



Columbus State Community College
Health and Human Services Division
Associate Degree Nursing Program
Student Handbook
Fall 2018 Nursing Class

College Information: Curt Laird, Chairperson of Justice and Safety Department

Nursing Program Information: Nursing Program Professional and Program Development Committee

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COLUMBUS STATE

HEALTH & HUMAN SERVICES DIVISION

A MESSAGE FROM THE DEAN OF HEALTH & HUMAN SERVICES

Welcome to the Division of Health & Human Services. We are delighted you chose Columbus State to pursue your education. One of the favorite parts of my job is being able to welcome new students and speak about our wonderful institution. I can honestly and enthusiastically say you have made an excellent choice.

As Ohio's premier community college, we deliver a variety of academic programs to meet the needs of the greater central Ohio area. The Division of Health and Human Services offers a wide range of learning opportunities to students. Made up of ten departments offering nearly 70 degree and certificate programs, we have something for everyone.

Our faculty, support staff, advisors, and administrators all work together to help you succeed in your education at Columbus State and beyond. They embody the Columbus State spirit of *student success*. We are genuinely committed to helping you reach your goals.

We offer state of the art equipment and technology, accredited academic programs, a highly qualified faculty, and all of the support tools you will need to complete your education with us. We think you will agree that Columbus State is a truly extraordinary place.

Beyond what you will learn, your education has tremendous value. With each passing year, a greater number of employers are turning to Columbus State graduates. Columbus State provides a relevant education for an ever-changing workplace. You will acquire the skills you need for a job today, but also develop deep learning abilities for a career tomorrow.

We welcome you to participate in all that our fine institution offers. You will find that there are many opportunities that extend well beyond the classroom. There are numerous student clubs and organizations as well recreational and athletic opportunities that you can share in as a student. I hope you will take advantage of these opportunities.

On behalf of the Health and Human Services Division, I wish you the very best on your studies at Columbus State and for your future!

Best wishes,

Curt Laird, Ph.D.
Dean, Health & Human Services

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INTRODUCTION

1. Purpose of Handbook

The Nursing Program Student Handbook provides information specific to students accepted into the Nursing Program. All students enrolled in the Nursing Program are responsible for abiding by the content of the Nursing Program Student handbook. Each student signs to acknowledge this requirement on the signature form to remain in the Nursing Program. All students are responsible for abiding by the content in the College Catalog and College Student Handbook.

2. Approval of Nursing Program

The Associate Degree Nursing Program received full approval from the:

The Ohio Board of Nursing
77 South High Street, 17th Floor
Columbus, OH 43266-0316
(614) 466-3947
www.nursing.ohio.gov

3. Accreditation of Nursing Program

The Associate Degree Nursing Program is accredited by:

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
Fax (404) 975-5020
<http://acenursing.org>

4. Philosophy of Nursing Program

Nursing encompasses the independent and collaborative care of individuals of all ages, with a family and community context. Through the use of safe, evidence-based nursing practices, nursing promotes health and prevents illness in the provision of patient centered care.

For professional nurses to provide safe and quality care for individuals, the core competencies are the basis of the nurse's ability to design, provide, manage, and coordinate caring practices. These core competencies are professionalism; patient centered care; evidence-based practice; quality improvement and safety; informatics and technology; and teamwork and collaboration.

The teaching learning process is a collaborative relationship between the teacher and the student with active participation in mutual experiential learning. The student is a self-directed learner who committed to life-long learning. Faculty views education as a process of continuous improvement enhanced by critical thinking and innovative techniques to support student development as a professional nurse.

The Associate Degree Nurse provides a unique, comprehensive assessment of the health status of the patient, applying principles of ethics, patient safety, health promotion, and nursing judgment. The nurse then develops and implements an explicit plan of care. The nurse assists patients to promote health, cope with health problems, adapt to and/or recover from the effects of disease or injury, and support the right to a dignified death. Professional behaviors, within the scope of nursing practice for a registered nurse, are characterized by adherence to standards of care, accountability of one's own actions, and use of legal and ethical principles in nursing practice.

Developed by nursing faculty for implementation Autumn 2016.

5. Nursing Program Outcomes

Upon completion of the Associate Degree in Nursing, the graduate will be able to:

1. Implement safe, patient centered care in the professional role of the registered nurse.
2. Utilize nursing judgment supported by best current evidence and quality improvement measures in providing nursing care for patients across the life span.
3. Collaborate effectively with patient, family, nursing, and inter-professional team.
4. Apply informatics and technology to communicate and manage patient care.

Developed by nursing faculty for implementation Autumn 2016.

STATEMENT ACKNOWLEDGING CHANGES TO THE STUDENT HANDBOOK

6. Statement Acknowledging Changes to the Nursing Program Student Handbook

All policies and procedures within this student handbook are subject to federal, state, and local law as well as national and state governing bodies. As changes in the law or policy by one or more of these agencies occur, corresponding changes to the handbook are necessary. Students are advised that these changes may occur with or without prior notice.

COLLEGE POLICIES AND NURSING PROGRAM POLICIES

7. Student Code of Conduct

Columbus State Community College (CSCC) has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, CSCC students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of CSCC, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the college. In addition to these rules, the behaviors enumerated under Academic and Behavioral Misconduct may result in penalties up to and including expulsion from the college. Should the concern involve allegations of violations of students' civil rights by employees, including but not limited to sexual harassment, sexual misconduct, and/or harassment, the matter will be referred to the college's EEO officer for disposition.

The student conduct process at CSCC is not intended to punish students. Rather, it exists to protect the interests of the college community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in the CSCC community. Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker. Students continue to be subject to city, state, and federal laws while at CSCC, and allegations, charges or violations of those laws may also constitute violations of the Student Code of Conduct. In such instances, CSCC may proceed with disciplinary action under the Student Code of Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Student Code of Conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favor. No student will be found in violation of CSCC policy without information showing by a preponderance of the evidence that a policy violation occurred. In CSCC's sole discretion, sanctions will be proportionate to the severity of the violation(s).

The full Student Code of Conduct can be accessed through the current College Catalog.

7.1 Nursing Program Student Code of Conduct

Upon admission to the Nursing Program, students are required to be professional and ethical in behavior during enrollment until graduation. Students must be morally and ethically responsible and accountable for their actions and behaviors. Examples include: respectful of others; maintains confidentiality; and exhibits honesty, integrity, and compassion. Students must dress appropriately. Students are required to adhere to course syllabi; CSCC Associate Degree Nursing Program Student Handbook; CSCC Code of Conduct; and CSCC policies, procedures, and requirements in the CSCC Catalog.

All forms of communication with others is to be well-mannered, respectful, professional, truthful, ethical, and in accordance with being a professional nurse. Forms of communication include, but are not limited to: social media, internet, discussion boards, course activities, email, telephone, and written notes.

Students are responsible for practicing professional and ethical behavior according to college, Nursing Program, and applicable governing bodies such as clinical facilities, Ohio Board of Nursing, and general societal local and national rules. Students must abide by all policies in the CSCC Associate Degree Nursing Program Student Handbook, and should particularly note the *Professional and Ethical in Health Requirements and Standards Essential*, the *Faculty/Student Communication, Examinations*, and *Student Conduct While Providing Nursing Care* in this handbook.

Students manifesting unprofessional or unethical behavior are subject to serious disciplinary action by the Nursing Program, the college, the Ohio State Board of Nursing, and/or other applicable authorities resulting in changes in progression in the program and/or dismissal from the program.

During all activities, including social media, associated with Nursing Program courses, students are to be professional. Unprofessional, unethical, or disrespectful conduct of any type associated with any Nursing Program course places the student at risk for serious disciplinary action by the Nursing Program and/or Ohio State Board of Nursing resulting in dismissal from the Nursing Program.

7.2 Nursing Program Student Conduct While Providing Care (Administrative Code 4723-5-12)

Students are required to adhere to the student conduct standards for safe nursing care set forth in Chapter 4723. of the Revised Code of the Board of Nursing and the rules adopted there under that chapter, including, but not limited to the following:

- 1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

- 2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- 3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.
- 4) A student shall implement measures to promote a safe environment for each patient.
- 5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- 6) At all times when a student is providing direct nursing care to a patient the student shall:
 - i. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - ii. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality;
- 7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- 8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- 9) A student shall not:
 - i. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - ii. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- 10) A student shall not misappropriate a patient's property or:
 - i. Engage in behavior to seek or obtain personal gain at the patient's expense;
 - ii. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

- iii. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
- iv. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11) A student shall not:

- i. Engage in sexual conduct with a patient;
- ii. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- iii. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- iv. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- i. Sexual contact, as defined in section 2907.01 of the Revised Code;
- ii. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

- 16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- 17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- 18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- 19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- 20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- 21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- 22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- 23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- 24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing, or any other form of communication.
- 25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

- 26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11), and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

8. Disclosure for Students Pursuing Health and Human Services Programs

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that Columbus State Community College may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Each student is responsible for paying for the background check or other screening process as required by the program. Should the background check indicate a conviction, the academic program will make reasonable efforts to place students. However, it will be up to the host facility to determine whether a student will be allowed to perform his/her clinical placement, internship, practicum, or similar experience at that facility. If it is unlikely that a placement can be found, the academic program may deny acceptance into the program of study. Students shall further be aware that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at the College does not guarantee licensure, certification or employment in the relevant occupation. Standards may change during a student's program of study. This policy can be found in on page 43 of the CSCC Student Handbook at: <http://www.csc.edu/services/studenthandbook/2015StudentHandbook.pdf>.

8.1 Nursing Program: Information for Registered Nurse Licensure

Ohio Board of Nursing: Criminal Records

Criminal records checks are required for licensure. The Ohio Board of Nursing may deny a person the privilege of sitting for the licensing examination related to certain past behaviors or legal history. Each applicant for licensure will be required to answer questions on the application related to whether the individual seeking licensure has been convicted of, found guilty of, pled guilty to, pled no contest to, or received treatment in lieu of various criminal convictions.

Candidates for the NCLEX-RN examination will be required to submit fingerprints for an FBI (federal) and BCI (civilian) criminal records check.

Any student who may be affected by the above ruling should have conferred with the Chairperson of Nursing prior to acceptance into the program. If a student has not conferred with the Chairperson prior to acceptance, the student should make an appointment as soon as possible so information about the steps that the Board may

take before considering an application to sit for the licensing examination can be discussed.

Ohio Board of Nursing: Psychiatric

The Ohio Board of Nursing requires all applicants for licensure to declare any existing psychiatric condition. Please check with the Board of Nursing for further clarification or questions: (614) 466-3947, www.nursing.ohio.gov

Ohio Board of Nursing: Citizenship

Students are required to submit proof of citizenship or approved documentation indicating lawful status in the United States.

9. Individuals with Disabilities

It is Columbus State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you would like to request such accommodations for access, please contact Disability Services: 101 Eibling Hall, (614) 287-2570. Email or give your Instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodations do not start until the letter is received, and accommodations are not retroactive. Delaware Campus students may contact an Advisor in the Student Services Center on the first floor of Moeller Hall, (740) 203-8000.

9.1 Nursing Program Individuals with Disabilities

It is the College policy to provide reasonable accommodations to students. If you would like to request such accommodations because of a physical, mental or learning disability, please contact the Course Coordinator on the 1st day of class or as soon as disability services are arranged with Disability Services, Eibling Hall, Room 101.

Students with disabilities who need accommodations will need to schedule an appointment with the Nursing Chairperson at least 15 weeks prior to graduation to request that a letter be written to the Ohio Board of Nursing to initiate the plan for accommodation of testing for licensure exam.

There are educational experiences in many of the courses that necessitate physical contact. These experiences are necessary to learn how to provide safe and effective care. Should you feel uncomfortable with this aspect of any course, speak to the course coordinator or the Chairperson of the Nursing Department.

10. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain

rights with respect to their educational records. The student has the right to inspect and review the student's education records within 45 days after the day Columbus State Community College receives a request for access. The student has the right to request the amendment of the student's educational records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The student has the right to provide written consent before the college discloses identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Columbus State Community College to comply with the requirements of FERPA. For more information on FERPA, visit the U.S. Government's website at:
<http://familypolicy.ed.gov/content/model-notifications-rights-under-ferpa-postsecondary-institutions>

10.1 Nursing Program Student Confidential Information

Some of the clinical sites that are used for student learning experiences require student names and social security numbers for safety and security of the patients, staff, and students. These are provided by the Nursing Program Clinical Coordinator.

11. Notice of Non-Discrimination

Columbus State Community College is committed to maintaining a workplace, academic environment, and athletic environment free of discrimination and harassment. Therefore, the college shall not tolerate discriminatory or harassing behavior by or against employees, faculty members, vendors, customers, students or other persons participating in a college program or activity. While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression. For more information, please refer to policy 3-43 of the Columbus State Community College Policy and Procedures Manual. This policy can be accessed at the following web address:
<http://csc.edu/resources/media/about/pdf/3-43.pdf>

12. Sexual Harassment/Title IX

Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. "Education programs and activities" include all of a school's operations, including employment and school-sponsored athletics and activities (on or off campus). Title IX protects students, employees and third parties with a relationship to the College whether on or off campus. This includes: Columbus State students; faculty, staff and interns; applicants for employment or education; high school students participating in

programs at Columbus State; visiting student athletes; and campus visitors. It prohibits sex discrimination in educational institutions, programs and activities. This includes, but is not limited to: sexual assault; domestic, intimate partner and dating violence; gender-based stalking; sexual harassment (quid pro quo and hostile work environment); failing to provide appropriate accommodations for a pregnant or parenting student; and treating a person differently based on marital status. For more information, please refer to Columbus State Community College's Title IX website. This site can be accessed through the following web address: <http://www.csc.edu/services/title-ix/>

13. Military and Veterans' Services

Columbus State's Military and Veteran Services exists to facilitate the transition from boots to book bags. The office regularly assists veterans, service members and their families in applying for benefits, navigating admissions, advising, and registration processes, and in maintaining ongoing progress to achieve successful program completion. If you would like more information regarding military and veterans' services, please contact the Office of Military and Veterans Services in Delaware Hall room 156. You may also call (614) 287-2644.

13.1 Nursing Program Military and Veterans' Services

Absence for Military Duty

Students needing to be absent for required military duty must present official military documentation to the Nursing Program Office Associate. Every effort is made to accommodate required armed services activities. Please see your Nursing Program Faculty Advisor for guidance on program progression.

14. Drug and Alcohol Free Campus

It is the philosophy of Columbus State Community College to maintain a drug and alcohol free campus. Manufacture, use, dispersal, possession, or distribution of any such controlled substances is prohibited by students, faculty, and staff. Violation of this policy could be grounds for program expulsion, dismissal, and/or further corresponding legal action. If you feel that you may have a substance abuse issue, please contact the Office of Mental Health and Substance Abuse Counseling in Nestor Hall room 010, or phoning (614) 287-2818.

15. Tobacco Free Campus

Columbus State is committed to promoting a healthy lifestyle and workplace environment and will support administrators, faculty, staff and students in their efforts to reduce or discontinue the use of tobacco products. The College has adopted a tobacco free policy that supports a healthy environment for all who are on the grounds of any of our district locations. The primary emphasis of this approach is to focus on the elimination of tobacco use on all College property with cessation left as a choice for the individual. The use of all types of tobacco products is

prohibited in all Columbus State district buildings and on all College-owned or leased properties including parking lots, garages and all outside areas. The College will support administrators, faculty, staff and students in their efforts to reduce or discontinue the use of tobacco products.

For more information, please refer to Policy 13-13 of the Columbus State Community College Policy and Procedures Manual. The policy can be accessed at the following web address: http://csccl.edu/about/tobaccofree/Tobacco_Free_Policy.pdf.

15.1 Nursing Program Tobacco Free Facilities

Smoking is prohibited anywhere on the campus of Nationwide Children's Hospital, Ohio Health, the Ohio State Medical Center, and various other clinical learning sites. Students are required to follow smoking policies of all clinical learning environments and their instructor.

16. Grade Grievance Procedure and Grade Grievance Form

The Columbus State Community College grade grievance procedure provides a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class or failed to follow the grading policy as stated in the course section syllabus.

The College will maintain a Grade Grievance Committee whose purpose is to determine if a grade grievance appeal is warranted in accordance with procedure 5-09 (D), and facilitate the grade grievance hearing panel appeal process. The committee is composed of eleven members, five of whom are faculty members from the Arts and Sciences division, five of whom are from the Career and Technical division, and one faculty representative from the Columbus State Education Association (CSEA). Committee members are chosen by the dean of the respective division. Committee members will serve a term of three years, with approximately one-third of the members rotating off the committee each year after the second year. Two committee members, 51 one from each division, are appointed to serve as co-chairpersons by the division deans.

a. When a student's final grade has been posted to his/her transcript, and the student believes that an error in evaluating or recording a grade has occurred, the student must first contact the instructor no later than the end of the second week of the semester following the posting of the grade. If the instructor of record is no longer affiliated with the College, the student shall contact the department chairperson or his/her designee.

b. After discussion with the student, the instructor of record will determine whether or not an error in grading has been made and will communicate his/her decision to the student and department chairperson within five business days of the student contact. If the instructor

agrees that an error in grading has occurred, the instructor must authorize the Records and Registration Department to change the grade on the student's transcript.

c. If the instructor disagrees that an error has been made the instructor has five (5) business days to notify the student. If the student remains dissatisfied with the instructor's reasoning, the student must complete and submit a Grade Grievance form (available in the Office of the Registrar) and supporting documentation to the department chairperson or designee within seven (7) calendar days of notification from the instructor.

d. If the instructor does not respond within five (5) business days, the student has an additional seven (7) calendar days to complete and submit a Grade Grievance form (available in the Office of the Registrar). When submitted, the form must include a written statement from the student clearly stating why the disputed grade should be changed along with documentation supporting the student's claim. After consulting with the instructor and student, the department chairperson or designee must communicate to the student and instructor his/ her decision within four (4) business days.

e. If the chairperson upholds the awarded grade, the chairperson informs the student that he/she may appeal the decision to the College Grade Grievance Committee. The chairperson submits the Grade Grievance form and supporting documentation to the College Grade Grievance Committee for a possible hearing.

f. The College Grade Grievance Committee co-chairpersons will review the documentation and determine whether or not the grievance warrants a formal hearing panel and communicate their decision to the student, instructor and chairperson.

g. If a hearing panel is warranted, a hearing panel will be formed to review the grievance. The hearing panel will be composed of three faculty members: two faculty members will be from the department in which the grievance originated and will be chosen by the department chairperson, and one faculty will be selected by the College Grade Grievance Committee co-chairpersons from the College Grade Grievance Committee to chair the hearing panel and be from a department other than the department from which the grade is being grieved.

h. The student may be accompanied at the hearing by a College official (faculty, administrator or full-time staff) to provide personal support in a non-speaking role.

i. The hearing panel shall consult with both the instructor and the student, separately, at an agreed upon time to determine the validity of the grievance. The student and instructor are encouraged to use this opportunity to provide written and verbal information regarding the grade grievance to the panel. The hearing panel will rule on the validity of the grade grievance based on this information. If the instructor is no longer affiliated with the College, the department chairperson or designee may meet with the hearing panel in lieu of the instructor.

j. After consideration, the hearing panel shall inform both the student and instructor of the hearing panel's decision and submit a report of its findings to the department chairperson either confirming the student's grade remains as assigned by the instructor or asserting the grade be changed. In the latter case, the department chairperson will implement a change of grade to the Records and Registration department.

k. The decision of the hearing panel is final and may not be appealed. Minor changes to this procedure that do not unreasonably prejudice the parties shall not be grounds to invalidate the process.

For more information, please refer to Procedure 5-09D of the Columbus State Community College Policy and Procedures Manual located at:

http://www.csc.edu/_resources/media/about/pdf/5-09D.pdf

17. Liability Insurance

CSCC maintains liability and property insurance to cover actionable legal claims from liability.

17.1 Nursing Program Liability Insurance

All nursing students are required to carry liability insurance, and coverage is included in student lab fees.

18. Social Media Guidelines

Columbus State encourages a decentralized approach to social media management, while at the same time upholding brand standards and the college's mission. Social media can take many forms, including but not limited to blogs, online forums, and networking sites.

To help faculty, staff, and student groups with creating and maintaining a presence for a group, event or department, the college has assembled a list of guidelines and best practices.

For more information, please refer to the Columbus State Community College Social Media Guidelines. These guidelines can be accessed at the following web address:

http://www.csc.edu/_resources/media/about/pdf/Social%20media%20guidelines.pdf

These guidelines will be updated as technology and communication channels continue to evolve.

19. Health Records

If you are accepted to, or take courses in, the following technologies or programs, you must submit a health record prior to registering for or attending technical classes: Clinical Laboratory Assisting (CLA), Criminal Justice-Law Enforcement Academy Track, Dental Hygiene, Dietetic Technician, Early Childhood Development and Education, EKG Certificate, Emergency Medical Services Technology, Fire Science, Medical Assisting Technology, Medical Laboratory

Technology, Multi-Competency Health, Nuclear Medicine, Nursing, Nursing Certificate Programs (NURC), Phlebotomy, Practical Nursing, Radiography, Respiratory Care, Sterile Processing Technology, Surgical Technology, and Veterinary Technology. Specific requirements vary by technology but could include a physician's examination, immunizations, and screenings.

The health record forms will be provided by your department or can be found by accessing the Health Records Office webpage. Deadline dates for receipt of these health records are also available at the Health records Office webpage. This site can be accessed at: www.csc.edu/healthrecords.

19.1 Nursing Program Health Requirements

All students admitted to and continuing in Nursing must meet the Nursing Program health requirements. Information about specific health requirements is available through the Health Records Office in Union Hall.

Students are not able to register for NURS courses or NURC 1104 unless the health record is complete.

The *Physician's Certificate for Return to School* (Appendix 1) is required for a student to begin and/or to continue attending clinical following surgery, disability, other health issues, or withdrawal from the nursing sequence for reasons of health. Certain limitations may require withdrawal from the clinical course. The completed form must be submitted to the Health Records Office. The Chairperson of the Nursing Department will be notified of the submission by the Health Records Office and will make the determination of the individual's time of return to clinical. The Chairperson or designee will notify the student and the clinical instructor of the time and conditions of return to clinical. Please note it may take 3-4 business days or longer for the reviews and notifications to occur.

19.2 Nursing Program Standards Essential

The Nursing Program is committed to equal access for all qualified applicants and has identified standards essential to the delivery of safe, effective nursing care while enrolled as a student in the Nursing Program. The following standards are essential to the student's ability to acquire knowledge and develop the clinical skills required for success at the different levels of the curriculum. The student must meet the standards as they relate to the program's scope of practice. All students applying to the Nursing Program need to acknowledge their awareness of the Standards Essential for Nursing Students required of the student in order to be considered for admission. The student signs and submits the Nursing Program Handbook Acknowledgement form indicating they are able to meet each standard without difficulty or with reasonable accommodation.

General Abilities Must have the general physical abilities and mobility required to provide safe patient care including motor skills, strength, manual dexterity, eye and hand coordination, and fine motor skills. Examples include: movements in the process of providing patient care including walking, twisting, stooping, squatting, bending, climbing stairs, lifting, and supporting weight of patients and objects, and standing for prolonged periods of time during therapeutic procedures.

Communication Must be able to communicate effectively with both spoken and written English language in learning and patient care environments. Examples include: communication with patients, families, and healthcare professionals; patient and family teaching; documentation; and computer literacy.

Patient Care Must be able to perform nursing skills independently and engage in patient care over typical healthcare shifts (6-12 hour clinical shifts). Examples include: supporting patients during transfer; positioning; ambulation; positioning and manipulation of medical equipment; and perform CPR for extended period of time.

Interpersonal Skills Must have the ability to have positive interactions with patients, patient's families, coworkers, and other healthcare professionals from multicultural backgrounds. Examples include: care without bias, great customer service, remaining calm in emergency situations, accountable for personal actions, and works well with others.

Sensory Must possess the ability to assess patients in the delivery of safe care. Examples include identification and interpretation of heart, lung, abdominal, and BP sounds; detection of audible alarms including call lights, equipment alarms, and overhead paging; detection of unusual odors such as smoke; detection of changes in skin temperature; palpation of pulses, edema, and fluid and air trapped under skin; visual detection of changes in skin color and integrity; and ability to visualize patient's medical records, computer records, medication vials, syringe calibrations, cardiac monitors, and colors on testing equipment.

Professional and Ethical Behavior Must be morally and ethically responsible and accountable for their actions and behaviors. Examples include: respectful of others; maintains confidentiality; and exhibits honesty, integrity, and compassion. Dresses appropriately. Adheres to course syllabi; CSCC Nursing Program Student Handbook; CSCC Code of Conduct; and CSCC policies, procedures, and requirements in the CSCC Catalog.

Clinical Judgment Must have the ability to critically think; assess; analyze; interpret; problem solve; identify cause and effect relationships; and make clinical judgments and decisions for delivery of safe patient care. Examples include: collecting data; measuring; calculating; prioritizing; reasoning; recognizing urgent and emergent situations; correlate data; and respond appropriately to changes in patients' conditions.

Questions Students with questions about the accommodations process at CSCC may contact the Office of Disability Services, Eibling Hall 101, 550 East Spring Street, Columbus, Ohio, 43215, 614-287-2570.

20. Campus Safety/Clery Act

Any college campus offers an open, welcoming environment where many people congregate during the course of a day. To be safe, everyone should be aware of his/her surroundings at all times. Students with safety/security concerns can contact Columbus State Police Department personnel at 614-287-2525 or text crime tips to 67283 from their cell phone. (In the text, type CSCCTIP and enter a space. Everything after the space will be sent as the tip.) Criminal acts, accidents, suspicious behaviors, or emergencies must be reported to the Columbus State Police. The Police Department is located in Delaware Hall 047. Safety personnel can provide a Security Escort if requested. Call 614-287-2525. The Clery Act is a federal law that promotes campus safety by ensuring that students, employees, parents and the community are well-informed about public safety and crime prevention matters at colleges and universities. By October 1 of each year, colleges and universities must submit a summary of required information which includes the past three (3) calendar years of campus crime statistics in specified crime categories, fire safety data and certain safety policy statements. For the most current access to Columbus State's Clery Act reporting documents, please visit the following web address: <http://www.csc.edu/services/publicsafety/pdf/Annual%20Security%20Report.pdf>.

21. Program Background General Overview

21.1 Nursing Program Background General Overview

The Associate Degree in Nursing Program was established at Columbus technical Institute in September of 1970 with 30 students as a seven quarter program with each quarter being eleven weeks in length. In the autumn of 2012, a semester academic calendar was adopted by the College as a result of a directive by the Ohio Board of Regents that a semester academic calendar be implemented by autumn of 2012 by all colleges and universities with the University Systems of Ohio. At that time, the Nursing Program was converted to four academic semesters and one summer semester. The autumn and spring semesters are 16 weeks in length and the summer semester is 11 weeks in length. The credit hours were subsequently changed from 105 quarter credit hours to 73 semester credit hours. The Ohio Department of Higher Education has since directed that Associate Degree Programs be reduced to approximately 60 semester credit hours, and not to exceed 65 semester credit hours by autumn of 2016. The Nursing Program is now 62 credit hours effective autumn of 2016.

In 2003, a distance learning track was initiated in the Nursing Program. Courses are offered as Blended whereby much of the teaching learning is offered online with components offered on campus and other facilities. The Traditional Track and Blended

Track are the same program with some differing teaching and assessment methods to adapt to today's learner.

22. Working Conditions and Health Risks

Nursing students and nurses are at high risk for harm or death from exposure to patients with issues such as disease, violence, care needs, and an unlimited amount of other issues.

22.1 College Bloodborne Pathogens Guidelines

All students are responsible for following the Bloodborne Pathogens guidelines:

- 1) All students receive instruction on Standard Precautions and Bloodborne Pathogen Guidelines in NURC 1101, NURC 1102, and NURS 1861 and are required to abide by these in all clinical and lab settings.
- 2) Students who are in clinical settings receive specific information about site-specific exposure protocols during orientation to their clinical experience.
- 3) All students will adhere to the Standard Precautions approach of infection control. "Standard Precautions" refers to the use of barrier precautions and other techniques to prevent direct skin or mucous membrane contact with blood or other body fluids. These precautions will be applied to blood and other body fluids of ALL persons and during any activity where there is the possibility of exposure to blood or other body fluids.

Personal Protective Equipment

- 1) Personal Protective Equipment (PPE) will be supplied by the program or the clinical site as appropriate. PPE includes, but is not limited to, gloves, gowns, face shields, goggles, face mask, cap or hood, and shoe covers.
- 2) All personal protective equipment must be removed prior to leaving either the lab or the client room. If personal protective equipment is penetrated by blood or other body fluids, the equipment must be removed as soon as possible and disposed of appropriately.
- 3) Disposable gloves must be worn when the student may have contact with blood or other body fluids, or excretions or secretions; or when the student has chapped hands or other abrasions/lesions of the hands.
 - i. Wash hands before putting on gloves.
 - ii. Gloves must be made of latex or vinyl. Latex-free gloves are available for students allergic to latex.

- iii. Gloves used in client care situations must be disposed of between client contacts and immediately if they are torn, punctured, or when their ability to function as a barrier is compromised.
 - iv. Gloves must be fresh and free of cracks, discolorations, punctures, or other defects.
 - v. Gloves must be disposable. They may not be washed or disinfected for re-use.
 - vi. Gloves must fit the hand snugly.
 - vii. Gloves must be removed prior to handling non-contaminated items such as telephones or computers, and when leaving the client room.
 - viii. Students must wash hands with soap and water or approved solution immediately after glove removal.
- 4) Approved gowns, aprons, coveralls, or lab coats must be worn during all tasks or procedures that are likely to generate spills, sprays, or splashes of blood or body fluids.
- 5) Approved protective eyewear such as face shields or goggles plus mask must be worn to protect the eyes and mucous membranes of the nose and mouth during procedures that are likely to generate sprays or splashes of blood or other body fluids.
- i. Disposable shields and masks are to be discarded after a single use.
 - ii. Reusable goggles are to be disinfected using approved techniques after contamination with blood or body fluid.
 - iii. Shields and masks must be fresh and clean, and free from stains, contaminants, or defects.
- 6) Surgical caps or hoods and/or shoe covers will be worn when appropriate.
- a. Engineering and Work Practice (laboratory and clinical) Controls
- 7) Handwashing. Students are required to wash hands with soap and water or approved solution before and after any client contact, immediately after any possible contamination with blood or other body fluids; after handling and

collecting lab specimens and collection containers; before eating or drinking; and before and after removal of gloves or other personal protective equipment.

8) Handling of Sharps and Contaminated Non-Sharp Equipment

- i. Deposit used syringes, needles, scalpel blades, razors, and other sharp items in a puncture-resistant non-spillable disposal container which bears the biohazard label.
- ii. Disposal containers are located at the sites where sharps are commonly used. If one is not immediately available, obtain a disposal container from another area prior to initiating the procedure. Do not fill the container more than two-thirds full.
- iii. Do not recap, bend or break needles, or remove needles from syringes after client contact.
- iv. Never put fingers into the disposal container.
- v. Deposit contaminated non-sharp items in a biohazard waste disposal container. Do not fill container more than two-thirds full.

9) Spills

- i. If blood or other body fluids contaminate a surface, the spill must be cleaned in an approved manner. If the spill occurs on campus, the student must report the spill immediately to the instructor, who will manage or coordinate the cleaning and disinfection of the spill. If the spill is too large or involved for the instructor to manage, he/she will contact the Physical Plant Department to clean the spill. If the Physical Plant Department is closed, the instructor will contact the Public Safety Department to clean the spill. If the spill occurs at a clinical facility, follow the agencies' protocols for decontamination.
- ii. Work surfaces and equipment should be cleaned and decontaminated with an appropriate disinfectant such as 10% bleach solution or an OSHA-approved solution after any contact with blood, body fluids or other potentially infectious material.
- iii. Broken glass or other sharps which may be contaminated must not be picked up directly with the hands, but by mechanical means (e.g., use forceps, brush, scoop or tongs).

10) Additional Safety Requirements

- i. No smoking, eating, drinking, application of cosmetics or lip balm, insertion of corneal contact lenses or storage of these items is allowed in lab or client care areas.
- ii. No food or drink is allowed in lab or client care areas. Refrigerators that are used for specimens are not to be used for food or drink.
- iii. Sandals, shoes that have open toes or open heels, and canvas shoes may not be worn in clinical areas.
- iv. Hair, beards, neckties, and jewelry must be contained to avoid contact with moving instruments and specimens.
- v. Disinfect contaminated equipment by soaking in a fresh 10% solution of bleach or other appropriate disinfectant for one half-hour.
- vi. Keep work area clean and uncluttered. Organize needed materials.
- vii. Wash hands thoroughly with soap and water or approved solution when leaving the work area.

b. Hepatitis B Vaccination

- 11) Hepatitis B vaccination for students is required.
- 12) Once the Hepatitis B vaccination series is begun, the student is required to continue to receive the injections on the standard schedule to remain in the program.

c. Post Exposure Evaluation and Follow-up

- 13) After any actual or potential exposure to blood or other body fluids has occurred, the student must follow the procedures to ensure safety.
- 14) If an exposure occurs on campus:
 - i. The student must notify the instructor immediately and take appropriate preventive measures including purging of a puncture wound, washing the wound with soap and water, and covering the wound.
 - ii. The student must report the incident via the Report of Exposure to Blood or Other Body Fluids. The completed form goes to the instructor.

- iii. If an injury incident is determined to be a significant exposure, evaluation and treatment of the exposed student will be based on standard protocols. If the source of the blood or body fluid can be identified, testing for Hepatitis B and C, and for HIV will be requested from the source. The student is responsible for all costs associated with evaluation and treatment; for this reason, it is highly recommended that all students have personal health insurance.
- iv. Medical treatment following an exposure could include Hepatitis B immunoglobulin, Hepatitis B booster injection, or chemotherapy for HIV or other organisms. Follow-up with personal physician to determine treatment.

15) If the exposure occurs at a clinical facility (off campus):

- i. The student is to notify the clinical instructor (and preceptor, if used) and take appropriate preventive measures including purging of a puncture wound, washing the wound with soap and warm water, and covering the wound.
- ii. The student must then follow the facility's protocol for exposure. Generally, the student would report to Emergency Department, Infection Control, or Employee Health.
- iii. The student is required to follow the facility's protocol for reporting, evaluation and treatment of a bloodborne pathogen exposure. Any costs associated with testing or treatment are the student's responsibility; for this reason, it is highly recommended that all students have personal health insurance.
- iv. If an injury incident is determined to be a significant bloodborne pathogen exposure, evaluation and treatment of the exposed student will be based on standard protocols. If the source of the blood or body fluid can be identified, testing will be requested from the source for Hepatitis B and C, and for HIV.
- v. Medical treatment following an exposure could include Hepatitis B immunoglobulin, Hepatitis B booster injection, chemotherapy for HIV or other organisms.
- vi. The student must report the incident to the College by completing the *Assessment of Bloodborne Pathogen Exposure* form and submitting the completed form to the clinical instructor.

d. Compulsory Compliance

- 16) All students are required to comply with this policy. Failure to follow this policy will result in disciplinary action consistent with college policy.

e. Definitions:

- 17) Blood: human blood, human blood components, and products made from human blood.
- 18) Bloodborne Pathogens: disease-producing microorganisms that might be present in human blood and can cause disease in humans. These pathogens include but are not limited to Hepatitis B virus (HBV); Hepatitis C Virus (HCV), and human immunodeficiency virus (HIV).
- 19) Contaminated: the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- 20) Decontamination: the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
- 21) Engineering Controls: objects, mechanisms, or product designs which isolate or remove bloodborne pathogens hazards from clinical or lab.
- 22) Exposure Incident: a mucous membrane, non-intact skin, or parenteral contact with blood or other body fluid contaminated with blood that results a student's duties.
- 23) Source Individual: any individual, living or dead, whose blood or other potentially infectious materials may be a source of exposure.
- 24) Standard Precautions: an approach to infection control wherein all human blood and body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other bloodborne pathogens.
- 25) Work Practice Controls: controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

22.2 Nursing Program Needle Stick Injuries

Any student receiving a needle stick injury during practice in the skills laboratory will need to report the incident to the instructor to complete a report and to determine further action. If the injury occurs in the clinical area, the student will report the injury

to the clinical instructor, seek appropriate wound care, and complete a report at the agency. Further action will be directed by the policy of the agency. Students must also complete a report with the College in the Health Records Office at the time of incident or upon return to Columbus State.

23. Continued Participation Requirements

23.1 Nursing Program Continued Participation Requirements: Cardiopulmonary Resuscitation (CPR)

All students admitted to and continuing in Nursing must meet the following requirements for CPR:

- 1) The student must be certified for 2 years by the American Heart Association as BLS for Healthcare Provider.
- 2) The student must present current CPR certification card to the Nursing Program Office Associate. No copies, faxes, or e-mails will be accepted.
- 3) The student is responsible for maintaining current CPR certification throughout the program.
- 4) In order for a student to register for a clinical nursing course, CPR certification must be current through the end of the last week of classes preceding final exam week of the semester the student is seeking to register. The block on registration will be removed once the student presents a current CPR certification card to the department office associate. If there are questions, please see the department office associate.

24. Due Process

Disciplinary action is necessary in instances where College, Program, or host agency policy is violated. In such cases, students will be afforded due process. This due process includes being informed of the reason for the discipline, sufficient time to examine the charges, the opportunity to address the charges, and the right of appeal to any disciplinary action. In matters related to student conduct violations, see the College policy under *Student Code of Conduct*.

Dispute of Admission Denial or Continued Participation Refusal

In the event of denial of admission or a refusal on the part of the program to allow the student to continue, the student has the right to appeal through meeting with the program's coordinator. Such appeals will pertain only to the admission/continued participation requirements listed in this handbook.

25. Health and Human Services Division Academic Advising

Students enrolled in any program in the Division of Health and Human Services may receive advising assistance in Union Hall 477. The Health and Human Services Advising Team can provide assistance with: course registration, academic planning, program admission requirements, academic restrictions, scheduling, placement test referrals, and a number of other advising related issues. Contact the HHS Advising Office for more information at (614) 287-2779 or hhsadvising@csc.edu.

25.1 Nursing Program Academic Advising

A nursing faculty advisor is assigned to each nursing student upon entry to the first semester in Nursing. During the Nursing Program orientation, students have an opportunity to meet with their advisor. The advisor is available to assist and advise students regarding academic concerns and nursing career planning. A student should schedule a conference with the advisor in the following instances:

1. Prior to scheduling any nursing courses if there are questions.
2. When interrupting the Nursing sequence (going out-of-sequence), a student is required to initiate an Information for Students Out-of-Sequence form. An out-of-sequence student is encouraged to consult nursing advisor to check periodically for communications.
3. During NURS 2871 or NURS 2872 to obtain advisor's signature on the *CSCC Petition to Graduate* so the student may submit the petition to CSCC Records and Registration Department.
4. When student or advisor desire to conference as needed.

26. Tutoring and Assistance Contact Information

Contact information for tutoring and assistance is available on the college webpage, the college catalogue, and the college student handbook.

27. Background Checks and Drug Screenings

Most Health and Human Service academic programs necessitate that students' complete a background check and/or drug screening as a requirement for admission. Such screenings are commonly required by agencies where students are required to perform clinical and/or internship experiences to meet graduation requirements. If your academic program requires these tests, it is acknowledged by the student that such tests are necessary to successfully matriculate toward degree completion. Further, in multiple instances an academic program/host facility may require such tests be completed on an annual basis, or immediately

before clinical rotation. Students should be prepared to submit to such testing as required by partnership host agencies, licensing agencies, or program accreditation.

27.1 Nursing Program Background Checks and Drug Screenings

All nursing students are required to be fingerprinted and drug tested by Castle Branch before they enter their first NURS course. The form and instructions will be distributed. The results are confidential and will be forwarded to the Chairperson of Nursing for communication with the clinical sites.

A clinical facility has the right to refuse a student for clinical experience placement should either or both reports indicate incongruence with the facilities' hiring practices. This may potentially mean that the student with such results cannot continue in the Nursing Program.

28. Removal Due to Health or Safety Risk

Partnering host agencies have an expectation that students completing a field experience, clinical experience, or internship should not be a health or safety risk to their clients. Students are therefore expected to conform to all standard health and safety practices required by the host agency. Any student that is deemed a health risk or unsafe in clinical practice regarding patient/client care will be removed from the experience and dropped from the program. This will be considered a clinical failure regardless of the existing grade status in the academic courses. Unsafe will be defined as a student that consistently fails to demonstrate competence in clinical patient/client care, not adhering to clinical policies, and/or behaving in any manner that compromises or threatens the well-being of the patient/client's health and welfare. Written evaluations from clinical instructors must specifically document student deficiencies. In addition, the host agency is under no obligation to allow or approve a student's experience if any health or safety issue is identified.

29. Conforming to Host Agency Policies

Students are expected to conform to all policies of the host agency when completing an internship, practicum, clinical or other type of experiential learning experience. Students should therefore expect to comply with these policies when they are on the premises of such agencies. It is also an expectation that students comply with policy expectations off premises if any conduct pertains to the host agency. Examples of such conduct could include but is not limited to work responsibilities that occur off premises, uniform and appearance expectations, social media usage, patient/client interaction, and any other activities related to the learning experience.

30. Program Admission versus Clinical Admission Distinction

Host agencies often have their own requirements for individuals performing an internship, clinical rotation, practicum, or other experiential learning experience. These requirements may exceed the admission requirements of Columbus State and the specific academic program. It is expected that students have a thorough knowledge of the expectations of the host agency before beginning any experiential learning experience. Host agencies have the right to deny student participation even when the student is fully admitted into the academic program. Therefore, students should expect to meet the requirements of the host agency in addition to the academic program's requirements. For more information on this subject, consult the coordinator of your academic program.

31. Physical Contact

There will be instances of physical contact through the normal instruction and practices of this degree program. The instructor may need to assist the student in demonstrating technique, proper form, or correct posture. Students may also practice techniques on one another during class sessions as part of the normal course instructional activities. Any such contact is handled in a professional manner consistent with the requirements of the profession.

Inappropriate physical contact is prohibited by College Policy and will be subject to disciplinary action. If you have questions, concerns, or any level of discomfort regarding physical contact, please consult the Program Coordinator or see College Policy 3-44

<http://www.csc.edu/resources/media/about/pdf/3-44.pdf>.

32. Course Criteria Changes

Required courses in the handbook could be different based upon what is stated in the CSCC catalog. Please refer to the catalog for the most current information concerning required courses for your degree program.

33. Nursing Program Technology

Nursing students are required to be computer literate. It is advisable for students to own a computer. If the student does not have a computer, CSCC has a Computer Commons located in the Center of Technology and Learning (TL) building, room 116. Students can walk in to the front desk, sign their name, and a lab assistant will assign them a station. Students are asked to show their college student ID card. The Educational Resource Center also has computers for student use. The Nursing Program also has a student computer lab in Union Hall Room 429.

Students use word processing programs in all courses and need a program installed that is compatible with Microsoft Word. Some courses use Microsoft PowerPoint for presentations, so this software may also be required. The course syllabi will also list course specific computer requirements.

Students also have access to CSCC student email and should check their email frequently. The course management system is Blackboard and instructors use this in many ways to communicate and deliver information. Blackboard orientation is highly recommended for those with limited exposure. For technical requirements and Blackboard orientation, go to the following website: <http://global.csc.c.edu/index.asp>.

For technical assistance, go into Blackboard and click on Global Campus. There are links to technical assistance, the Teaching Learning Resource Center and getting started tips. The Help Desk can also be accessed by calling 287-5050.

34. Nursing Program Faculty and Student Communication

- a. Please see the Nursing Department Office Associate to submit items to course faculty.
- b. Each student has a folder for mail located in the Nursing Suite. It is the student's responsibility to check the folder for correspondence. It is expected that the privacy of the folder will be honored. A student is not to get another student's mail from the folders or request that another person get their mail.
- c. Course information and grades are posted on Blackboard. Students should check announcements and email on Blackboard frequently.
- d. Students must use the CSCC email as their email address. Faculty use the CSCC Outlook and CSCC Blackboard systems for official course communication.
- e. The use of Social Media communication is to be professional. Unprofessional or unethical conduct through the use of Social Media is subject to serious disciplinary action by the Nursing Program and/or the Ohio State Board of Nursing resulting in dismissal from the program.
- f. CSCC large font name badge is to be worn in lab and seminar.

35. Nursing Program Change of Address, Telephone, and/or Name

Students enrolled in Nursing are responsible for informing both College Records & Registration and the Office Associate in Nursing of any change of address, telephone number, or name. Failure to provide this information may result in delay of your progress.

36. Nursing Program Attendance

Students are expected to prepare for and attend all course learning activities. Attendance at course orientation and clinical orientation is required. Students who miss either orientation will be dropped from the course. Each course has activities designed to enable students to

meet the course objectives that are essential for student learning. Course teaching-learning strategies vary by course and may include live lecture, lecture capture, seminar, lab, and clinical. Students are expected to participate and complete all course activities as indicated on the syllabus & calendar. Absences or not completing course activities may result in a lack of success in the course and Nursing Program. All knowledge from each course is comprehensive and foundational to nursing. Absences must be reported to the instructor per the protocol from the course instructor.

37. Nursing Program Clinical Learning

Attendance

Students late or absent from clinical due to an emergency are required to notify the clinical agency and instructor at least one hour prior to scheduled start time.

Dress Code Policy

Uniforms must be purchased from the Discovery Exchange Bookstore at Columbus State Community College.

The following are requirements for Columbus State Community College nursing students in any patient care area and other designated times. Variations may exist in specific areas and during specific times related to clinical regulations and safety.

1) CSCC Nursing Student Uniform

- a) CSCC photo identification badge, bandage scissors, hemostat, watch with second hand and stethoscope
- b) Navy blue lab jacket with CSCC nursing student patch is optional, and is the only additional part of the uniform to be worn. No other jackets, sweaters, or coverings may be worn.
- c) All white t-shirts may be worn under the uniform.
- d) Pregnant students may wear a white maternity uniform top to which a CSCC nursing student patch has been applied and navy blue maternity uniform pants.
- e) Uniforms are to be laundered after each clinical day.
- f) The CSCC Nursing Student polo shirt is worn in designated clinical areas per faculty instruction.
- g) Socks or hosiery are required to be worn with the uniform.

2) Shoes

- a) Clean, durable, all leather
- b) White, black, or navy blue

- c) Completely closed, quiet soled, slip resistant, flat, good condition
- d) No open shoes of any kind, no platform or chunky soled shoes, no high-heels

3) Grooming

a) Hygiene

- i. Clean and hygienic
- ii. No body odor, fragrance, or scent.
- iii. Fingernails smooth, shorter than end of fingers and thumbs, without polish, without artificial nails

b) Skin

- i. No visible tattoos
- ii. No cosmetics, or cosmetics appear natural and professional

c) Hair Head

- i. Neat, clean, secured off collar, back away from face and patients
- ii. Color must be of natural tones without non-natural color such as pink, blue, green, etc.
- iii. No ornamental hair decoration

d) Hair Face

- i. Absent or neatly trimmed beard and/or mustache
- ii. Beard less than ½ inch in length
- iii. Mustache above lip line

e) Jewelry

- i. One plain, smooth, ring
- ii. One small stud earring per ear
- iii. No other jewelry is to be worn
- iv. No observable exposed piercings, expanders, or hardware of any kind may be worn

- 4) Varying circumstances may warrant change in the dress code policy. Any request for exception or accommodation to the dress code policy should be submitted to the Nursing Department Chairperson.

- 5) A small selection of used student uniforms is sometimes available in the Nursing Program Skills Lab for students who have changed size during their enrollment in the Program. Inquiries may be made to the Nursing Program Skills Laboratory Technician.

6) Clinical Performance

Clinical performance which jeopardizes client safety may result in student dismissal from the clinical area by the instructor at any time during the academic semester, and, a grade of "E" may be assigned for the course. The instructor documents all pertinent facts, discusses the situation with the student, and submits the documentation, along with specific recommendations, to the Chairperson.

7) Illness or Injury Occurring in the Clinical Area

Students are required to report any illness or injury occurring within the clinical area to their instructor immediately. Necessary immediate medical care will be provided by the cooperating agency at the student's expense. The student is also to complete an incident report at the College Health Records Office.

8) Cellular phones

No cellular phones are to be on for personal use in clinical.

38. Nursing Program Examinations

a. Taking Examinations

It is expected all examinations be taken as scheduled on the course calendar. Examinations given in Nursing are generally multiple choice and computer scored. The examination booklet, computer answer sheet, and/or other documentation must be returned to the instructor at the completion of the examination time. The answer response on the computer answer sheet or computer test is considered the official answer response for grading. Exam questions may not be copied by students. Exams are the property of Nursing and are not returned to the students. Students are prohibited from discussing examination information with anyone other than the faculty.

b. Absence from Examinations

In case of absence from or late arrival to an examination for an emergency, the student must notify the course coordinator before the examination time. The student is responsible for contacting the course coordinator to obtain the time and location of the make up exam. This exam may be in alternate format and may be multiple-choice, essay, or oral as determined by course faculty. Students missing an examination are prohibited from discussing examination information with anyone other than the faculty. Failure to comply with this procedure may result in zero points for the examination, and/or other serious disciplinary action.

c. Standardized Testing and Learning Activities

The Nursing Program Curriculum requires the Health Education Systems Institute (HESI) learning materials by Elsevier, which provides a variety of learning and assessment activities. Course requirements for HESI activities are identified in each course syllabus. Students incur a fee for access to HESI materials in the first and second semester and will be dropped for nonpayment.

39. Nursing Program Transportation

Students are responsible for their own transportation to all course activities. Inform the course coordinator prior to the beginning of semester if an assignment on the bus line is needed.

40. Nursing Program Laboratories

Students must be enrolled in the Nursing Program and a NURS course to enter the Skills Laboratory or Patient Simulation Laboratory at any time. Designated nursing courses require Skills Laboratory and/or Patient Simulation Laboratory learning. Each course has specific laboratory learning outcomes, and associated requirements for learning, conduct, and safety. Students are required to comply with conduct and safety rules, or risk progressive disciplinary action.

The Skills Laboratory is available for student practice in designated courses and during *Open Lab* times. The schedule for Open Lab is posted outside the lab located in Union 432 and on Blackboard in most NURS courses. Students may contact the Program Coordinator for the Laboratory, Edna McQuesten, at 614-287-2874 or emcquest@csc.edu, to arrange for individual lab learning time. Additionally, students may contact their Course Leaders to arrange for further lab learning time.

41. Nursing Program Nursing Grant and Aid Award

Purpose: The purpose of the Nursing Grant and Aid Award is to provide a one-time award of funds to nursing students in the Nursing Program or Practical Nursing Program experiencing a short-term financial need for continuation in the program.

Eligibility Criteria: The student must have completed their first semester in the Nursing Program with a C or better. The student must be in sequence in the Program with a minimum technical grade point average of 2.3. The student must have and document a sudden, emergency crisis resulting in a short-term financial need causing an inability to continue in the program. The student must submit an application to the Ad Hoc Committee of the Nursing Program Professional and Program Development Committee available from the Nursing Program Office Associate.

Selection: The committee reviews the application and forwards their decision to the Columbus State Community College Development Foundation for a final decision on the award.

Endowing the Fund: Individuals wishing to donate to the Nursing Grant and Aid Award Fund may do so through the Columbus State Community College Development Foundation.

42. Nursing Program Progression

Course Sequence

Nursing courses must be taken in the sequence as displayed in the plan of study. All required science courses must be taken prior to or concurrent with the nursing courses as displayed on the plan of study available in Appendix 2. Students remaining in sequence will complete their admitting plan of study.

If the student deviates from the plan of study, they will become out of sequence and will need to petition to re-enter the next clinical course.

The Degree Audit Reporting System (DARS) provides a list of courses taken and courses needed in a plan of study. Students should check their DARS at least each semester to keep track of their progression. The DARS is available online from CougarWeb on the CSCC webpage www.csc.edu

Grading Policy for Nursing

1) Minimum standards for a passing grade in a nursing course are:

a) Achievement of 76% (minimum "C" grade) in theory tests.

Grading Scale:

92 - 100% = A

84 - 91% = B

76 - 83% = C

68 - 75% = D

Below 68% = E

b) Achievement of a Satisfactory clinical, laboratory, and/or seminar performance evaluation. Unsatisfactory in clinical or laboratory results in an "E" for the course. Students unsatisfactory in laboratory are prohibited from attending clinical.

c) Satisfactory completion of all required papers/projects.

- 2) Students are informed of their scores on all examination and papers during the semester via student folders in the Nursing suite or Blackboard.
- 3) Final course grades are determined by faculty members within each course and are posted on CougarWeb.

Satisfactory Progress

- 4) If a student fails, withdraws failing, or withdraws passing a nursing course, the student is then considered out-of-sequence.
- 5) Students have limited opportunities to complete the same nursing (NURS) course. The student may withdraw failing (D or E) or fail from each nursing course one time. If the student repeats a nursing course and fails or withdraws failing a second time, the student is dropped from the program. The student must reapply and start the nursing program from the beginning.
- 6) A student who receives a "D" or "E" in any two nursing courses or twice in the same nursing course has failed out of the program and is not eligible to continue in Nursing. A former student may re-apply to the program at the next application period.
- 7) A student is ineligible for Admission to the nursing program after failing out of the program and/or expiration of program time limit two times in a lifetime.
- 8) A student is ineligible for Admission to the nursing program after failing out of the program and/or exceeding time limitations twice even after successful completion of a nursing certificate program.
- 9) A student may apply to the nursing program and be offered admission only twice. Admission opportunities are (1) starting the program and having 2 withdraw failing or failures or (2) being offered admission and not starting the program.
- 10) A student repeating a nursing course must repeat the entire course. Any student starting the program over must take all NURS courses in the curriculum plan.
- 11) A student must achieve a grade of "C" or better in the following support courses: MATH 1025 Quantitative Literacy, NURC 1104, BIO 2300 Anatomy, BIO 2232 Physiology, BIO 2215 General Microbiology, PSY 1100 Introduction to Psychology, PSY 2340 Human Growth and Development, and STAT 1350 Elementary Statistics in order to continue in the nursing program. A student who receives a "D" or an "E" in any of these courses must:

- a) retake the course prior to the semester in which it is required and earn a "C" or better; or
 - b) retake the course during the semester in which it is required and earn a "C" or better; or
 - c) go out of sequence in nursing, retake the course, and earn a "C" or better prior to re-entering the nursing sequence.
- 12) A student must achieve a non-technical and technical GPA of 2.00 or higher in order to graduate.
 - 13) Each nursing course has prerequisite and corequisite courses which must be taken as displayed in the Plan of Study by semester. Failure to take or pass any one of these courses will result in a student going out of sequence in Nursing.
 - 14) If progress at mid-term is below 76% in theory the student will receive an academic warning notice. A conference to discuss this situation will be scheduled upon the student's request.
 - 15) Students are informed of their clinical progress via individual clinical evaluation conferences scheduled at mid-term and the end of the semester. Additional clinical conferences may be scheduled by the clinical instructor or student.
 - 16) For students going out of sequence, they must re-enter a Nursing clinical within 3 semesters following the completion of the last clinical course.
 - 17) Students must complete the Nursing Program within 4 calendar years.
 - 18) Students taking any part of the Nursing Program incur costs related to current required course and program learning and assessment materials such as books, standardized testing, uniforms, equipment, technology, etc.

b. Out of Sequence (OOS)

Students who interrupt the continuous nursing sequence based on their admission plan of study, or withdraw or fail a NURS course, are considered Out of Sequence. Students need to immediately complete a *Nursing Out of Sequence Form* with their Nursing Faculty Advisor to seek re-entry. If re-entry is approved, the Course Leader provides an ADD form with the course number and section for the student to register. Students may be Out of Sequence 3 semesters only.

Notification of re-entry into a course will be made by the Course Leader. Students may have additional requirements for re-entry such as skills reviews or other assignments.

There may be a late fee incurred for registration when requesting to re-enter a nursing course. A student re-entering the nursing sequence is required to meet the same catalog requirements as the class the student is entering into.

If course space is limited, the following criteria, listed in priority, are used to determine re-entry to a nursing course:

- 1) Last opportunity to re-enter within 3 semesters following completion of last clinical course.
- 2) Denied re-entry to the course previously because of space limitations.
- 3) Highest technical GPA for 2nd semester students and highest nontechnical GPA for 1st semester students.

c. Petitioning

Students who are Out of Sequence for more than a semester complete the *Petition for Nursing Courses* Form in the semester preceding the semester in which the student wishes to register.

During Autumn Semester, petitions for Spring Semester are available from 9 am on Monday of week 10 through noon Friday of week 12 from the Nursing Program Office Associate. During Summer Semester, petitions for Autumn Semester are available from 9 am on Monday of week 8 through noon Friday of week 9 from the Nursing Program Office Associate.

Students are required to verify the adequacy of their health requirements with the Health Records Office.

The Nursing Program Office Associate verifies adequacy of CPR, fingerprinting, and drug testing requirements.

d. Delayed Admission

A student offered admission who does not enter in the designated semester is considered out of sequence if the following are completed:

- 1) The student completes the *Nursing Out of Sequence Form* (OOS) available from the Nursing Program Office Associate. The student meets with the Course Leader to review their new sequence and signs the OOS form. The student follows any recommendations listed on the OOS form.
- 2) The student drops NURS 1871 through CSCC registration.

- 3) The student must complete these steps by week one of the accepted semester to remain in the Nursing Program.
- 4) The student must re-enter within 3 semesters to remain in the Nursing Program.
- 5) Students considered out of the Nursing Program must reapply to be considered for acceptance in a future class.

e. Changing Tracks

Students may not change tracks until the semester following their generic start date. Students may request to change to the Blended or Traditional track one time. Space restriction may result in a denial of track change requests. Students will be notified of the Admissions Committee's decision regarding their request to change tracks by the end of the semester. Criteria for eligibility for petitioning to change tracks are:

- 1) Student meets the admission criteria for that track.
- 2) The student meets with their Nursing Program Faculty Advisor to discuss the feasibility of the track change and learning opportunities.
- 3) The student's Nursing Program Faculty Advisor verifies student eligibility to the requested track, documents a summary of the information about the student request, documents agreement or lack of agreement the track change is deemed beneficial to the student, and forwards the documentation to the Nursing Program Coordinator.
- 4) The student meets with the Blended Track Nursing Program Coordinator and the Nursing Program Coordinator regarding their request to change tracks.
- 5) Student submits a letter documenting how a change in Track will promote successful completion of the Nursing Program
- 6) Student completes and submits to the Nursing Program Admissions Committee the Petition for a Change in Nursing Tracks form and attaches the requested information (completed form, student letter, current DARS, Nursing Program Faculty Advisor document, and signatures from the Blended Track Nursing Program Coordinator and the Nursing Program Coordinator) by the end of the 8th week of the semester prior to the planned track change.

43. Nursing Program Pinning Ceremony

At the conclusion of the Nursing program, a student recognition ceremony is held during which graduates receive their school pin. The pinning ceremony acknowledges professional status, while the graduation ceremony acknowledges the degree. All nursing students in the graduating class who are eligible to participate in the college graduation ceremonies are eligible to participate in the pinning ceremony. The nursing faculty will plan the pinning ceremony for the nursing graduating class. Graduates are required to wear their student nursing uniform to the ceremony.

44. Nursing Program Student Participation and Student Organizations

The faculty welcomes student participation and input into the planning and functioning of the Nursing Program. Interested students should speak to a full-time faculty member to learn more about participating. Common areas of interest from students are Pinning Ceremony, Nursing Program Town Hall, and Student Nurses Association. All students are welcome to participate in all available college activities.

The Columbus State Student Nurses' Association (CSSNA) became an official NSNA constituent in 1997. CSSNA is dedicated to fostering the professional development of nursing students. The CSSNA core values are: Leadership and autonomy; quality education; advocacy; professionalism; care; and diversity. Please contact your Nursing Program advisor or a Nursing Program faculty member for information.

45. Nursing Program Nursing Course Registration Closure

The Nursing Program closes registration earlier than the college. Students should not drop or add after the Nursing Program Coordinator closes nursing registration. If the student does drop or add after closure, there is no guarantee course placement will be available. Students seeking late registration for a nursing course must meet with the Course Coordinator.

46. Nursing Program Nursing Student Concern

A student concern is an expression of dissatisfaction about the Nursing Program expressed verbally or email to Nursing Program faculty or staff, and resolution is a verbal or email response from the Nursing Program faculty or staff. Concerns may also be presented on Graduate Surveys, and are addressed in Nursing Faculty Meeting.

47. Nursing Program Nursing Student Complaint

A student complaint is an expression of dissatisfaction about the nursing program expressed in writing submitted to the Nursing Department Chairperson, and resolution of student complaint is a written response from the Nursing Department Chairperson to the written complaint, outlining activities to address the complaint, if warranted.

Please see the Written Student Complaint policy and procedure in the College Student Handbook. The Nursing Program follows this college policy.

Appendix 1

**COLUMBUS STATE COMMUNITY COLLEGE
HEALTH RECORD OFFICE**

**PHYSICIAN'S CERTIFICATION FOR RETURN TO SCHOOL FOLLOWING
ILLNESS, INJURY, OR HOSPITALIZATION**

In order to assure that a student is able to return to school without complications, the student's personal physician is requested to complete this form indicating the student's abilities or limitations.

STUDENT NAME: _____

PROGRAM: _____

Please state the general nature of this student's current medical condition or limitations.

_____ This student may return to/remain in his or her classes or clinical assignments without restriction.

_____ This student may return to/remain in his or her classes and clinical assignments with the restrictions listed below. (If the student has personal lifting restrictions, please state if the student would be able to perform these tasks with the assistance of another person: moving a client up in bed with assistance; turning a client in bed with assistance; transferring a client from bed to chair or cart and back to bed with assistance, and similar activities.)

Specify restrictions: _____


These restrictions are in effect until this date: _____


_____ This student may not return to class or clinical assignments until: _____

Comments: _____

Physician's Signature _____ Date: _____

Appendix 2

		Columbus State Community College	
HEALTH AND HUMAN SERVICES DIVISION Effective Autumn Semester 2017		Plan of Study NURSING NURSING	
		Name _____ Cougar ID _____ Date Entered _____ Advisor _____	
FIRST SEMESTER	G/T/B	CR	
NURS 1140 Pharmacology Concepts in Nursing I	T	1	
NURS 1871 Fundamental Concepts of Nursing Care	T	6	
COLS 1100 First Year Experience Seminar	B	1	
MATH 1025 Quantitative Literacy	B	3	
NURC 1104 Basic Care Skills	B	2	
TOTAL		13	
SECOND SEMESTER	G/T/B	CR	
NURS 1141 Pharmacology Concepts in Nursing II	T	1	
Concepts of Nursing Care Related to Reproductive Health and Common Health Problems	T	7	
BIO 2300 Human Anatomy	G	4	
TOTAL		12	
THIRD SEMESTER	G/T/B	CR	
NURS 2042 Concepts of Pharmacology III	T	1	
NURS 2871 Concepts of Nursing Care for Patients with Complex Physical Health Problems	T	5	
NURS 2872 Concepts of Nursing Care for Patients with Complex Behavioral Health Problems	T	3	
PSY 2340 Human Growth & Development	G	3	
TOTAL		12	
FOURTH SEMESTER	G/T/B	CR	
Concepts Related to Leadership, Role Transition and Nursing Care of Patients with Multiple Health Problems	T	8	
BIO 2215 Introduction to Microbiology	B	4	
TOTAL		12	
ADMISSION REQUIREMENTS - High school diploma <i>or</i> GED <i>or</i> college degree transcript - GPA of 2.6 or higher <i>or</i> ACT composite score of 18 or above - HESI A2 exam 75 or higher composite score - NURC 1001 with grade of "C" or higher within the last 5 years, <i>or</i> "N" credit for Current STNA issued within the last 5 years - Nursing Information Session: Applicants must complete a Nursing Program Information Session. It is available to view online.			
GRADUATION REQUIREMENTS G = General Education B = Basic Education T = Technical Education <div style="text-align: right; margin-right: 50px;"> Total General Ed. 16 Total Basic 14 Total Non-Technical 30 Total Technical Ed. 32 TOTAL CREDIT HOURS 62 </div>			

			Columbus State Community College			Plan of Study NURSING NURSING AAS			Name _____ Cougar ID _____ Date Entered _____ Advisor _____						
HEALTH AND HUMAN SERVICES DIVISION Effective Spring Semester 2017															
FIRST SEMESTER (Spring)			G/T/B CR			SUMMER SEMESTER			G/T/B CR						
NURS 1140 Pharmacology Concepts in Nursing I			T 1			BIO 2300 Human Anatomy			G 4						
NURS 1871 Fundamental Concepts of Nursing Care			T 6			ENGL 1100 Composition I			G 3						
COLS 1100 First Year Experience Seminar			B 1			PSY 1100 Introduction to Psychology			G 3						
NURC 1104 Basic Care Skills			B 2			STAT 1350 Elementary Statistics*			G 3						
MATH 1025 Quantitative Literacy			B 3												
TOTAL			13			TOTAL			13						
SECOND SEMESTER (Autumn)			G/T/B CR			THIRD SEMESTER (Spring)			G/T/B CR						
NURS 1141 Pharmacology Concepts in Nursing II			T 1			NURS 2042 Concepts of Pharmacology III			T 1						
NURS 1872 Concepts of Nursing Care Related to Reproductive Health and Common Health Problems			T 7			NURS 2871 Concepts of Nursing Care for Patients with Complex Physical Health Problems			T 5						
BIO 2301 Human Physiology			B 4			NURS 2872 Concepts of Nursing Care for Patients with Complex Behavioral Health Problems			T 3						
						PSY 2340 Human Growth & Development*			G 3						
TOTAL			12			TOTAL			12						
FOURTH SEMESTER (Autumn)			G/T/B CR			ADMISSION REQUIREMENTS: - High school diploma <i>or</i> GED <i>or</i> college degree transcript - GPA of 2.6 or higher <i>or</i> ACT composite score of 18 or above - HESI A2 exam 75 or higher composite score - NURC 1001 with grade of "C" or higher within the last 5 years, <i>or</i> "N" credit for Current STINA issued within the last 5 years - Nursing Information Session: Applicants must complete a Nursing Program Information Session. It is available to view online.									
NURS 2873 Transition and Nursing Care of Patients with Multiple Health Problems			T 8												
BIO 2215 Introduction to Microbiology			B 4												
TOTAL			12												
GRADUATION REQUIREMENTS: G = General Education B = Basic Education T = Technical Education <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Total General Education</td> <td>16</td> </tr> <tr> <td>Total Basic</td> <td>14</td> </tr> <tr> <td>Total Non-Technical</td> <td>30</td> </tr> <tr> <td>Total Technical Education</td> <td>32</td> </tr> <tr> <td>TOTAL CREDIT HOURS</td> <td>62</td> </tr> </table>						Total General Education	16	Total Basic	14	Total Non-Technical	30	Total Technical Education	32	TOTAL CREDIT HOURS	62
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