboratory to practice with faculty, peers, and independently. Open-laboratory practice times will be posted each semester, and students are encouraged to use these opportunities to develop and reinforce their clinical skills.

If a student misses a scheduled laboratory practice session, the student must contact the Clinical Coordinator directly to arrange a make-up session. Students requiring a make-up session must complete both a written assignment and a skills check-off with the laboratory instructor.

1. The written assignment and skills check-off must be completed **within one (1) week** of the missed laboratory session.
2. An **unexcused absence, tardiness, or inability to successfully perform the required skill** will result in an **unsatisfactory grade**.

Open Practice/Simulation Lab

Skills laboratory hours are established and posted each semester. Students who need assistance with practicing or mastering nursing skills should contact the Clinical Coordinator.

The Nursing Simulation Laboratory is designed to provide students with hands-on clinical learning experience and includes multiple specialized areas:

- Fundamentals Laboratory
- Pediatric Room
- Maternity Room
- Medical-Surgical Room

- Intensive Care Room

Each area is equipped with high-technology patient simulators and mannequins capable of simulating symptoms, diseases, and clinical conditions commonly encountered in healthcare settings.

Students must follow the College dress code whenever they are practicing in the skills or simulation laboratory. Students are required to wear approved scrubs and closed-toe, closed-heeled shoes that completely cover the foot and are made of vinyl or leather. These requirements also apply to class.

Skills and Simulation Laboratory Rules

The following rules must be followed at all times:

1. **No eating or drinking** is permitted in the laboratory.
2. Students must maintain a **quiet and respectful environment** to support learning and simulation activities.
3. **Coats, books, bags, and other personal belongings** should be kept to a minimum and stored appropriately.
4. **Do not sit on beds, desks, or other laboratory furniture** unless specifically directed to do so for a learning activity.
5. **Do not remove equipment or supplies** from the laboratory.
6. **Return all equipment and supplies to their proper storage locations** immediately after use.
7. Students are expected to leave the laboratory clean, organized, and ready for the next class or practice session.

Dress Code

Associate of Science in Nursing (ASN) students must purchase their clinical uniform(s) through the designated uniform company during enrollment in their first semester of nursing (RNSG) courses. **Only uniforms purchased through the designated school-approved uniform company may be worn in the clinical environment.**

Students are expected to maintain a professional appearance and comply with the following dress and grooming standards whenever wearing the nursing uniform:

1. **Uniform:** Uniforms must be clean, wrinkle-free, well-fitted, and neat in appearance. Tight or form-fitting uniforms are not permitted.
2. **Jewelry:** Jewelry is limited to:
 - One watch with a second hand
 - One wedding band
 - One (1) set of small stud earrings worn in the ears
3. **Body Piercings:** Visible body piercings are limited to the ears.
4. **Tattoos:** All tattoos must remain covered while in uniform.
5. **Hair:** Long hair must be secured away from the face and shoulders. All hairstyles must be professional in appearance.

6. **Hair Accessories:** Large or excessive hair accessories are not permitted. Hair ornaments must be the same color as the student's hair.
7. **Facial Hair:** Beards and mustaches are permitted but must be neat and well-trimmed. Students without beards or mustaches must be clean-shaven.
8. **Nails:** Fingernails must be clean, well-maintained, and unpolished. Nails must be kept short enough to prevent injury to patients and to support proper infection-control practices.
9. **Artificial Nails:** Artificial nails of any kind are not permitted.
10. **Makeup:** Makeup must be conservative and light.
11. **Artificial Eyelashes:** Artificial eyelashes are not permitted.
12. **Personal Hygiene:** Students are expected to maintain good personal hygiene and use appropriate deodorant or antiperspirant.
13. **Fragrances:** Colognes and perfumes are not permitted. Scented hand creams and scented hand sanitizers are also prohibited.
14. **Chewing Gum and Mints:** Chewing gum is strictly prohibited while in the clinical setting. Breath mints or dissolvable breath films are permitted only if they are small and do not alter the contour of the face.
15. **Required Clinical Equipment:** Students must have the equipment necessary to safely and effectively perform their clinical responsibilities, including:
 - Black ink pen
 - Watch with a second hand
 - Bandage scissors
 - Penlight
 - Stethoscope
 - Blood pressure cuff
 - Small notepad (3 × 5 inches)
 - Small calculator
16. **Capping and Pinning Ceremony:** All ASN students who elect to participate in the Capping and Pinning Ceremony held at the conclusion of the program are required to wear a **pristine, complete clinical uniform**.
 - a. Students should refer to the **Pinning Ceremony Participation and Attire Policy** for additional requirements.

Pinning Ceremony Participation and Attire Policy

The Pinning Ceremony is a formal recognition of program completion and an opportunity to celebrate the accomplishments of graduating Associate of Science in Nursing (ASN) students. **Participation is voluntary and at the student's discretion.** Participation in the Pinning Ceremony is not required for program completion or graduation eligibility.

Students who choose to participate must comply with all ceremony attire, appearance, grooming, and inspection requirements outlined below.

Ceremony Attire Selection

The graduating cohort will determine the ceremony attire by majority vote and will select one of the following formats:

Traditional Ceremony

- **Female students:** White nursing dress, white opaque hosiery, and white program nursing cap.
- **Male students:** White nursing top, white pants, and white socks.

Non-Traditional Ceremony

- **All students:** Official Albany Technical College (ATC) clinical uniform.

Footwear Requirements

All participating students must comply with the following footwear requirements, regardless of ceremony format:

- Shoes must be **closed-toe and closed-heel** nursing shoes or tennis shoes.
- Shoes must be **white**.
- Shoes must be made of **leather or leather-like material**.
- **Heels are strictly prohibited.**

Uniform and Attire Requirements

- Attire must consist of an approved nursing uniform appropriate to the selected ceremony format.
- Female students participating in the Traditional Ceremony must wear the designated nursing dress.
- Male students participating in the Traditional Ceremony must wear the designated nursing attire.
- Students participating in a Non-Traditional Ceremony must wear the official ATC clinical uniform.
- Leisure, casual, or non-clinical clothing is not permitted.

Dress Standards — Traditional Ceremony

For students participating in the Traditional Ceremony:

- Dresses must be professional in length.
- Mini dresses are not permitted.
- The dress length must not be more than **two (2) inches above the knee**.

Appearance and Fit

All attire must meet the following standards:

- Clothing must be professional, properly fitted, and not tight-fitting.
- All clothing must be clean, wrinkle-free, and in good condition.
- Undergarments must not be visible.
- **Visible tattoos are not permitted. All tattoos must be completely covered.**

Grooming Standards

- Hair must be always secured and worn off the shoulders.
- Hair must be neat and professional in appearance.
- Hair accessories and decorative hair jewelry are not permitted.

Jewelry and Accessories

Jewelry is limited to the following:

- One (1) pair of small stud earrings
- One watch

- One wedding ring

No additional jewelry or accessories are permitted.

Cell phones are not permitted during the ceremony.

Compliance Inspection

All participating students must successfully complete an attire and grooming inspection before the ceremony lineup and procession.

- All participants are subject to an inspection of their attire and grooming prior to lineup.
- Students must meet **all** requirements before being approved to participate.
- Participation in the ceremony lineup requires approval from the **ASN Program Director or ASN Clinical Coordinator**.
- A student who does not complete or pass the required compliance inspection will not be permitted to participate in the pinning lineup.

Enforcement

Failure to comply with any portion of this policy will result in removal from the pinning lineup.

Students removed from the lineup:

- Will not be permitted to participate in the Pinning Ceremony.
- May remain in attendance as a member of the audience.
- Will not be granted exceptions to the attire, grooming, or compliance requirements.

No exceptions will be made.

Clinical Professional Conduct

As representatives of the Albany Technical College (ATC) Associate of Science in Nursing (ASN) Program, students are expected to conduct themselves in a professional, ethical, and respectful manner always while participating in clinical experiences. Students are guests of the clinical affiliate facilities and are expected to represent ATC and the nursing profession positively.

Students must demonstrate courtesy, professionalism, accountability, and respect toward all clinical employees, physicians and other healthcare providers, patients, families, visitors, classmates, faculty, and other members of the healthcare team.

Students are expected to:

- Follow the policies, procedures, rules, and standards of the clinical facility and ATC.
- Maintain patient safety and practice within the scope of their education and assigned responsibilities.
- Communicate professionally and respectfully with patients, families, faculty, staff, and peers.
- Always protect patient privacy and confidentiality.
- Maintain appropriate professional boundaries with patients, families, and healthcare personnel.
- Accept constructive feedback and demonstrate a willingness to improve clinical performance.

- Report changes in a patient's condition, errors, incidents, or safety concerns promptly to the appropriate instructor and healthcare provider.
- Demonstrate honesty and integrity in all clinical activities, documentation, and assignments.
- Refrain from behavior that could compromise patient safety, disrupt the clinical environment, or negatively affect the reputation of ATC or the ASN Program.

Unsafe Clinical Practice or Threatening Behavior

Any student may be removed or dismissed from a clinical agency for unsafe clinical practice, threatening behavior, or conduct that places a patient, staff member, faculty member, or other individual at risk.

Unsafe or inappropriate conduct may include, but is not limited to:

- Performing a procedure or skill without appropriate authorization or supervision.
- Failing to follow patient-safety or infection-control procedures.
- Practicing beyond the student's level of preparation or assigned scope of responsibility.
- Failing to report a change in a patient's condition or a clinical incident.
- Falsifying or altering patient records or clinical documentation.
- Violating patient confidentiality or privacy.
- Verbal threats, intimidation, harassment, physical aggression, or disruptive behavior.
- Behavior that interferes with the safe operation of the clinical environment.

The clinical instructor may immediately remove a student from the clinical setting when necessary to protect patient safety or maintain a safe learning environment. The clinical instructor, Program Director, and Dean of Allied Health and Nursing will review the circumstances and determine whether additional disciplinary action, removal from the clinical agency, or dismissal from the ASN Program is warranted.

Smoking, Drugs, and Alcohol

All ATC clinical affiliate facilities are **smoke-free environments**. Smoking, vaping, and the use of tobacco or nicotine products are prohibited during the clinical experience and in accordance with the policies of the clinical facility.

Students must report to clinical **free from the effects of alcohol, illegal drugs, or any substance that may impair judgment, coordination, alertness, or the ability to safely perform patient care.**

A student who is determined to be under the influence of alcohol, illegal drugs, or another impairing substance while participating in a clinical experience will be removed from the clinical setting and may be subject to dismissal from the ASN Program, in accordance with applicable College policies.

Students must also comply with all ATC and clinical affiliate policies regarding drug screening and prohibited substances.

Clinical Assignments and Clinical Documentation

The clinical instructor will make patient assignments before each clinical experience. Students will be provided with access to the patient's medical record or other approved clinical

information necessary to prepare for patient care, in accordance with facility policies and applicable privacy requirements.

Students are expected to review their assigned patient's information and prepare for clinical by researching, as appropriate:

- Patient diagnosis and medical history
- Nursing diagnoses and plan of care
- Nursing interventions
- Medications, including indications, contraindications, side effects, and nursing considerations
- Laboratory and diagnostic results
- Relevant assessment findings
- Potential complications and safety concerns
- Other information necessary to provide safe, evidence-based patient care

Students must follow the clinical documentation format and preparation requirements established during clinical orientation.

Clinical Paperwork and Assignments

All clinical paperwork and assignments must be completed accurately and submitted by the date and time established by the clinical instructor.

Failure to submit required clinical paperwork by the stated deadline will result in a **lowered clinical performance grade**.

All required clinical paperwork must be submitted **before the student's next scheduled clinical experience**. If required paperwork has not been submitted by the established deadline, the student **will not be permitted to attend the next assigned clinical experience** until the instructor determines that the requirements have been met.

Students are responsible for knowing assignment requirements and deadlines. Clinical assignments must be completed independently and must reflect the student's own work. Timely completion of clinical assignments is an essential component of the learning process. Instructor feedback allows students to identify areas for improvement, strengthen clinical reasoning, and develop safe and effective nursing practice.

Preceptorship Program

The clinical preceptorship program is a voluntary program offered through Phoebe Putney Health System (PPHS) that provides eligible ATC senior nursing students with an individualized clinical experience. The program allows students to work alongside an experienced Registered Nurse (RN) and gain additional knowledge and experience in an acute-care setting related to the student's area of professional interest.

Participation and placement are not guaranteed. Selection is based on the requirements of both PPHS and ATC, available placement opportunities, and successful completion of the required selection process.

Eligibility and Program Requirements

Applicants must meet all applicable requirements, including:

- Be currently enrolled in RNSG 1006 – Medical-Surgical III and remain in good academic standing.
- Maintain a minimum 2.5 GPA in nursing courses.
- Receive a recommendation based on a majority vote of the ATC nursing faculty.
- Complete and submit the Clinical Preceptor Program Questionnaire to PPHS.
- Submit a current resume to PPHS.
- Complete the HSI Assessment and an onsite interview with PPHS.
- Demonstrate an interest in exploring future employment opportunities with PPHS.
- Commit to a minimum of 84 hours in the preceptorship program.
- Complete an eight (8)-hour ICU clinical rotation with an ATC nursing faculty member.
- Complete one Simulation Lab day with an ATC nursing faculty member.
- Complete a minimum of a 12-hour clinical shift per clinical day, with a maximum of 24 clinical hours per week.
- Submit all written clinical assignments by the deadlines established by the ATC nursing faculty member.
- Remain compliant with all ATC and PPHS clinical requirements, policies, and procedures.

Failure to submit required assignments by the established deadline will result in a lowered clinical performance evaluation.

Students may not participate in preceptorship clinical experiences during scheduled College breaks or when the College is officially closed.

Students participating in the preceptorship program must continue to comply with all ATC ASN Program policies and all applicable PPHS policies and procedures.

Emergency Communication During Clinical

Students are expected to limit personal electronic communication while participating in clinical experiences. **Cellular phones, pagers, smart devices, and other personal electronic communication devices must be silenced or deactivated during clinical hours unless use is specifically authorized by the clinical instructor for educational or patient-care purposes.**

Students are **not permitted to make or receive personal phone calls while in the clinical facility** unless the communication is an emergency and has been approved or facilitated by the clinical instructor.

If a student anticipates receiving an emergency call, such as an illness or emergency involving a family member or dependent, the student may provide the clinical instructor's approved contact number and/or the clinical facility's designated phone number to the appropriate family member, childcare provider, or other emergency contact.

Students should notify the clinical instructor in advance when they anticipate an emergency communication.

Students must:

- Provide the Registrar's Office and Nursing Office with current emergency contact information and update it as needed.
- Obtain instructor approval before receiving an anticipated emergency call during clinical.
- Direct emergency callers to the approved clinical instructor or facility contact number.
- Notify the clinical instructor immediately if an emergency requires the student to leave the clinical area.

Students may not use clinical facility telephones for personal calls except when specifically authorized by the clinical instructor or when necessary to address an emergency.

Students are responsible for maintaining patient confidentiality and must never discuss patient information through personal electronic devices, social media, text messages, photographs, or other unauthorized forms of communication.

Any use of electronic devices in the clinical setting must comply with ATC and clinical facility policies, patient privacy requirements, and applicable laws and regulations.

CRITICAL INCIDENT

A critical incident is defined as any serious violation of professional standards, program policies, academic expectations, safety requirements, or ethical responsibilities that may compromise the learning environment, patient safety, or the integrity of the nursing program.

A critical incident occurring in the classroom, laboratory, simulation, or clinical setting will result in an unsatisfactory performance evaluation for the affected learning activity or clinical week. The student may be removed from the classroom, laboratory, simulation, or clinical environment for the occurrence. When applicable, the incident may result in a course or clinical absence that can only be made up during the next available semester, as determined by program faculty.

A critical incident may result in immediate dismissal from the nursing program, depending on the severity of the violation, potential risk to patient safety, impact on the learning environment, or violation of professional, ethical, or program standards. Additionally, two critical incidents occurring during enrollment in the nursing program will result in dismissal from the program. Critical incidents include, but are not limited to, the following:

1. Discourteous, disrespectful, disruptive, threatening, or inappropriate behavior toward classmates, instructors, patients, families, clinical staff, or members of the healthcare team.
2. Unprofessional conduct or behavior that does not reflect the standards of the nursing profession.

3. Use of abusive, offensive, threatening, discriminatory, or inappropriate language.
4. Acts of incivility, harassment, intimidation, bullying, or retaliation.
5. Violation of patient confidentiality, privacy regulations, or the Health Insurance Portability and Accountability Act (HIPAA).
6. Falsification, alteration, omission, or misrepresentation of patient records, clinical documentation, academic records, attendance records, or any program-related information.
7. Academic dishonesty, including cheating, plagiarism, unauthorized collaboration, sharing examination content, or other violations of academic integrity policies.
8. Failure to follow faculty instructions, course requirements, clinical expectations, or established program policies.
9. Insubordination, including refusal to follow reasonable instructions or complete assigned responsibilities.
10. Failure to report a clinical or classroom absence according to established notification procedures (no call/no show).
11. Leaving the classroom, laboratory, simulation area, or clinical assignment without permission.
12. Patient abandonment, including leaving an assigned patient care area or clinical unit without appropriate authorization or handoff.
13. Performing procedures, administering medications, or providing invasive patient care without required faculty or approved preceptor supervision.
14. Failure to recognize or report changes in patient condition, safety concerns, errors, or incidents according to established policies and procedures.
15. Violating patient safety practices, including unsafe clinical actions or failure to follow standards of care.
16. Failure to follow health, safety, infection prevention, or fire safety regulations.
17. Sleeping during class, laboratory, simulation, or clinical experiences.
18. Excessive or unauthorized breaks, excessive time away from assigned activities, or failure to remain engaged in learning activities.
19. Accepting tips, gratuities, gifts, or personal favors from patients, families, or clinical personnel.
20. Theft, unauthorized removal, misuse, or damage of school, clinical facility, patient, staff, or student property.
21. Unauthorized use of clinical facility or school resources, including telephones, computers, copiers, fax machines, equipment, supplies, or refreshments.
22. Receiving unauthorized visitors in the classroom, laboratory, simulation, or clinical area.
23. Use of personal cell phones, smart devices, or electronic devices during class, laboratory, simulation, or clinical activities unless authorized for educational purposes.
24. Photographing, recording, or transmitting images, videos, audio, patient information, examinations, or educational materials without appropriate authorization.
25. Use, possession, or impairment by alcohol, illegal substances, or unauthorized controlled substances while participating in any nursing program activity.
26. Possession of weapons or items that may compromise the safety of others in the classroom, laboratory, simulation, or clinical environment.
27. Use of tobacco products, including smoking, vaping/e-cigarettes, dipping, or chewing tobacco, on a tobacco-free campus or clinical facility.

28. Failure to maintain required dress code, uniform standards, identification badge requirements, personal hygiene, or professional appearance expectations.
29. Failure to maintain required health documentation, immunizations, certifications, background checks, drug screenings, or other compliance requirements.
30. Providing false information or failing to disclose information required by the nursing program or clinical agency.
31. Failure to demonstrate accountability, responsibility, or ethical behavior expected of a nursing student.
32. Any behavior that places patients, classmates, faculty, staff, or others at risk or violates the standards of the nursing profession.

Faculty reserves the right to determine whether behavior constitutes a critical incident based on the severity of the situation, potential risk to safety, and impact on the integrity of the nursing program.

APPENDIX A

GENERAL COURSES OF THE NURSING CURRICULUM

Core Courses	Contribution of Core Courses	Applications to Nursing Curriculum
ENGL 1101 English Composition and Rhetoric I <u>Pre-requisite for RNSG 1010 & 1016.</u>	Provides proficiency in written communication.	Ability to participate in classroom and clinical setting in learning activities. Ability to appropriately complete written assignments, clinical forms, and documentation in medical record.
MATH 1111 College Algebra <u>Pre-requisite for RNSG 1010 & 1016.</u>	Teaches problem solving and critical thinking. Provides the foundation of math skills in nursing.	Calculations of drug dosages, and safe administration of medications. Basis for drug proficiency in clinical courses.
BIOL 2113 Human Anatomy and Physiology I <u>(Pre-requisite for RNSG 1010 & 1016)</u> , BIOL 2114 Human Anatomy and Physiology II <u>(Pre-requisite for RNSG 1003 & 1012)</u>	Understanding of anatomy and physiology of human body with laboratory experience supporting classroom learning.	Use of scientific methods, assessment, and nursing care plans. Is essential for the understanding of the physiology of the body to ensure safe and competent nursing care.
PSYC 1101 Introduction to Psychology	Presents the basics of social environments, life stages, personality, emotions, abnormal behavior, learning, and intelligence.	Assess psychological causes for patient's behaviors. Assess factors that influence abnormal behavior.
HUMN 1101 Intro to Humanities	Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.	Fosters student to think more analytically and holistically.
SPCH 1101 Public Speaking	Introduces fundamentals of oral communication, preparation, and delivery of individual and group presentations, and professionalism.	Prepares students to participate in classroom discussions and the presentation of group projects. Essential for understanding professionalism in nursing.
BIOL 2117 Introduction to Microbiology <u>Pre-requisite for RNSG 1010 & 1016.</u>	Provides understanding of influence of microorganisms on health and illness.	Essential for practice of universal precautions in protection of patients and providers in clinical settings. Understand infectious disease processes and the role of antimicrobials as the basis for competent nursing practice.

***All core courses must be completed prior to advancement to the fifth semester.**

APPENDIX B

CLINICAL AFFILIATES

Aspire Behavioral Health & DD Services
601 11th Avenue
Albany, Georgia 31701
229.430.4140

Phoebe Putney Hospital
417 Third Avenue
Albany, Georgia
229.312.1000

Phoebe Putney Hospital (North)
2000 Palmyra Road
Albany, Georgia 31701
229.434.2000

**** Subject to change.**

APPENDIX C

CRITICAL INCIDENT REPORT

A critical incident is a serious violation of professional standards, clinical expectations, program policies, safety requirements, or ethical responsibilities that may compromise patient safety, the learning environment, or the integrity of the nursing program.

A critical incident occurring during a clinical experience will result in an unsatisfactory performance evaluation for the clinical week, and the student may be removed from the clinical setting for that occurrence. The incident will be recorded as a clinical absence and may only be made up during the next available semester, as determined by program faculty.

A critical incident may result in immediate dismissal from the nursing program, depending on the severity of the violation, potential risk to patient safety, or impact on professional and ethical standards. Additionally, two (2) critical incidents occurring during enrollment in the nursing program will result in dismissal from the program.

	1.	Discourteous, disrespectful, disruptive, threatening, or inappropriate behavior toward classmates, instructors, patients, families, clinical staff, or members of the healthcare team.
	2.	Unprofessional conduct or behavior that does not reflect the standards of the nursing profession.
	3.	Use of abusive, offensive, threatening, discriminatory, or inappropriate language.
	4.	Acts of incivility, harassment, intimidation, bullying, or retaliation.
	5.	Violation of patient confidentiality, privacy regulations, or the Health Insurance Portability and Accountability Act (HIPAA).
	6.	Falsification, alteration, omission, or misrepresentation of patient records, clinical documentation, academic records, attendance records, or any program-related information.
	7.	Academic dishonesty, including cheating, plagiarism, unauthorized collaboration, sharing examination content, or other violations of academic integrity policies.
	8.	Failure to follow faculty instructions, course requirements, clinical expectations, or established program policies.
	9.	Insubordination, including refusal to follow reasonable instructions or complete assigned responsibilities.
	10.	Failure to report clinical or classroom absence according to established notification procedures (no call/no show).
	11.	Leaving the classroom, laboratory, simulation area, or clinical assignment without permission.
	12.	Patient abandonment, including leaving an assigned patient care area or clinical unit without appropriate authorization or handoff.
	13.	Performing procedures, administering medications, or providing invasive patient care without required faculty or approved preceptor supervision.
	14.	Failure to recognize or report changes in patient condition, safety concerns, errors, or incidents according to established policies and procedures.
	15.	Violating patient safety practices, including unsafe clinical actions or failure to follow standards of care.
	16.	Failure to follow health, safety, infection prevention, or fire safety regulations.
	17.	Sleeping during class, laboratory, simulation, or clinical experiences.
	18.	Excessive or unauthorized breaks, excessive time away from assigned activities, or failure to remain engaged in learning activities.
	19.	Accepting tips, gratuities, gifts, or personal favors from patients, families, or clinical personnel.

	20.	Theft, unauthorized removal, misuse, or damage of school, clinical facility, patient, staff, or student property.
	21.	Unauthorized use of clinical facility or school resources, including telephones, computers, copiers, fax machines, equipment, supplies, or refreshments.
	22.	Receiving unauthorized visitors in the classroom, laboratory, simulation, or clinical area.
	23.	Use of personal cell phones, smart devices, or electronic devices during class, laboratory, simulation, or clinical activities unless authorized for educational purposes.
	24.	Photographing, recording, or transmitting images, videos, audio, patient information, examinations, or educational materials without appropriate authorization.
	25.	Use, possession, or impairment by alcohol, illegal substances, or unauthorized controlled substances while participating in any nursing program activity.
	26.	Possession of weapons or items that may compromise the safety of others in the classroom, laboratory, simulation, or clinical environment.
	27.	Use of tobacco products, including smoking, vaping/e-cigarettes, dipping, or chewing tobacco, on a tobacco-free campus or clinical facility.
	28.	Failure to maintain required dress code, uniform standards, identification badge requirements, personal hygiene, or professional appearance expectations.
	29.	Failure to maintain required health documentation, immunizations, certifications, background checks, drug screenings, or other compliance requirements.
	30.	Providing false information or failing to disclose information required by the nursing program or clinical agency.
	31.	Failure to demonstrate accountability, responsibility, or ethical behavior expected of a nursing student.
	32.	Any behavior that places patients, classmates, faculty, staff, or others at risk or violates the standards of the nursing profession.

Faculty reserves the right to determine whether a behavior constitutes a critical incident based on the severity of the situation, potential risk to safety, and impact on the integrity of the nursing program.

Description of Critical Incident (Comments):

Instructor Signature: _____

Date: _____

Student Signature: _____

Date: _____

APPENDIX D

ATI GRADING INFORMATION & GRADING SCALE

Class	ATI Grading Scale	Level	Final Exam, Exams, ATI, ATI Assignments, & Course Assignments
Pharmacology * 2 Attempts	15% Pharmacology (Customized)	Level three = 100% (85 -100) Level two = 70% (84 -70) Level one = 0% (69 -60) Below level one = 0% (59 and below)	20% Final Exam Grade 60% Exams 15% ATI Exam (Customized) – Highest Grade Earned on Two Attempts 3% ATI Assignments 2% Assignments
Fundamentals * 2 Attempts	15% Fundamentals (Customized)	Level three = 100% (85 -100) Level two = 70% (84 -70) Level one = 0% (69 -60) Below level one = 0% (59 and below)	20% Final Exam Grade 60% Exams 15% ATI Exam (Customized) – Highest Grade Earned on Two Attempts 3% ATI Assignments 2% Assignments
Med Surgical I * 2 Attempts	15% Fundamentals of Nursing (ATI Version)	Level three = 100% (85 -100) Level two = 70% (84 -70) Level one = 0% (69 -60) Below level one = 0% (59 and below)	20% Final Exam Grade 60% Exams 15% ATI Exam – Highest Grade Earned on Two Attempts 3% ATI Assignments 2% Assignments
Maternal /Child *2 Attempts	7.5% Maternal 7.5% Pediatrics	Level three = 100% (85 -100) Level two = 70% (84 -70) Level one = 0% (69 -60) Below level one = 0% (59 and below)	20% Final Exam Grade 60% Exams 15% ATI Exam – Highest Grade Earned on Two Attempts 3% ATI Assignments 2% Assignments
Medical Surgical II * 2 Attempts	7.5% Pharmacology (ATI Version) 7.5% Nutrition	Level three = 100% (85 -100) Level two = 70% (84 -70) Level one = 0% (69 -60) Below level one = 0% (59 and below)	20% Final Exam Grade 60% Exams 15% ATI Exam – Highest Grade Earned on Two Attempts 3% ATI Assignments 2% Assignments
Mental Health * 2 Attempts	15% Mental Health	Level three = 100% (85 -100) Level two = 70% (84 -70) Level one = 0% (69 -60) Below level one = 0% (59 and below)	20% Final Exam Grade 60% Exams 15% ATI Exam – Highest Grade Earned on Two Attempts 3% ATI Assignments 2% Assignments
Medical Surgical III * 2 Attempts	15% Medical Surgical	Level three = 100% (85 -100) Level two = 70% (84 -70) Level one = 0% (69 -60) Below level one = 0% (59 and below)	20% Final Exam Grade 60% Exams 15% ATI Exam – Highest Grade Earned on Two Attempts 3% ATI Assignments 2% Assignments
Nursing Seminar * 2 Attempts	20% ASN Comprehensive Predictor Exams 7.5% Leadership 7.5% Community Health	Level three = 100% (90 -100% Predicted Probability of Passing NCLEX) Level two = 50% (89 – 80% Predicted Probability of Passing NCLEX) Level one or below = 0% (79% or Less Predicted Probability of Passing NCLEX)	60% Unit Exams 20% ATI Predictor Exams – Average of Both Exams 15% ATI Exams – Highest Grade Earned on Two Attempts 3% Portfolio Assignment 2% ATI Assignments

APPENDIX E

ATI TESTING & GRADING POLICY

Assessment Technologies Institute (ATI) assessments are integrated throughout the Associate of Science in Nursing (ASN) Program to evaluate student learning, promote remediation, and prepare students for NCLEX-RN success. ATI examinations will be administered at designated times as determined by course faculty.

1. ATI Remediation Requirements

All ASN students are required to complete ATI remediation following the first attempt of each proctored ATI examination before they are eligible to complete the second attempt.

Students must:

- Complete the required ATI remediation hours based on the proficiency level earned.
- Submit a written remediation plan identifying strengths, weaknesses, and strategies for improvement.
- Complete all remediation requirements within the timeframe established by the instructor, which will be no less than one (1) week.

Required Remediation Hours	
Below Level 1	4 hours
Level 1	3 hours
Level 2	2 hours
Level 3	1 hour

Students who do not complete the required remediation hours and submit an approved remediation plan will not be permitted to take the second ATI examination. Make-up exams are not offered for proctored ATI exams.

2. ATI Examination Administration

- ATI examinations must be completed during the scheduled testing period established by the instructor.
- Students will be allotted **1.2 minutes per examination question**, unless otherwise specified by ATI accommodations.

3. ATI Examination Expectations

- a. A student who misses a scheduled ATI examination without an approved excuse will receive a grade of **zero (0)** for that examination.
- b. Failure to complete the required remediation hours and submit the remediation plan by the designated deadline may result in course failure.

- c. Following the second ATI examination, students will be required to complete additional ATI remediation based on identified areas of weakness. Faculty approval is required before remediation is considered complete. Students may be referred to the Program Director if additional intervention is warranted.

4. Courses Requiring Multiple ATI Specialty Examinations

The following courses require completion of two ATI specialty examinations. Students must complete all required remediation before the second attempt of each examination.

RNSG 1004 Medical-Surgical Nursing II

- RN Nutrition
- RN Pharmacology

RNSG 1002 Maternal-Child Nursing

- RN Nursing Care of Children
- RN Maternal Newborn

RNSG 1014 Nursing Seminar

- RN Leadership
- RN Community Health

For each examination listed above, students must:

- Complete the required remediation hours based on the first examination proficiency level.
- Submit a remediation plan identifying strengths, weaknesses, and improvement strategies.
- Complete all remediation requirements within a minimum of one (1) week before the second examination.
- Students who do not complete the required remediation hours and submit an approved remediation plan will **not** be permitted to take the second ATI examination.

5. ATI Proficiency Level Grade Conversion

When ATI Specialty Examinations are used as a course grade, the following conversion scale will apply:

Standard ATI Proctored Examination Conversion

(Applicable to courses such as RNSG 1016 Fundamentals of Nursing and RNSG 1010 Pharmacology and Dosage Calculations.)

ATI Proficiency Level	ATI Exam Score	Course Grade
Below Level 1	0 - 59	0%
Level 1	60 - 69	0%
Level 2	70 - 84	70%
Level 3	85 - 100	100%

ATI Comprehensive Predictor Conversion

(Applicable to RNSG 1014 Nursing Seminar.)

ATI Predicted Probability of Passing the NCLEX-RN Score	Course Grade
79% or below	0%
80 - 89%	50%
90 - 100%	100%

6. Weekly ATI Engagement Requirements

Students are expected to actively engage in ATI throughout each nursing course by completing tutorials, practice assessments, remediation activities, faculty-assigned modules, and other ATI learning resources.

Students must complete a minimum number of ATI hours each week equal to the credit/contact hours assigned to the course.

Examples:

- RNSG 1010 Pharmacology and Dosage Calculations – 2 ATI hours per week
- RNSG 1005 Medical-Surgical Nursing I – 7 ATI hours per week

All ATI assignments must be completed and submitted by the instructor's deadline to receive credit.

Successful completion of all required ATI assignments and remediation activities is required for progression to the next nursing course.

APPENDIX F

ASSOCIATE OF SCIENCE IN NURSING COST SHEET

Tuition per semester (based on 12 credit hours)

Tuition Fee	\$1284.00	x 5 semesters
Activity Fee	\$29.00	x 5 semesters
Registration Fee	\$55.00	x 5 semesters
Student Insurance	\$6.00	x 5 semesters
Athletic Fee	\$28.00	x 5 semesters
Technology Fee	\$110.00	x 5 semesters
Instructional Fee	\$60.00	x 5 semesters
Campus Safety Fee	\$50.00	x 5 semesters
Parking and Facilities Fee	\$20.00	x 5 semesters
Program Supply Fee	\$40.00	x 5 semesters
*Late Registration Fee if applicable	\$45.00	
		Total Tuition <u>\$8410.00</u>

Books

Estimated cost of books		
First semester	\$ 500.00	
Second semester	\$ 450.00	
Third semester	\$ 300.00	
Fourth semester	\$ 400.00	
Fifth semester	\$ 150.00	
		Total Book Cost <u>\$1800.00</u>

Uniforms

First semester	none required	
Second semester	\$175.00	
Third semester	none required	
Fourth semester	none required	
Fifth semester	none required	
		Total Uniform Cost <u>\$175.00</u>

Additional Program Requirements

Health Exam	\$ 150.00	
TB Skin Test	\$ 20.00	
Copy of Birth certificate	\$ 35.00	
CPR Certification	\$ 45.00	
Criminal background Check	\$ 55.00 (done by student Pre-Check)	
Liability Insurance	(varies per semester)	
ATI Testing	\$415.00/per semester x 4 semesters	
ACEMAPP	\$58	
(Final Semester)		
Nursing Pin	\$ 25.00	
Uniform for pinning ceremony	\$ 80.00	
NCLEX Exam Fee	\$ 250.00	
Georgia Licensing Fee	\$ 40.00	
Pre-licensure fingerprinting	\$ 55.00	
		Total Cost <u>\$2472.00</u>
Miscellaneous		
GANS Membership (optional)	\$200.00	
		Estimated Total <u>\$13,057.00</u>

- **Fees are subject to change*