

School of Nursing
Nursing Program

Student Handbook
2026-2027



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Student Handbooks constitute Student Policy and are revised as needed.
Please go to [TCL.edu](https://tcl.edu) for updates.

PROGRAM DESCRIPTION: NURSING

This Nursing Student Handbook serves to supplement the current TCL Catalog to provide additional guidance for students enrolled in the Nursing Program. It constitutes Student Policy. It undergoes revision annually and as necessary. Review online at <http://www.tcl.edu> for updates.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

921 Ribaut Road
Beaufort, SC 29902

Mailing address: P.O. Box 1288
Beaufort, SC 29901-1288
(843) 525-8324
1-800-768-8252
www.tcl.edu

NURSING PROGRAM FACULTY AND STAFF

Name	Title	Telephone	Office
LaQuetta Washington	Administrative Support	843-525-8378	4/110
Brenda Thompson	Administrative Assistant	843-525-8267	4/115
Cindy Mooney	Academic Program Coordinator Health Science Division	843-525-8326	4/112
Vandy Amason, MSN, RN, CMSRN, CNE	Dean of School of Nursing	843-525-8327	2/216
Amanda Simmons, MSN, RN	Nursing Faculty	843-470-8410	2/215
DeAnne Johnson, MSN, RN, CMSRN	Nursing Faculty	843-525-8256	2/214
Latoya Hagood, MSN, RN	Nursing Program Director/Faculty	843-470-5966	2/213
LaChrisa Ginn, MSN, RN	Nursing Faculty	843-525-8305	2/212
Summer Cook, MSN, RN, CEN	Nursing Faculty	843-470-5955	2/211
Anne Podnar-Calvo, BSN, RN	Lab coordinator/ Clinical coordinator	843-525-8389	4/214

TABLE OF CONTENTS

PHILOSOPHY.....	5
Student Learning	
Outcomes.....	6
 SECTION I ACADEMIC	
INFORMATION.....	8
• Grading.....	8
• Distance Learning.....	9
• On-line and web-centric courses.....	9
• Kaplan Testing.....	9
• Course Exam Procedures.....	9
• Technology Requirements.....	10
• Academic Misconduct.....	11
• Academic Progression.....	11
• CNA Testing.....	11
• Entry/Re-entry.....	11
• Student Expenses	12
• Use of electronic devices.....	12
• Clinical Breaks.....	13
• Clinical Rotations.....	13
• Conviction of a Crime.....	16
• Tardiness.....	17
• Email	17
• Student Health.....	17
• Student Complaint.....	18
• Uniform Policy.....	18
• Hygiene.....	20
• Professional Behavior.....	20
• Drug Policy.....	21
• Disciplinary Procedures.....	21

• Appeal Process.....	21
• Statement of Non-Discrimination.....	22
• Jury Duty.....	22
• Insurance.....	22

SECTION II PROGRAM

INFORMATION.....	23
• ANA Code of Ethics.....	23
• Core Performance Standards.....	23

Accreditation Commission for Education in Nursing, Inc. (ACEN)
 3390 Peachtree Road NE Suite 1400
 Atlanta, GA 30326

State Board of Nursing for South Carolina
 South Carolina Department of Labor, Licensing, and Regulation
 110 Centerview Drive
 Synergy Business Park, Kingstree Building
 P.O. Box 12367
 Columbia, SC 29211

Nursing Program Philosophy

The philosophy of the nursing program is congruent with the mission of the Technical College of the Lowcountry (TCL). The nursing faculty serves the profession, community, and society. Both TCL and the nursing program strive to create an atmosphere of excellence in teaching and learning. Within the college's open atmosphere of shared values, the nursing program encourages creativity, innovation, and resourcefulness among its students and faculty. With these commitments, a positive, student-centered environment is created and individuals are empowered to learn and develop throughout their lifetimes.

Nursing is an art and a science distinguished by personalized and holistic care. Theory and research drive the science of nursing while caring embodies the art of nursing. The nursing process is the framework for the provision of care and promotion of health for people with varying capacities to function in society. The nurse promotes health or death with dignity. Caring serves to protect and promote dignity and creates a climate of support, respectful of beliefs, cultural values and lifestyles. All people have the right to expect excellence in health care to be treated with dignity, justice, and compassion.

Education is a lifelong, interactive process of teaching and learning. Teaching is a goal-directed, facilitative process that is based on the needs of the learners and used by both faculty and students. Active learning is enhanced by an educational climate that fosters self-direction, self-esteem, and analytical reasoning. The learner is expected to be involved, responsible, and committed to ongoing and lifelong learning.

The Nursing program at the Technical College of the Lowcountry has adapted the Accreditation Commission of Education in Nursing's (ACEN) definition of distance learning. ACEN (2016) defines distance education as "An educational process in which the majority of the instruction occurs when a student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, audio, video, and/or computer technologies and includes technology that is used to support regular and substantive interaction between the instructor and the students." (ACEN Accreditation Manual, Glossary, p. 4).

Nursing education uses biological, behavioral, and nursing sciences to provide students with the opportunities to meet their learning needs. It is the responsibility of the faculty to develop, implement, and evaluate the program of learning and to promote an environment that fosters mutual respect and the development of self-initiated personal and professional goals. Gordon's Functional Health Patterns establish the organizing framework for the program of study. At the completion of each level of the nursing programs, graduates are able to function safely and effectively as beginners within their scope of practice.

The faculty of the nursing program believes that nursing is an interactive, multi-leveled, differentiated discipline requiring collaboration across systems. Tenets of effective collaboration are shared planning, decision-making, and accountability with mutual respect. Each level of practice and education are connected and build, one upon the other, in skill and complexity. The faculty believes that facilitating the transition from one level to the next encourages individuals to continue their nursing education. Continued nursing education leads to improved nursing practice and ultimately contributes to the well-being of society.

Reference:

Accreditation Commission for Education in Nursing (2016, August). Accreditation Manual, Glossary, Atlanta, GA.

Original Copy Developed 2001
Revised 12/2002...5/2018

STUDENT LEARNING OUTCOMES

The Philosophy of the nursing program at the Technical College of the Lowcountry, which reflects faculty beliefs, serves as the foundation for a program of study that builds in complexity and scope. Six major concepts emerge from the philosophical beliefs. These concepts include professional behavior, communication, teaching and learning, caring, holism and clinical competence. Gordon's Functional Health Patterns, along with the six major concepts, establish the organizing framework for the program of study, giving structure and direction for learning activities and objectives.

Concept & definition	Practical Nurse	Associate Degree Nurse
Professional Behavior EPSLO#1 Integrity is the hallmark of professional behavior. Advocacy, leadership, autonomy, & collaboration are professional behaviors practiced within a defined scope. Accountability for the delivery of standard-based nursing care consistent with mental, altruistic, legal, ethical, regulatory and humanistic principles.	Demonstrate acceptance of the guiding principles of the nursing profession by demonstrating integrity, accountability, and competence.	Demonstrate acceptance of responsibility and accountability for improving and contributing to the integrity of nursing practice, using professional standards of care.
Communication EPSLO#2 Communication is the exchange of messages that occurs between individuals. Communication is multi-modal and enhances the continuum of helping relationships. The use of effective communication facilitates trust.	Use effective interpersonal communication (verbal, non-verbal and written) with individuals, families and members of the health care team.	Select effective strategies for communication (verbal, non-verbal and written) with individuals, families, structured groups and members of the health care team.
Teaching/Learning EPSLO#3 Teaching and learning are interactive processes. Recognizing that learning proceeds from simple to complex, these processes are goal directed and based on the learner's needs.	Teach individuals basic health care related to commonly occurring health problems with predictable outcomes. Teaching is based on established plans.	Develop basic teaching plans for individuals and support persons that focus on health promotion and management of acute and chronic health problems.
Caring EPSLO#4 Support, sharing and respect embody caring behaviors. The caring relationship is a cornerstone of nursing practice.	Provide compassionate, nurturing patient-centered care with respect to the human dignity of individuals and their support person(s).	Create caring and empathetic relationships that are compassionate, coordinated and patient-centered.
Holism EPSLO#4 Holism encompasses recognition of the development of individuals over time. A person's physiological, psychosocial and spiritual health is dynamic. Persons are complex individuals who function within culturally diverse areas of society.	Provide care with consideration of basic physical, psychosocial, cultural, spiritual and developmental dimensions of the individual.	Provide therapeutic care for individuals and support persons. Develop individualized plans of care using nursing process-based research.
Clinical Competence EPSLO #5 Clinical competence is the provision of safe and effective nursing care within a scope of practice. It is the product of theory, research, knowledge, and learned nursing skills based on evidence-based practice.	Use current accepted standards of care to assist individuals and families-support persons to meet basic health needs.	Formulate therapeutic clinical decisions based on current accepted standards of care for individuals and families-support persons.

Scope of Practice –The SC CIC Project prepared a document titled *A Model for Differentiated Entry Level Nursing Practice by Educational Program Type* in 1998. This model addresses the Practical Nursing (PN) and Associate Degree Nursing (ADN) scope of practice.

Developed 2002 Revised 5/2012...5/2017, 5/2018, 9/2019

SECTION I: ACADEMIC INFORMATION

GRADING

Each laboratory/clinical rotation is graded as "satisfactory" or "unsatisfactory." Students must receive a "satisfactory" in laboratory/clinical in order to progress in the program sequence. An overall grade of "unsatisfactory" in laboratory/clinical will result in an overall grade of "F" for the course. Specifics related to each course are defined in the syllabus. Students who are able to successfully complete the lecture component of the course but are not able to successfully complete the lab or clinical components of a course for any reason will receive an "I" (incomplete) for the course and be expected to complete the incomplete portions the following semester in order to receive a final grade for the course. Additionally, any student who has not fulfilled the expectations of a learning contract will receive a grade of "I" (incomplete) for the course and will be given one semester to demonstrate improvement in the identified areas of deficiency in order to receive a final grade for the course. Students who receive an "I" for any reason will not be eligible to progress to the next semester until the course expectations for which the student received the "I" are fulfilled.

GRADING POLICY

Grading scale	
93% - 100% A	W Withdraw
86% - 92% B	I Incomplete
80% - 85% C	
73% - 79% D	
Below 70% F	

Grading Methodology. The final grade must be 80.000 or higher in order to pass the course and progress in the program. Students absent from an examination or presentation will receive a "0" grade for the examination unless other arrangements are made with the instructor **prior to when** the examination or presentation is scheduled to be given. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor's voice mail AND with another member of the faculty or administrative assistant. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor for the reason of the absence. Students who are tardy for an examination will take the examination in the remaining allotted time. There is no "rounding up" of grades.

Lab skills checklist must be complete. Incomplete checklist results in a grade of "U" (unsatisfactory) for the laboratory component of the course. An *unsatisfactory* in the laboratory portion of the course results in the **failure of the course** (a grade of "F") even if the theory grade is 80 or higher. Students are expected to perform accurate return demonstrations of skills before using the skill in the clinical area.

If a student misses an exam with prior notification to the course coordinator, the final exam will be reweighed to reflect the missed exam. If a student misses an exam and does not notify the instructor prior to the exam, the student will receive a grade of "0" for the exam. If a student misses more than one unit exam, the likelihood of student success is compromised and the student will be required to repeat the course. If this should occur, the student will be given a "W" for the course and considered for re-entry if eligible.

DISTANCE LEARNING

For nursing courses offered at New River, every effort is made to minimize students' travel to the Beaufort campus. However, there will be circumstances that require the student to attend an event on the Beaufort campus. Additionally, some nursing courses may be broadcast from the New River campus to the Beaufort campus.

ON-LINE AND WEB-CENTRIC COURSES

Nursing courses are in a hybrid format. This is combination of in-person and online learning. All courses have a web-centric component. It is the responsibility of the student to ensure that they have access to a computer with a web browser and internet connection. In addition, each student must arrange to attend a course orientation prior to beginning any nursing course. Failure to attend the mandatory course orientation will result in the student being withdrawn from the course.

KAPLAN ACHIEVEMENT TESTING

Achievement tests are given throughout the program to assist in the evaluation of individual student progress and to support student success. Achievement tests required in a course and the due dates for completion are included in the course syllabus. Students who do not achieve required scores must meet with the course coordinator and complete prescribed remediation. The due date for completion of remediation, when required, is prior to the final exam. Failure to complete testing or required remediation by specified dates results in a grade of Incomplete ("I") for the course and non-progression in the nursing curriculum. Students having difficulty with either the tests or remediation components must speak personally with the course coordinator at least three (3) business days in advance of the published due dates.

COURSE EXAM PROCEDURES

1. All watches and personal items [purses, book bags, hats, etc.] must be placed at the front of the classroom before a test begins. No devices with internet capability are allowed in the testing area with the exception of a laptop or iPad for test administration. No hoodies, jackets, coats, capes, etc. with pockets are allowed during testing. Students found to be in violation of this procedure will have their exam taken from them and they will be asked to leave the testing area. Students will receive a "0" on the exam for this procedural violation.
2. Students may use only basic, 4 function (add, subtract, multiply, divide) calculators.
 - A. Calculators may not be shared between students for testing.
 - B. No other electronic devices are permitted in the testing area, including cell phones and smart phones or watches. If the student requires a medical monitoring device, the student is responsible for contacting the ADA officer for guidance.
 - C. There is a 10-point penalty on the test for any noise emitting from an electronic device.
3. In general, 60 minutes are allotted for 50 item tests.
4. Variations in testing accommodations are made only based on written documentation from the TCL ADA officer. It is the student's responsibility to contact the course coordinator before each exam for testing arrangements.
5. Faculty does not answer questions about a test while it is being administered.
6. If a student wants to speak to the test proctor, the student must raise his/her hand and wait for the proctor to come to him/her. The student may not leave his/her seat.
7. Online testing occurs at the testing center on the Beaufort campus during normal operations. During times of extenuating circumstances such as natural disasters, pandemics, etc., it may be necessary to utilize remote proctoring services.
8. Students who are tardy for an examination will take the examination in the remaining allotted time.

The following guidelines are enforced for test review as a learning opportunity:

1. Tests may be reviewed with the entire class at the instructor's discretion. All security measures applied during testing are utilized. In addition, students may not have writing devices during a test review.
2. Students may not take notes or use recording devices during test reviews.
3. Following class test review, students with academic problems are encouraged to schedule individual test reviews with a member of the teaching team.
4. Final exams are not reviewed with students.

TECHNICAL REQUIREMENTS FOR EXAMSOFT AND BLACKBOARD

1. ExamSoft (Examplify) Requirements:

Students are responsible for ensuring their device meets all ExamSoft/Examplify technical specifications prior to any scheduled assessment. Failure to meet these requirements may result in inability to test and may impact course progression.

Minimum Requirements

1. Operating System:
 - a. Windows 10 or higher; macOS 12 or higher
 - b. Chromebooks, iPads, tablets, and virtual machines are not supported.
2. Hardware:
 - a. Functional webcam and microphone
 - b. Minimum 4GB RAM (8GB recommended)
 - c. Reliable Wi-Fi connection (minimum 10 Mbps)
 - d. At least 2GB of available storage
3. Software:
 - a. Latest version of Examplify installed
 - b. Administrative rights to install/update software
 - c. Updated antivirus software that does not interfere with Examplify

2. Blackboard Learning Management System Requirements:

Blackboard is the primary platform for course content, communication, assignments, and assessments. Students must maintain a device and internet connection capable of supporting all Blackboard functions.

Minimum Requirements

1. Operating System:
 - a. Windows 10 or higher; macOS 12 or higher
 - b. Mobile devices may be used for viewing content but are not acceptable for quizzes, exams, or assignment submission.
- B. Browser:
 - a. Latest version of Chrome, Firefox, or Safari
 - b. Pop-ups enabled; cookies allowed
 - c. Disable browser extensions that interfere with testing
- C. Hardware:
 - a. Reliable internet connection (minimum 10 Mbps)
 - b. Webcam and microphone for virtual meetings or proctored activities
 - c. Speakers or headphones for multimedia content
- D. Software:
 - a. Updated JavaScript and PDF reader
 - b. Ability to upload and download documents in required formats (PDF, DOCX, etc.)

ACADEMIC MISCONDUCT (See also TCL student handbook and course syllabi)

Health care professionals hold the public trust. Academic misconduct by nursing students calls that trust into question and academic integrity is expected. Academic misconduct may result in withdrawal for related nursing courses. Also, depending on the severity of the student's academic misconduct, the student will not only be withdrawn from the program, but will not be allowed for re-entry and/or reapplication to **all** Health Science programs.

It is a fundamental requirement that any work presented by students will be their own. Examples of academic misconduct include but are not limited to:

1. Copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
2. Completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, Scantron, or assignments.
3. Viewing another student's computer screen during a quiz or examination.
4. Talking or communicating with another student during a test.
5. Violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment.
6. Plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials. Safe Assignment is used to detect plagiarism.
7. Consequences for academic dishonesty involving AI can range from failing grades on assignments to more severe disciplinary actions including withdrawal from a course.
8. Knowingly aiding a person involved in academic misconduct.
9. Providing false information to staff and/or faculty.
10. Entering an office unaccompanied by faculty or staff.
11. Misuse of electronic devices.

STANDARDS FOR ACADEMIC PROGRESS

Students are expected to follow professional standards of conduct. Guidelines for these standards include the following:

1. Provisions of the S.C. Nurse Practice Act.
2. American Nurses' Association Code of Ethics for Nurses.
3. Policies and Procedures of the School of Nursing and college.
4. Policies and Procedures of the clinical health care facility including (but not limited to) HIPAA and Standard Precautions.

A student whose behavior does not conform to the professional standards of conduct may be required to leave the clinical setting. The student may be required to make-up the clinical day at the convenience of the faculty. A student may also be required to appear before a faculty committee for failure to conform to professional standards of conduct. A student whose behavior threatens or endangers the well-being of the patient will be withdrawn from the course with a grade of "F". Students withdrawn for this reason may be reported to licensing/credentialing agencies and not be eligible to apply to the program in the future.

TESTING FOR NURSING ASSISTANT CERTIFICATION

Nursing students are eligible to take the test for certified nursing assistant (CNA) after successful completion of NUR 102, Basic Nursing Skills, with a grade of "C" or higher.

CONDITIONS FOR RE-ENTRY TO NURSING PROGRAMS

Re-entry into the nursing program must be requested when a student withdraws for any reason from a nursing course or is unsuccessful in a nursing course. Students are eligible for re-entry into the nursing program **one time only**. A final grade of "W" in a nursing course does not affect GPA, but it does count

as a nursing failure for re-entry purposes. Students seeking re-entry must complete a re-entry checklist, develop a plan for success, meet with their advisor, and meet the required GPA and reading assessment score as stipulated on the re-entry checklist. All re-entry decisions are contingent on space availability. All health information and background/drug screen, health insurance requirements and cardiopulmonary Resuscitation (CPR) must be updated and current. Students re-entering a nursing course will be required to repeat their background check and drug screen.

RE-ENTRY CRITERIA

- A. Re-entry into the nursing program is contingent on
 - 1. a **TCL GPA at least 2.25**,
 - 2. a reading assessment score achieved - Achieve 3000 score of 1350,
 - 3. a student plan for success approved by nursing advisor,
 - 4. a completed re-entry checklist, signed by a nursing advisor, and
 - 5. an approval for re-entry by the Admission Progression and Graduation Committee.

Note: Students are eligible for re-entry into *one nursing course one time only*. Withdrawal or failure of two nursing courses renders the student ineligible for re-entry. The student can reapply to the program *one time only* after a 2-year waiting period following the failures.
- B. Students who left the nursing program for academic reasons and have two WFs or failures in any level nursing course but who have not completed PN option are eligible for PN option only, if they
 - 1. have successfully completed NUR 155 & NUR 158,
 - 2. complete a plan for success approved by a nursing advisor,
 - 3. complete a re-entry checklist and signed by nursing advisor, and
 - 4. are approved for PN option by the Admission Progression and Graduation Committee
- C. Advanced Placement Licensed Practical Nursing students must maintain an active license in addition to meeting criteria outlined above.

Any student who has the course sequence interrupted for a semester may be required to validate knowledge and skills as condition for re-entry. This may be accomplished through skills competency validation, testing, or repeating previously completed courses.

STUDENT EXPENSES ASSOCIATED WITH GRADUATION/PINNING/LICENSURE

The following items are expenses the student may expect to incur related to completing their program of choice, beyond tuition and books:

Graduation: rental of cap and gown

Pinning: white uniform; white shoes; invitations; nursing pin; nursing lamp; graduation stole

Licensure: CNA exam (if desired); NCLEX fee (PN and RN); licensing fee (PN and RN)

Miscellaneous: NCLEX-RN Review courses or clinical, NCLEX-PN Review course, and costs associated with clinical requirements.

USE OF ELECTRONIC DEVICES IN CLINICAL SETTINGS

No pagers, phones, or any other electronic devices (including smartwatches) are allowed in the clinical facility. Phones, electronic devices, and other internet recording or messaging devices are not allowed in the clinical area and are not allowed during testing.

CLINICAL BREAKS

Students are eligible for a fifteen-minute break during clinical experiences that are less than seven hours. Students are eligible for a thirty-minute break and two fifteen-minute breaks during clinical experiences that are greater than seven hours. Students must notify the instructor upon taking a break and returning from a break. It is the student's responsibility to ensure patient needs are met during their absence. Students may not leave the clinical facility campus during their break. Clinical breaks and lunch are not included as clinical learning time. Students are not allowed to smoke during clinical breaks on any facility grounds or in their vehicles as going back to a clinical assignment with smoke odors is unprofessional and may be harmful to patients.

CLINICAL ROTATIONS

Students explore learning opportunities at multiple clinical sites throughout the Lowcountry and Coastal Empire. Students engage in various clinical rotations in Beaufort, Jasper, Hampton, and Colleton counties in SC as well as Effingham and Chatham counties in GA as assigned. Clinical rotations may include days, evenings, nights, and/or weekends. Students are accountable for all eligibility requirements stated in the TCL catalog. Students must be eligible and able to attend clinical rotations at all sites the program utilizes for clinical practice for the entirety of the program. **Students may not request clinical swaps or customized schedules.** Students are to update and provide clinical requirements for each agency assigned by TCL faculty/staff by the due date established by the clinical agency or TCL. Delay in submission of clinical requirements, or requirements that have expired, place the student at risk for a disapproval to complete the clinical rotation at the agency. Any disapproval results in the student's withdrawal from the course and the Nursing Program. It is the student's responsibility to keep their Complio account current and updated with the required documentation. Students are not to contact clinical sites directly for any questions relating to clinical clearance. TCL has established clinical liaisons for all clinical sites and communication with clinical sites for clearance will be per TCL faculty and staff only. Any student who contacts a clinical site regarding clinical clearance will be considered to have acted unprofessionally and will face disciplinary action, including the possibility of withdrawal from the program. Any change to the clinical rotation is at the sole discretion of the course coordinator or clinical facility and will not be influenced by student request. Continuity of classroom and laboratory (which includes clinical experiences) is essential to the student's progress in providing safe and competent patient care. Students are expected to use appropriate judgment for participating in clinical activities. To evaluate the student's knowledge and skills, it is necessary for the student to be present for all clinical experiences. Students are expected to conduct themselves in a professional manner with regard to clinical facilities. This expectation extends to social media. If a student becomes ineligible *for any reason* to attend a clinical facility the program utilizes, the student will automatically be withdrawn from the program. Students are not allowed to leave clinical early without the knowledge and consent of the course coordinator. If absence or tardiness does occur, the Course Coordinator, Clinical Instructor, and nursing unit the student is scheduled for rotation must be notified via phone message no later than 30 minutes prior to your clinical start time along with School of Health Sciences Administrative Assistant also being notified by telephone no later than 30 minutes prior to the start of the clinical experience. The School of Nursing telephone number is (843-525-8267). Please note: Any unreported tardiness on the part of the student will be considered a "no call, no show" and be treated as such.

Absences from the clinical area are strongly discouraged as all clinical hours are mandatory. Clinical schedules cannot be adjusted to student preferences. The attendance policy applies to all clinical activities. "NO CALL, NO SHOW" for clinical is unprofessional conduct. If a student is considered "no call, no show", the nursing program director and dean of nursing will meet to determine if the "no call, no show" status is confirmed, and if so, THE STUDENT WILL BE WITHDRAWN FROM THE PROGRAM AND BE RENDERED INELIGIBLE TO REAPPLY TO THE PROGRAM.

CLINICAL STANDARDS

1. All health forms, CPR certification, and health insurance requirements must be completed annually to participate in laboratory/clinical. A drug screen and background check are required upon entry into the program, as well as throughout the program (based on clinical requirements). It is the student's responsibility to keep these requirements current and to submit the appropriate documentation to the Health Sciences office. Failure to do so will result in withdrawal from program.
2. A student will be removed from the program if:
 - a. there is demonstration of a consistent pattern of negligence and/or unsafe clinical practice documented by the clinical instructor.
 - b. there is professional negligence and/or verbal, physical or emotional abuse of a patient.
 - c. there is a breach of professional standards of conduct. Such actions might include but are not limited to:
 - i. failure to recognize the need for assistance when unprepared for clinical action.
 - ii. failure to take clinical action when such action is essential to the health and safety of the patient and is within the student's scope of knowledge.
 - iii. attending clinical while under the influence of alcohol and/or drug(s). Use of substances that interfere with the judgment, mood, and/or motor coordination of health science students pose an unacceptable risk for patients, health care agencies, the College, and the faculty. Therefore, use of alcohol, illegal/recreational drugs, or other substances and/or the misuse of legal therapeutic drugs by health science students while engaged in any portion of their educational experiences is strictly prohibited. Faculty members who suspect a violation of this TCL policy are required to take action. Students are required to be knowledgeable of and abide by this college policy.
 - iv. failure to manage one's behavior in such a manner as to have an adverse effect on the relationship with a patient, significant other, clinical site, or colleague.
 - v. deliberately giving inaccurate information or withholding pertinent information regarding clinical care.
 - vi. falsifying medical records.
 - vii. performing clinical activities detrimental to the health and safety of the patient, outside the scope of knowledge/practice, or without appropriate supervision.
 - viii. failure to assume responsibility for completing clinical activities. This includes leaving clinical early without prior consent of the course coordinator.
 - ix. breach of patient privacy or rights.
 - x. failure to achieve satisfactory completion of clinical competencies designated for each program.
 - xi. failure to achieve a satisfactory laboratory/clinical evaluation.
 - xii. **Note – The appropriate use of legal therapeutic drugs, specifically those that impair cognitive function, may still make a student ineligible for clinical activity (which may delay progression in the program). The School of Nursing must be able to ensure students are safe traveling to and from**

clinical sites and are able to maintain patient safety with clinical decision making.

3. Any violation of the NLN Code of Ethics

A. PRIVACY AND CONFIDENTIALITY

Breach of this policy will result in disciplinary action and/or termination from the program.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted to protect the privacy of all health information. It is the responsibility of the nursing student to maintain the confidentiality of patient information.

Under no circumstances should a student convey confidential information to anyone not involved in the care of the patient.

Students are not allowed to have cell phones or cameras in clinical facilities, and they should familiarize themselves with the guidelines for appropriate use of social networking. Students are also expected to maintain professional confidentiality regarding other students, hospital/facility employees, and physicians.

Confidential information includes but is not limited to:

- a. the identity and addresses of individuals served and services they received;
- b. the social and economic conditions or circumstances of any person served;
- c. agency evaluation of information about a person or health facility;
- d. medical data, including diagnosis and past history of disease or disability, concerning a person, and confidential facts pertaining to health facilities;
- e. the identity of persons or institutions that furnished health services to a person;
- f. information identified as confidential by appropriate federal and state authorities;
- g. special care needs to be taken to preserve the dignity and confidentiality of patients, including those patients with infectious diseases or conditions.
- h. the patient has the right to every consideration of privacy concerning their own medical care. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly.
- i. the patient has the right to expect that all communications and records pertaining to their care should be treated as confidential. All patient information shall be regarded as confidential and available only to authorized users.

B. GUIDELINES FOR APPROPRIATE USE OF SOCIAL NETWORKING WEBSITES

Breach of this policy will result in disciplinary action. Actions that violate patient privacy (HIPAA) or jeopardize a relationship with a clinical site will fall outside the standard disciplinary procedures and lead immediately to a learning contract and/or termination from the program.

1. Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the School of Nursing, clinical sites, or The Technical College of the

Lowcountry. It is also important to ensure patient information is not made publicly available. The TCL School of Nursing has adopted the following guidelines to assist students safely using these sites.

2. Personal Privacy
 - A. We recommend setting your profiles on social networking sites so that only those individuals who you have provided access may see your personal information.
 - B. We recommend evaluating photos of yourself that are posted to these sites and “untagging” photos that depict you in what may be construed as compromising situations.
 - C. Be sure you are aware of the security and privacy options available to you on any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.
3. Protection of Patient Information
 - A. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
 - B. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
 - C. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient, or of other patients you are caring for, may be able to determine to whom you are referring based on the context.
4. Professionalism
 - A. Use of these sites can have legal ramifications. Comments made regarding care of patients, or that portray you or your colleague in an unprofessional manner, can be used in court or other disciplinary proceedings.
 - B. Pictures of students in uniform identifying them as affiliated with the Technical College of the Lowcountry are not allowed on any social media sites.
 - C. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
 - D. We recommend using discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture, lab, and clinical assignments is prohibited.
 - E. Keep in mind that photographs and statements made are potentially viewable by future employers.
 - F. Students may be subject to disciplinary actions within the College for comments that are unprofessional or violate patient privacy.
 - G. Keep in mind you are representing The Technical College of the Lowcountry and the School of Nursing when you log onto a site and make a comment or post a photograph.

CONVICTION OF A CRIME

Conviction of criminal charges while enrolled in a health science program: It is the student's responsibility to notify the Dean or Program Director on the first day of class after an arrest (arrests, criminal charges, and/or pending cases may impact a student's ability to be licensed in their profession; therefore, any arrest must be reported immediately). Pending criminal charges may delay progression in the nursing program depending on the severity of the charge.

Breach of this policy may result in disciplinary action and/or termination from the program.

Conviction of a crime (other than a minor traffic violation) may make a student ineligible to take the national certification or licensing examination(s) upon graduation or for application for licensure in South Carolina and other states. Early notification to the appropriate State Licensing/Credentialing Board is recommended.

Criminal conviction or pending criminal charges of any of the following will likely make the applicant ineligible to apply for licensure:

- A. crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill)
- B. crimes involving the distribution of illegal drugs
- C. crimes that involve Moral Turpitude

It is the responsibility of the applicant to contact the appropriate licensing board for clarification or advisement.

TARDINESS

Arrival to class, clinical, and lab by the published time is an expectation for all students. Class, clinical, and lab times are measured by the clock in these teaching areas. Failure to attend class, clinical, and lab on time as measured by the clock in these areas may result in point reductions or unsatisfactory clinical evaluations. See course syllabi for details.

E-MAIL

It is the student's responsibility to establish and monitor a current TCL email address at least twice daily. Allow a 72-hour response time from faculty for emails. This is 3 business days.

DISTANCE LEARNING

The student will be required to attend some courses at the Beaufort campus. Please refer to TCL catalogue for more information.

STUDENT HEALTH

It is the student's responsibility to provide required health documentation, proof of health insurance, current CPR certification, background check, drug screen, PPD and any other items required for clinical clearance. Students are required to complete a physical update annually. Telehealth or walk-in clinic visits will not be accepted. Following illness, injury, hospitalization, or any change in health status, the student must submit a completed change in Health Status Form to the Health Sciences office. Students will be required to submit to drug testing upon entrance to the nursing program and periodically throughout the program. Additionally, a student may be required to submit to drug testing at the request of the clinical facility, Dean of Nursing, or the Nursing Program Director.

Certain lab and clinical activities may be contra-indicated for medical conditions, including but not limited to diagnosed illness, pregnancy, and comprised immune system. The student should seek medical advice regarding the physical requirements of laboratory and clinical experiences. In the event of diagnosed medical conditions:

- A. The student may continue in both the academic and clinical components of the program based on the recommendations and specifications of the health care provider on the Health Status Form.
- B. The student may decide to withdraw from either the academic, laboratory, or the clinical component of a course. Doing so places the student as a withdrawal for the course.
- C. If the student is unable to complete academic, laboratory, and/or clinical components of a course, the student may receive an incomplete for the course. The course would need to be completed in its entirety prior to progression in program.
- D. The student may opt to completely withdraw from the nursing program of study. The student who withdraws will have the opportunity to re-enter the program per the handbook reentry policy.
- E. Pursuant to Title IX, a student who withdraws from the program due to pregnancy or pregnancy-related conditions will be allowed to reenter the program at the point of and status at which they withdrew from the program.
- F. Only a medical doctor can determine physical limitations and/or modifications to physical activity. The student must present a note from the provider stating such modifications and/or limitations, and the timeframe(s) for such. Academic, laboratory and clinical activities will be modified as recommended by the health care provider's recommendation on the Health Status form.
- G. Only a health care provider can excuse a student from class, laboratory or clinical learning activities. The student must present the change in health status form from the health care provider stating the reason for the corresponding timeframe(s) absence. If an absence(s) occurs, it is the student's responsibility to make-up all academic and clinical components of the course in order to progress in the nursing program.

DEFINITION OF STUDENT COMPLAINT

A complaint is an oral or written claim concerning an academic issue or a college occurrence initiated by a student alleging improper or arbitrary treatment. Disagreement with an administrative decision is not a complaint unless it alleges improper or arbitrary treatment.

UNIFORM POLICY

The patient's first impression is primarily based on appearance. Patients have more confidence in a clinician who is well groomed and presents a professional appearance. Therefore, TCL Nursing Programs adhere to the following student uniform policy related to the clinical setting.

ALL STUDENTS

1. TCL-issued ID is to be worn on left upper front of shirt.
2. Students must be in required, properly fitting uniform and comply with all regulations of the nursing program of study. Uniform tops and white clinical lab coats are purchased from the TCL bookstore. A plain white, short sleeved, or long sleeved crew or mock neck shirt is to be worn under scrub top. Uniform bottoms must be Cherokee gray in color. White lab coats may be worn to the hospital but must be removed during patient care activities. Uniforms may not be extremely tight or revealing. The bottom hem of the uniform top should be fingertip length. Plain white socks or stockings without design. Uniform dress is to be knee length.
3. Student uniforms are to be worn for college scheduled clinical sessions. Students may wear the student uniform only during activity associated with the college program. Students should not wear the full uniform for pre-planning, but rather wear business casual clothing with a lab coat. Following clinical experience, uniforms are not worn in public places.
4. Uniforms must be clean, pressed and in good repair.
5. Undergarments are required, must provide appropriate coverage, and be color-coordinated with uniform or not visible.
6. Plain black or white leather shoes with black or white shoelaces as appropriate. No color logos and/or designs. Entire foot must be covered. No sandals, canvas, or open toe shoes.

7. Students should refer to the syllabus for appropriate dress for observational experiences.
8. Faculty in the clinical area has the final decision on attire.
9. Clinical facilities may have different uniform requirements than detailed in this policy.
10. Any first-year student who arrives for clinical out of compliance with the uniform policy will receive a verbal warning on the first occasion. If the student arrives for clinical a second time out of compliance with the uniform policy, the student will be placed on a learning contract for professionalism. Any second-year student who arrives for clinical out of compliance with the uniform policy will be sent home which will result in a loss of clinical hours. No make-up opportunities for uniform violations will be offered.

All students will be required to wear PPE as deemed appropriate and necessary per clinical facility for the duration of the clinical experience. Students will also be required to wear PPE while participating in any “on campus” activities such as labs/lectures as deemed appropriate and necessary. Failure to adhere to this mandate will render the student ineligible to participate in clinical rotations or “on campus” activities, and therefore unable to progress in the program.

To meet minimum satisfactory expectations for the clinical experience the student should adhere to the following:

Miscellaneous

1. Jewelry
 - a. No jewelry may be worn other than a wedding band and traditional watch with a second hand. No electronic watches may be worn during a clinical rotation. No necklaces, bracelets or additional rings.
 - b. Students with pierced ear lobes may wear one pair of small plain posts in the lobes. No loops or other decorations. No facial piercings may be worn.
 - c. No additional visible body jewelry may be worn in the clinical setting.
2. Tattoos or other forms of body art must be covered.
3. Hair should be combed and neat.
 - a. Must be arranged in a style that keeps it secure and off the collar. No “messy buns.”
 - b. Fasteners (including headbands) should be of neutral color without adornment. Bows or ornate fasteners are not appropriate.
 - c. Beards must be neatly trimmed.
 - d. Hair color should reflect a professional appearance and not be dyed an extreme color or neon hues.
4. For patient safety, fingernails must be of fingertip length, neatly trimmed, filed, and clean. Students may wear clear nail polish. Acrylic, gel, or silk wrapped nails are not allowed.
5. No lash extensions may be worn in the clinical setting.
6. No chewing gum in clinical settings.
7. Perfume or strong shave lotions are not appropriate and may not be worn in clinical settings.
8. Proper personal and oral hygiene are required.
9. Students are not allowed to smoke at clinical facilities.
10. Badge holders must be purchased from the TCL college store.

Pre-clinical planning & other hospital &/or agency experiences

Students may wear appropriate attire with a white clinical lab coat purchased from the TCL college store with TCL photo ID for these sessions. Sandals, jeans, shorts, halter-tops, sweat suits, (tops or bottoms), tank tops, leggings, denim or denim-like material are not appropriate attire. In addition, neckline of blouse, shirt, or dress must be conservative. Material may not be transparent. “Underwear brands” of shirts may not be worn. Students are permitted to complete preclinical work in the clinical setting during visiting hours posted for the agency.

Classroom: Students may wear appropriate attire as described in the current college catalog and student handbook.

Lab experiences: Students will adhere to the clinical uniform policy for all lab experiences. Failure to adhere to the uniform policy will result in the loss of lab points which may impact the student's ability to progress in the program. Any coats, jackets, sweaters, etc. are not part of the uniform and are not permitted in lab.

Equipment for the clinical experience

To be fully prepared and meet minimum satisfactory expectations for the clinical experience the student should have the following:

1. TCL ID photo ID. TCL photo ID badges are obtained from Student Records.
2. Stethoscope
3. Wrist or pocket watch with second counting capability (no electronic watches)
4. Bandage scissors
5. Pen light
6. Black ballpoint pen
7. Note pad

HYGIENE

Since the practice of nursing involves close physical contact with patients, during clinical experiences students are required to maintain professional standards of hygiene and grooming at all times. Daily showering/bathing, use of unscented deodorant, clean clothing, well-groomed haircut, and conservatively trimmed hair including mustache and beard, are required of all students at all times. Because some students and patients may be sensitive to scent, grooming products used should be unscented and colognes and perfumes should not be used. Smoking is discouraged, and if a student smokes, care must be taken to remove odors from clothing, skin and hair.

PROFESSIONAL BEHAVIORS

Preparing for the role of professional nurse must include displaying respectful and courteous behaviors. Students are expected to conduct themselves in a polite, civil manner in **all** interactions with faculty and staff at TCL, including electronic communications. Additionally, this expectation extends to any and all interactions with individuals at clinical facilities or anywhere that the student represents the college. This expectation includes those individuals who are communicating with faculty, staff, or clinical agencies on behalf of the student. Incivility refers to rude, disrespectful, or discourteous behaviors directed towards faculty or students. It can range from subtle behaviors like eyerolling to more serious actions like verbal abuse or exclusion.

Lateral or Horizontal violence will not be tolerated in any manner within this program. Lateral or horizontal violence is defined as any intentional, threatening, disturbing, repetitive behavior that is intended to disturb or upset another person. This includes verbal, nonverbal, emails, and any other forms of social media to do so. Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of the other students to learn. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of the class period, (this will count as an absence from the class), report the student to academic affairs, and possibly remove the student from the course.

Nursing faculty will not "friend" or follow students on social media sites. Such relationships may lead to claims of sexual harassment, uncomfortable working relationships, morale problems, complaints of favoritism, questions regarding academic achievement, and the appearance of impropriety. The relationship between faculty and student must be kept professional.

DRUG POLICY

The Technical College of the Lowcountry Nursing Program is committed to the health and safety of all students who participate in the program and represent the college in clinical agencies. Likewise, the Nursing Program is committed to the health and safety of the patients entrusted to our care. Substance abuse poses severe health risks to students and those in the students' care. The use of illegal drugs, misuse of legal drugs, or misuse of alcohol is inconsistent with the standards and expectations of Technical College of the Lowcountry Nursing Program. Therefore, any student who has previously failed a drug screen for any other health sciences program at the Technical College of the Lowcountry is not eligible to apply to the Nursing Program.

DISCIPLINARY PROCEDURES

If a student violates TCL, the School of Nursing, or their program-specific policies or procedures, the standard disciplinary progression is as follows:

1. **First Violation** Verbal Warning (documented by email from instructor) & student must schedule a meeting with the Dean of Nursing
2. **Second Violation** Written Warning (Student Disciplinary Contract) & student must meet with a program faculty and Dean of Nursing
3. **Third Violation** Removal from the program

***While this is the standard disciplinary procedure for the School of Nursing, certain policy violations will lead to immediate removal from the program. This includes, but is not limited to, violations of the following policies:**

Academic Misconduct, No-Call/No-Show, Drug Use, Criminal Charges (Section IV-C), Falsifying Medical Records (or fraud), Patient Privacy Violations, Inability to rotate through all clinical sites, and negligent behaviors that threaten the safety of a patient or jeopardize the relationship with a clinical partner.

***Violation of the No Call/No Show policy does not fall under the above School of Nursing Disciplinary Procedures, and students who violate this policy will be immediately removed from program.**

APPEALING THE REMOVAL FROM THE NURSING PROGRAM

If a student feels they were wrongfully removed from the nursing program, the first step is to appeal the removal to the Dean of Nursing.

1. The student will alert the Dean of Nursing of their intent to appeal.
2. The Dean will select a committee to review the decision. This committee will include the Dean of Nursing and two faculty from unrelated Health Science programs.
3. The committee will meet with both the student and the faculty and/or program director involved (at separate times) to gather facts regarding the given case.
4. The committee will decide whether or not the removal from program is justified.
 - a. If the committee decides to uphold the removal from program, the student still has the right to pursue the TCL grievance process.
 - b. If the committee decides that the student was wrongfully removed from the program, the student will be allowed to resume classes in their given program. However, this does not mean that the student is exempt from disciplinary actions within the program (i.e. learning contract, failing grade, etc.).

Statement of Non-Discrimination - Technical College of the Lowcountry

The Technical College of the Lowcountry does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions policies, programs, activities, or employment practices.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Allison Canning
Vice President for Student Services
Title IX Coordinator
Building 8, Beaufort Mather Campus, Room 221
acanning@tcl.edu
843-525-8210

Ali Cadmus
Vice President of Human Resources
Title IX Deputy Officer
Building 6, Beaufort Mather Campus, Room 103A
acadmus@tcl.edu
843-525-8364

Taylor Mathias
ADA & Career Services Coordinator
Section 504 Coordinator
Bldg. 8, Beaufort Mather Campus, Room 201
tmathias@tcl.edu
843-470-6023

Jury Duty

Students who are called for jury duty should request to be excused from jury duty if the duty interferes with classroom, laboratory, or clinical experiences. Delay in this process may jeopardize the chances of the student being excused by the court. All missed classroom, laboratory, or clinical experiences must be addressed with the Dean of Nursing and the course coordinator. The student is responsible for obtaining the missed classroom materials from the course coordinator. The student will be required to make up the missed lab/clinical experience.

INSURANCE

1. Personal Health Insurance

Students are required to provide proof of personal health insurance to be eligible to begin and progress through the program.

2. Accident Insurance

TCL students are provided with accident insurance coverage. Students are covered to and from classes and clinical, while on campus, and while engaged in an assigned TCL clinical activity. A student who is injured on campus or while in the clinical setting must immediately notify the instructor. The clinical instructor will arrange for the student to receive appropriate care. The student and instructor must complete an accident form promptly for submission to the TCL Student Affairs Office. The accident form and copies of any charges incurred must be taken to the TCL Student Affairs Office promptly. The appropriate incident forms will be completed as indicated by the policy of the health care facility.

3. **Malpractice Insurance**

College students are covered by a college policy for a fee. The fee for the premiums is paid at the beginning of each semester at the time of registration. No student will be permitted in the clinical area without this coverage. Re-entry students must confirm the correct major and that the proper fees are assessed.

SECTION II: PROGRAM INFORMATION

AMERICAN NURSES ASSOCIATION (ANA) CODE OF ETHICS (2025)

<https://codeofethics.ana.org/provisions>

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

With reasonable accommodation, the student should be able to demonstrate the following abilities.

1. Critical thinking ability sufficient for clinical judgment (e.g. identifies cause-effect relationships in clinical situations, develop plan of care, evaluate effectiveness of nursing intervention).
2. Interpersonal skills sufficient to interact professionally with individuals, families, and groups (e.g. establish rapport, conflict resolution, accountability.)
3. Communication abilities sufficient for interaction with others in verbal and written form (e.g. initiate teaching, explain procedures, document actions).
4. Physical abilities sufficient to move from room to room and maneuver in small spaces (e.g. moves around in patient's rooms, workspaces, and treatment areas, administers cardiopulmonary resuscitation procedures).
5. Gross and fine motor abilities sufficient to provide safe and effective care (e.g. calibrates and uses equipment; positions patients).
6. Auditory ability sufficient to monitor and assess health needs (e.g. hears monitor alarms, emergency signals, auscultatory sounds and range of sounds necessary to assess patient health status, cries for help).
7. Visual ability sufficient for observation and assessment necessary to provide care (e.g. observes physical condition and reads monitors and responses to treatment).
8. Tactile ability sufficient for physical assessment (e.g. performs palpation, functions of physical examination and/or those related to therapeutic interventions i.e. insertion of a catheter). Note: Examples are not all inclusive.

(Adapted from Southern Regional Education Board, Council on Collegiate Education for Nursing Core Performance Standards 2010)