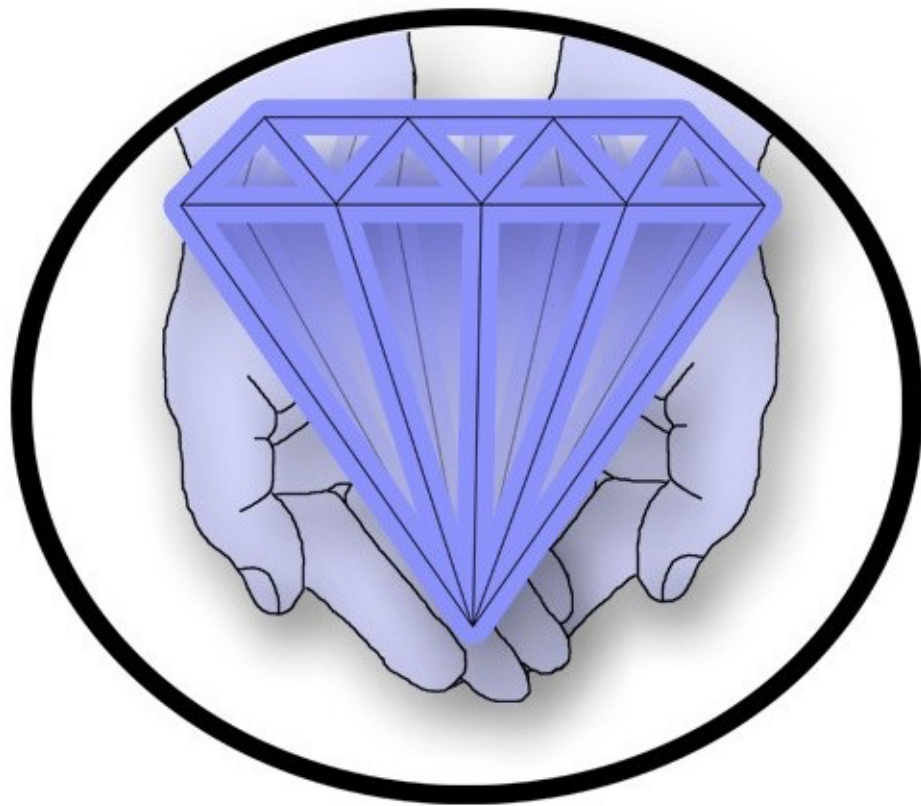


**Doña Ana Community College**

**Nursing Program**

**Student Handbook**



**Academic Year 2024-2025**

Updated May 2025

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# HANDBOOK AND COMPLIANCE

## Student Responsibility

Regarding DACC Nursing Program Student Handbook (NPSH)

Students are responsible for knowing and adhering to the information contained in the DACC NPSH handbook and DACC college catalog. Nursing students are required to read the NPSH each semester. The handbook is publicly accessible by either a link or an electronic copy of the handbook in the Nursing Program student information Canvas course, and DACC Nursing web site. Students are held to the rules and guidelines herein. Students are directed to the Nursing Program Director/Chair for Allied Health and Nursing for clarification, if needed.

Please read this information and become familiar with the policies contained in this Nursing Program Student Handbook, the [DACC Catalog](#), the [DACC Student Handbook](#), and all your course syllabi. These policies are in place to uphold the quality of your educational experience and ensure fair treatment for all students.

The Nursing Program reserves the right to alter, without prior notice, all policies, faculty assignments, time schedules, course assignments, courses, grading, curricula, and other matters contained in the DACC Nursing Program Student Handbook. The effective date for any changes made will be included in the handbook when it is updated and or on Canvas and or in oral announcements and or in written announcements to the students.

## PROGRAM OVERVIEW

### Welcome

Welcome to the Dona Ana Community College (DACC or the college) Nursing Program! We are pleased that you are going to study Nursing and look forward to helping you achieve your academic and personal goals. This is an exciting and challenging time to enter the practice of nursing. You will work hard, but nursing will offer a great career fulfillment.

This Nursing Program Student Handbook (NPSH) is your guide to the program objectives, policies, and the degree plan of the Program. Its purpose is to communicate information important to you as a student. The NPSH is reviewed annually and revised as needed by the Nursing faculty, with input from student representatives.

### New Mexico Nurse Practice Act:

Clinical Practice of Nursing Students

The New Mexico Nurse Practice Act 61-3-29 states that the Act “shall not apply to or affect nursing by students when enrolled in approved schools of nursing or approved courses for the education of professional or practical nurses when such nursing is part of the educational program.” Verified November 2024

### Program Accreditation and Approval:

State Approval	Regional	National
New Mexico Board of Nursing 6301 Indian School Road NE Suite 710 Albuquerque, NM 87110	The Higher Learning Commission 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411 (312) 263-0456	The Career Ladder Nursing program at Dona Ana Community College at both the Espina and Sunland Park Campuses/Centers

Updated May 2025



<p>(505) 841-8340 (505) 841-8347 (Fax) <a href="#">New Mexico Board of Nursing</a></p> <p>The most recent approval decision made by the New Mexico Board of Nursing for is Full Approval. View the public information disclosed by the NMBON regarding this program <a href="#">NMBON Education</a></p>	<p><a href="http://www.hlcommission.org">www.hlcommission.org</a></p>	<p>located in Las Cruces, NM and Sunland Park, NM respectively, are accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 <a href="#">ACEN Website</a></p> <p>The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program on the <a href="#">ACEN website</a></p>
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## Mission, Vision, and Values:

### Mission

DACC Mission: Dona Ana Community College is a responsive and accessible learning-centered community college that provides educational opportunities to a diverse community of learners in support of workforce and economic development.

Nursing Program Mission: Dona Ana Community College nursing program is committed to providing high quality nursing educational opportunities through affordable and accessible instructional methods to diverse communities in New Mexico and the surrounding areas. We pledge to create an equitable, inclusive, and welcoming environment to prepare and empower entry level nurses to safely serve our community with compassion and dignity

### Vision

DACC Vision: Dona Ana Community College will be a premier learning college grounded in academic excellence and committed to fostering lifelong learning and active, responsible citizenship within the community.

Nursing Program Vision: The Nursing Program will educate and prepare students of diverse backgrounds for lifelong learning through excellence in nursing education, allowing them to promote health and wellness across the lifespans of their patients.

### Values

**DACC Values:** As a learning-centered community college, DACC is committed to the following core values:

#### Offers lifelong learning opportunities in education that:

- Fosters dynamic learning environments designed to meet the needs of our students

- Guarantees equality of rights and access
- Ensures integrity and honesty in the learning process
- Provides comprehensive assessment of learning students who will be:
- Respected for their diversity
- Provided with a safe and supportive learning environment
- Challenged to become critical and independent thinkers
- Expected to take an active role in the learning process and leadership of the community
- Practice transparency and inclusiveness in decision-making through shared governance and with external stakeholders.
- Encourage and support professional growth
- Demonstrate high ethical standards and integrity
- Encourage collaborative interaction among faculty and staff
- Practice responsible fiscal management and personal accountability
- Ensure equal opportunities for a diverse faculty and staff Communities that:
- Build partnerships, including educational alliances
- Strengthen industry partnerships to provide workforce development services and programs in support of economic development.
- Develop and adapt instructional programs in response to changing educational needs.

Nursing Program Core Values: Each discipline is guided by core values. The DACC Nursing Program utilizes a combination of beliefs to provide an eclectic curricular framework, allowing the program to readily draw from bodies of knowledge outside of the nursing profession. Through this process, the Nursing Program will maintain a foundation of evidence-based practice.

The statement of Core Values regarding the nursing profession as accepted by faculty and staff of the nursing program at DACC may be found in Appendix A. Please take some time to review the mission of the [DACC Health Sciences Division](#).

## **Nursing Program Commitment to Diversity, Equity and Inclusion**

As members of the interdisciplinary healthcare team, we uphold our ethical and legal responsibilities to respect diversity, equity and inclusion and human dignity regardless of a person's age, ethnicity, gender, job title, nationality, race, religion, sexual orientation, or socioeconomic status. We welcome diversity and pledge to practice the nine Provisions in compliance with the ANA Code of Ethics for Nurses with Interpretive Statements, 2022.

**Provision 1** - The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person

**Provision 2** - The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population

**Provision 3** - The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

**Provision 4** - The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and acts consistent with the obligation to provide optimal patient care.

**Provision 5** - The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

**Provision 6** - The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

**Provision 7** - The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and

health policy

**Provision 8** - The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

**Provision 9** - The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.<sup>1</sup>

## Nursing Program Commitment to Code of Conduct

The nursing profession requires high standards of legal, ethical and moral accountability. The Nursing Program supports and abides by the [NMSU/DACC Student Social Code of Conduct](#). Nursing students are further expected to behave in compliance with the professional standards of nursing and the program pledges to be in compliance with the [ANA Position Statement, Incivility](#), Bullying, and Workplace Violence (2015), and the [NSNA Code of Professional Conduct](#) that articulates that each individual has a shared role and responsibility to create and sustain a culture of respect, free of incivility, bullying and workplace violence.

**Professional Conduct 1** – Maintain the highest standard of personal and professional conduct

**Professional Conduct 2** – Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association

**Professional Conduct 3** - Uphold and respect all Bylaws, policies, and responsibilities relating to, the student nurses' association at all levels of membership, reserving the right to propose changes and to critique rules and laws.

**Professional Conduct 4** - Strive for excellence in all aspects of communication, collaboration, decision making, leadership, and management at all levels of the student nurses' association

**Professional Conduct 5** - Use only legal, ethical, and human rights standards in all association decisions and activities in accordance with NSNA's Core Values.

**Professional Conduct 6** - Ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA Bylaws, policies and state/federal law

**Professional Conduct 7** - Ensure impartiality and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual and/or organization while serving as members of student nurses' associations.

**Professional Conduct 8** - Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurses' association.

**Professional Conduct 9** - Confirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination based on race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.

## Nursing Program Faculty and Staff

Explore our listing of DACC Nursing Faculty and Staff by visiting the [DACC website](#).

**Contact information:** For full time faculty and staff contact information, please visit the DACC website and to reach part-time or temporary faculty, contact the Nursing Program office @ 575-527-7735 or through contact information listed on the nursing course syllabi

## End of Program Student Learning Outcomes

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<sup>1</sup> Source: American Nurses Association. (2015). Code of ethics with interpretative statements. Silver Spring, MD: Author. Retrieved from <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-ofEthics-For-Nurses.html>

The curriculum is organized by concepts and roles of the nurse based on clinical reasoning that reflects consideration of the client's needs. The program's curriculum is based on clinical reasoning and clinical judgment that includes the Quality and Safety Education for Nurses ([QSEN](#)) competencies. In accordance with the [New Mexico Board of Nursing](#), the nursing program shall develop and implement a curriculum that includes level objectives, course objectives; and measurable learning outcomes for each course.

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

### **Content Leveled Student Learning Outcomes**

Leveled Student Learning Outcomes are identified and can be found in Appendix A.

### **Course Objectives**

Course learning objectives are identified and can be found in each course's Syllabus.

### **ACEN/ADN/LPN Program Outcomes**

The Career Ladder Program (ADN and LPN) Program Outcomes are measured to demonstrate that the program is meeting the overall goals of preparing nurses to work in healthcare. The Program Outcomes are aligned with the Accreditation Commission for Education in Nursing (ACEN). The following are the goals for the program:

1. Program Completion Rate
2. Annual Licensure Examination Pass Rate
3. Job Placement

To maintain approval and accreditation, elements of the Nursing Program are measured and reported to constituents annually or each academic year according to a Systematic Plan of Evaluation. Results of the measures can be found in the program's SPE and DACC nursing website [Student Achievement Data](#).

### **Academic Degree Plans/Road Maps and Course descriptions**

The Nursing Program's academic degree plans/road maps and course descriptions can be found in the current [DACC Catalog](#). Check with your Academic Advisor to determine which catalog will be applied to your degree audit when you are ready to apply for your degree or certificate (usually this is the catalog that was in effect when you began taking Nursing courses at DACC).

## **ADMISSION, PROGRESSION, AND GRADUATION (AP&G)**

### **First Step: Admission to DACC**

Please see DACC [Admissions](#) to begin your journey DACC and the Nursing Program  
Please see the [Nursing Program Advising Handbook](#) for more information regarding

- Transfer of credits from another institution
- Applying to the Nursing Program
- Ranking for the Nursing Program
- Selection of a Degree or Certificate Plan for Nursing
- Degree plans and Roadmaps
- Different Tracks in the Nursing Program
- Sub waivers for Prerequisite requirements
- New Mexico General Education Requirements
- Clinical Compliance readiness
- Parallel Planning for Career Planning

## **Admission to the Nursing Program**

All applicants must meet the general requirements of the DACC and meet general admission requirements of the DACC Nursing Program. Each student must select a Degree Plan and Track option for which they meet the requirements: Traditional, Advanced Placement Unlicensed, Advanced Placement Licensed LPN or RN, and either Full-Time or Part-Time track.

1. Complete the undergraduate admission application online
2. Submit your high school transcripts and any college transcripts if applicable
3. Make an appointment with Academic Advisor for next steps

## **Prerequisites**

To qualify for potential admission to the Nursing Program, you must have successfully completed the degree or certificate requirements for the selected option e.g. Traditional Track.

Prerequisites (ENGL 1110G, Math 1130G or higher, PSYC 1110G or SOCI 1110G, CEPY 1120G, BIOL 2210, BIOL 2225, PHIL 2110G and AHS 120 OR HITS 150) for Nursing Program must be completed with a C- or better.

Prerequisites are used to calculate GPA for all applicants and a 2.75 GPA is required. Currently, pre-nursing students can apply to the nursing program while completing the last two prerequisites for the selected track. If applying with pending prerequisites, then only completed prerequisites will be used for GPA calculation. Applicants must complete courses with a C- or better by the end of the semester of applying. If the applicant fails to achieve a C- or better, and was offered admission into the nursing program, the offer will be rescinded.

Pre-nursing students are allowed to repeat a nursing prerequisite course **one-time** for a grade replacement for the program admission GPA calculation. Please note the higher grade is for ranking purposes and will not change overall comprehensive GPA with the college/university.

Completion of prerequisites DOES NOT GUARANTEE ACCEPTANCE into the Nursing Program. For students who received an "S" as a grade for a prerequisite, the prerequisite will not be calculated for GPA ranking purposes. High school Advanced Placement or previous college credits "CR" will be accepted towards completion of prerequisite course and the grade from the original transcript associated with the credit from the audit will be used for prerequisite GPA calculation.

## **Evaluation of Credits**

Credit received from another educational institutions e.g. community college, military nursing school, may be awarded. However, if transcripts show "credit" for a course, the grade from the original transcript associated with the credit from the audit will be used for prerequisite GPA calculation.

Evaluation of credits for nursing courses for advanced placement will be completed by the nursing advisor and or program director, and then the final approval will be awarded by Health Sciences Division Dean. Evaluation of nursing credits will be considered in terms of similarity in course content, course grades, course credits and course sequence. Qualified transfer students/advanced placement are admitted on a space-available basis.

### **Admissions Entrance Exam**

Traditional and Advanced Placement Non-licensed applicants must also pass an admission entrance exam (currently NLN NEX). Scores must be 64% or greater for Verbal, 62% or greater for science, 60% or greater for Math, and 138 or greater for the Composite Score to apply for ranking.

The NEX deadline is the 5<sup>th</sup> of the month prior to the application deadline. Please note that applicants are only able to test twice per semester, with a total of four times maximum in a lifetime, after failure to achieve the minimum score on the admission exam after four attempts, student will be referred to advising to discuss other options for career degree plan. There is a mandatory 30-day waiting period between attempts.

LPN to RN Applicants must pass an admission entrance exam (currently NLN NACE Foundations) with a minimum of 67%. Please note that applicants are only able to test twice per semester with a total of four times maximum in a lifetime, after failure to achieve the minimum score on the admission exam after four attempts, students will be referred to advising to discuss other options for career degree plan. There is a mandatory 30-day waiting period between attempts.

### **Applying to the Nursing Program**

Please see the nursing website "[For more detailed nursing program information](#)" link for details on requirements to apply to the program

### **Re-admission to The Nursing Program**

For a variety of reasons, some students may not be able to complete the Nursing Program curriculum in as part of their designated track time. Students are allowed to "step out" for one semester and reapply for admission at the same Level for the next semester. To "step out," you must submit a letter to the Nursing Program director stating your reason for doing so and requesting a seat for the following semester using the Program Continuance Form in Appendix E. If you leave the program for more than one semester or have more than one Nursing Program course failure, you must follow the process for readmission (below). There is no guarantee you will be readmitted to the Nursing Program.

Process for readmission: To determine if you are eligible for readmission, student will need to meet with a Nursing Program advisor. Student will need to provide: (1) a Letter of Intent to Return (included in the appendices), and (2) updated clinical compliance documents. Both must be submitted no later than one week prior to the start of the semester, or students' seat will not be held.

Re-admission to the Nursing Program for select students are prioritized based on the admission requirements found at <https://dacc.nmsu.edu/nurs/>

### **Placement (Transfer/Advanced Placement)**

The Nursing Program tries to place students with previous nursing school course work from another institution's nursing program, who have not completed their LPN certificate/degree plan



(including clinical experience) at the level closest to their previous experience as possible.

An advance placement/transfer student should submit an application that includes as many documents as available to help make that determination. For example, documents could include (but are not limited to) written examinations, skills performance evaluations at an acceptable level, official transcripts, syllabi of previous nursing courses, skills checklist, and instructor evaluations. (The admissions committee may make specific document requests that may or may not appear on this list).

Previous DACC Nursing students are not eligible for Transfer/Advanced Placement. Previous DACC nursing students who completed nursing courses, but were unsuccessful in progressing and left the program not in good standing/non-progressing or stepped out of the program more than one semester are eligible to re-apply as a traditional student.

Previous DACC nursing students who completed the LPN certificate pathway are not eligible for Transfer/Advanced Placement but are eligible to apply as an LPN to RN. Credits for former coursework may not be accepted if the courses are not deemed equivalent to existing Nursing Program curriculum. DACC requirements for granting certificates as associate degrees apply in all cases. Please see the DACC Catalog for [other admission requirements](#) for the college.

### **Advance Placement, Unlicensed**

If a student has prior nursing coursework from another institution's nursing program and applies to the DACC Nursing Program at any level, the student can petition for advanced placement-unlicensed admission. Previous DACC Nursing students who failed two or more nursing courses at DACC are not eligible for advance placement, unlicensed, and must apply for traditional placement. Students who failed two or more courses in any nursing program, are not eligible to apply for advanced placement and must apply for traditional placement.

Students will be considered for advance placement, unlicensed if you have one nursing course failure. Contact the Nursing Program advisor for a list of requirements for the transfer of credit for previous nursing coursework. Application deadlines are posted, and you must provide the following by those dates: (1) a complete Advance Placement Unlicensed application, (2) proof of passing the Entrance Exam, (3) Equivalency of Transfer on Nursing program Courses forms (if applicable), and a minimum of 2.75 cumulative GPA (4) completion of prerequisites with a C- or better.

### **Advance Placement, Licensed**

If you have an LPN certificate from DACC or another institution, you can petition for Advanced Placement-LPN to RN admission. Application deadlines are posted, and you must provide the following by the application deadline: (1) a complete Advance Placement-LPN to RN application, (2) proof of passing the LPN Entrance Exam, (3) Equivalency of Transfer on Nursing Program Courses forms (if applicable), and a minimum of 2.75 cumulative GPA (4) completion of prerequisites with a C- or better (5) Proof of LPN/LVN current unencumbered licensure.

### **Progression and Retention**

The Nursing Program curriculum is designed in a sequential fashion to support learning and enrichment. Each of the sequential didactic/clinical Nursing courses can accommodate only a certain number of students. Therefore, if you enter the Nursing Program during a given semester, you are assured of a place in that class as it progresses through the curriculum.

Courses and Levels in the Nursing Program are sequential and must be completed in order unless permission is granted by the Nursing Program director based on the recommendation of the Admission, Progression, and Graduation (AP&G) committee, space availability, or extenuating circumstances such as military service.

The following terms describe Program Progression and status in the DACC Nursing Program:

*Active Nursing Student* – a DACC student who has been accepted into the DACC Nursing Program and who is currently enrolled in NURS courses. Enrollment is considered official on the first day of any NURS course. Major will be NURS.

*In-Active Nursing Student* – a DACC student who was previously accepted into the DACC Nursing Program but is not currently enrolled in any NURS courses as approved by the AP&G Committee. The student's major will remain DA-NUR-ANUR.

*Progressing Nursing Student* – a DACC student who has been accepted into the DACC Nursing Program, is currently enrolled in NURS courses and is meeting the following progression requirements:

- Theory/Didactic Criteria: Achieves a minimum exam average of 80% and a minimum of 77% overall grade or better in all NURS courses.
- Lab and Clinical Requirements: Earning a passing final grade of at least 77% in both lab and clinical components of all NURS courses.

*Non-Progressing Nursing Student* – a DACC student who has been accepted in the DACC Nursing Program who has not progressed in the program due to failing to meet the minimum progression requirements in any of the following areas: theory/didactic, lab, or clinical. These students are restricted from registering for or completing subsequent (higher-level) courses without AP&G committee approval.

*Dismissed Nursing Student* – A student who was previously accepted into the DACC Nursing Program but has been exited from the program at the recommendation of the AP&G Committee due to failing to meet academic progression requirements (specifically, the failure of two or more nursing courses) or engaging in academic or student misconduct that violates program or institutional policies.

Graduation is dependent on attaining all hours and credits required by the degree or certificate in pursuit, DACC requirements, New Mexico Board of Higher Education, all minimum proficiencies e.g. ATI, exams required by the Nursing Program or College, and nursing course grade point average of 2.75 or better.

Student must maintain an exam average of 80%, and an overall course grade average of 77% or better in Nursing Program courses to progress to the next level. You must complete each Level before starting the next level unless permission is granted by the Nursing Program director based on the recommendations of the AP&G committee, space availability, or extenuating circumstances like military service. Students enroll in courses in only one Level at a time, and do not enroll in courses in another Level unless the Nursing Program director grants permission. Advance Placement coursework will be reviewed on a case-by-case basis to determine the potential for cross-Level enrollment in Nursing courses. Course sequence is designed to establish strong skills and knowledge bases that will be used as the student transitions into subsequent courses.

### **Request to repeat a Nursing course**

1. Any student who fails a singular nursing course shall be allowed a second attempt to successfully complete the course and notify AP&G of their intent by submitting a letter via email to the DACC nursing email [daccurs@nmsu.edu](mailto:daccurs@nmsu.edu) indicating their intent to return the next semester.



2. If the student does not wish to repeat the course the following semester, they must submit a letter via email to the DACC nursing email [daccnurs@nmsu.edu](mailto:daccnurs@nmsu.edu) indicating that they will not be enrolling in the course semester and requesting a seat be held for their return. Students requesting to repeat courses must also submit a degree audit, and a copy of the courses ATI Content Mastery Exam or Final exam result along with their request to repeat the course.
3. No student will be allowed to sit out for more than one semester without petitioning the AP&G for extra time. Students will submit a letter via to the DACC nursing email [daccnurs@nmsu.edu](mailto:daccnurs@nmsu.edu)
4. Students who fail a singular nursing course upon second attempt will be exited from the program and will be eligible to apply for admission as a traditional applicant. All prior nursing courses must be retaken for credit. Students may petition the AP&G committee by submitting a letter via email to the DACC nursing email [daccnurs@nmsu.edu](mailto:daccnurs@nmsu.edu). Students who petition APG must also submit a degree audit, and a copy of the course ATI or final exam results along with their petition letter.
  - a. Note: You will only be admitted into a course to repeat if space is available. If space is not available, you must reapply the following semester for a seat. Should a seat not be available at that time, you will be required to reapply for admission to the Program starting at Level I regardless of the Level at which the course failure occurred.
5. Students who fail more than one nursing course will be exited from the program and will be eligible to apply for admission as a traditional applicant. All prior nursing course must be retaken for credit. Students may petition the AP&G committee by submitting a letter via email to the DACC nursing email [daccnurs@nmsu.edu](mailto:daccnurs@nmsu.edu). Students who petition APG must also submit a degree audit, and a copy of the course exam scores, standardized exam results along with their petition letter.
6. Students who fail the didactic portion of the course with a clinical component must repeat both didactic and clinical sections of the course failed for 2024-2025. As per the course catalog and course descriptions students must be concurrently enrolled in both the lecture and lab sections of the course. Only students who have been admitted to the nursing program may enroll in this course.
  - a. Note: Beginning Fall 2025, clinical sections will not be concurrent with didactic sections. Clinical sections will begin to be its own course.

## **Nursing Program Completion and Remediation**

- A Standardized Comprehensive assessment, ATI PN or RN Predictor, will evaluate nursing students' mastery of relevant core nursing content and is given during the course NURS 224 course for PN certificate, and in course NURS 201 for ADN degree.
- Standardized Comprehensive Assessments will be used to calculate exam average (requirement is 80% average for all exams in the course for successful completion of course) and for calculating final course grade.

## **Licensure for LPN or RN**

In accordance with the procedures contained in the Uniform Licensing Act [61-1-1 NMSA 1978], the board may deny, revoke or suspend any license held or applied for under the Nursing Practice Act, reprimand or place a licensee on probation or deny, limit or revoke the multistate licensure privilege of a nurse desiring to practice or practicing professional registered nursing or licensed practical nursing as provided in the Nurse Licensure Compact [61-3-24.1 NMSA 1978] upon grounds that the licensee, applicant or nurse: of Nursing may deny, revoke or suspend any license held, or applied for, under the Nursing Practice Act upon grounds that the licensee or applicant violates any of the following:

1. is guilty of fraud or deceit in procuring, or attempting to procure, a license or certificate of registration

2. is convicted of a felony
3. is unfit or incompetent
4. is intemperate or is addicted to the use of habit-forming drugs
5. is mentally incompetent
6. is guilty of unprofessional conduct as defined by the rules and regulations adopted by the board pursuant to the Nursing Practice Act
7. has willfully or repeatedly violated any provisions of the Nursing Practice Act, including any rule or regulation adopted by the Board pursuant to that act
8. was licensed to practice in any jurisdiction, territory or possession of the United States or another country and was the subject of disciplinary action as a licensee for acts similar to acts described in this subsection (From the State of New Mexico Nursing Practice Act, Section 61-3-28 retrieved 08/16/2013 [New Mexico Board of Nursing website](#))

Note – if planning to test for licensure outside of New Mexico e.g. Texas, please be aware of individual states requirements for licensure. It is the graduate's responsibility to research and understand licensure rules and obtain applications for the state's licensure.

Completion of the Nursing Program does not guarantee that the student shall pass the licensure examination or meet the requirements of the New Mexico (or any other) State Board of Nursing.

## **Withdrawal**

If a student decides to withdrawal, it is the student's responsibility to initiate the withdrawal process in the appropriate time frame.

- Withdrawal processing
  - Meet with faculty mentor or the Program Director to discuss withdrawal and standing with the Nursing Program
  - Petition AP&G notify of reason and intent for return to program
    - AP&G will review petition and make recommendations based on student's course grades, exam grades, clinical grades, standardized exams, assignment grades, participation, absences.
  - Withdrawal forms must be signed by student and course faculty, processed by Nursing Advisor by specified time frame.
  - Withdrawal deadlines such as the last day to withdrawal from courses in the [DACC academic calendar](#).
  - Please check the DACC website for information on how to withdrawal from a course and/or the college.
  - The nursing program follows 1<sup>st</sup> five week/minimester 1 for withdrawing for summer semesters.
- Any further course failures, withdrawals, incompletes or failures to pass the standardized exams and exit exams will lead to a non-progressing, inactive status with the program.

## **Administrative Disenrollment**

Upon the finding of clear and convincing evidence of misconduct, a student may be referred to the DACC/NMSU Academic Integrity Investigator following the Academic Misconduct Policy 5.10 <https://arp.nmsu.edu/5-10/> depending on the outcome of the investigation the student may be administratively disenrolled from the Nursing Program, prohibited from attending class meetings, and/or prohibited from attending clinical or student organization activities:

- A student's presence poses a significant risk of substantial harm to the health or safety of themselves, others, or property.
- A student, as a direct result of an apparent health condition, engages in substantial, continuing disruption of teaching or learning.

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- A student is unable to complete clinical rotation requirements, unable to meet minimum Nursing Program standards, or has a change in status such that they no longer have clinical clearance.
- A student fails to meet minimum competency on the preclinical competency skills checks after the second attempt; or
- A student fails to provide current copies of clinical clearance documentation requirements on or before the deadline for submission.

## **Graduation**

To graduate, you must successfully complete all courses listed in the relevant program plan in the DACC Catalog.

- At the end of the term, students **MUST** achieve a minimum 80% average exam score on all exams in the didactic component of the course to pass the course.
- Assignment and other scores will not be calculated into the final grade until the student achieves the minimum 80% on exams as described above.
- Once 80% exam average is achieved a cumulative of 77% for course grade is required to graduate.
- Student responsibility to file an application for graduation for your semester of graduation.

To determine any of these circumstances, the Nursing program director may consult with any other persons whom the Dean of the Health Sciences Division deems appropriate.

## **Advising/Mentoring/Navigating**

Nursing students will be assigned a Nursing faculty mentor, at the beginning of each semester. The nursing program also provides nursing academic advisors, and one nursing student navigator. It is the students responsibility to make appointments with mentor, advisor, and navigator during scheduled office hours for advising, mentoring and career planning or if you have other concerns or problems. It is recommended to meet with your advisor, mentor and navigator at beginning, mid-term and at the end of each semester for academic counseling and evaluation.

# **CONDUCT AND DISCIPLINE**

## **Misconduct Guidelines**

DACC Nursing Program subscribes to an Academic and Behavioral Honor Code that requires honesty of the individual and the reporting of dishonesty in another. The Program requires the highest level of integrity in all student actions. Any nurse or student nurse capable of dishonesty or misconduct is also capable of endangering patient well-being. It is required that nursing students maintain integrity in both academic and behavior conduct as a student of DACC. The program follows [The Student Social Code of Conduct for NMSU](#), DACC Student Handbook and DACC Nursing Program policies and guidelines on subjects that include, but are not limited to: alcohol, drug policies, incivility, weapons, hazing and hostile misconduct, mental health, unauthorized access, sexual misconduct.

## **Academic and Non-Academic Misconduct Guidelines**

- a. Non-academic misconduct: Non-academic misconduct will be reported to the appropriate administrative official and handled according to the [DACC Student Code of Conduct](#).
- b. Academic misconduct: Please refer to the most recent edition of the [DACC Student Handbook in the section on Academic Misconduct](#).

- c. Nursing scope of practice: The [State of New Mexico Nurse Practice Act](#) defines the scope of practice for nurses. The Program sets the scope of practice for students at each level. Exceeding this scope or defined scope for your level in the program may result in disciplinary action.
- d. In the event you have a grievance, you should exhaust informal procedures before enacting the formal appeal process. Grievance mechanisms for academic appeals begin with discussion with the course instructor, and subsequently involve the course Lead Faculty, Admission, Graduation, Progression Committee (AP&G), Program Director, Chair for Allied Health and Nursing, Health Sciences Dean, Vice President for Student Affairs, and finally the College President.

## Conduct

The faculty and staff of the Dona Ana Community College Nursing Program consider professional behavior to be essential for Nursing Program students. As a Nursing Program student, you must perform according to the standards of nursing practice and use professional behavior in the classroom, the nursing skills labs, and at the clinical practice sites. You need to know what unprofessional conduct is and how not to act in an unprofessional way. If you, as a Nursing Student, engage in unprofessional conduct, you will be held accountable and face disciplinary action.

## Didactic (classroom)

The Nursing course instructor evaluates student conduct and behavior in the classroom. Disruptive behavior is defined as repeated, continuous, and/or multiple student behaviors that hinder the ability of instructors to teach and students to learn. Disruptive behavior hurts the academic community because it interferes with other students' learning, prevents instructors from teaching in the most effective way, and diverts energy and resources away from education. It may also be a sign of a student struggling with personal problems or distress that prevent that student from being successful. A Nursing Program student engaging in disruptive behavior and/or an act of misconduct may be required to leave the class, skills lab, computer lab, or clinical setting, and may face disciplinary action up to and including dismissal from the Nursing Program.

### Common types of disruptive classroom behavior include, but are not limited to:

- **Grandstanding** – monopolizing class discussion, speaking long and loudly on a subject with no regard for relevancy to the class or clinical discussion. This also may include failing to respect the rights of other students to express their viewpoints, through the use of inappropriate comments, debate, or other actions in response to those viewpoints.
- **Prolonged chattering** - when two or more students engage in private conversations or pass notes to each other.
- **Lack of attention to scheduled course times** – this can also include coming in late and making an “entrance,” speaking to friends instead of paying attention to instruction, walking in front of the instructor, or arranging belongings. This can also occur by leaving class early and making a “departure,” doing the same things.
- **Excessive noise** – including electronic devices going off in class, using cell phones during class, or creating excessive/unnecessary noise with papers, book bags, etc.
- **Disrupting the instructor’s authority or expertise** – this may include attempts to debunk or devalue an instructor’s judgement, authority, or expertise through comments in class, memos to the Nursing Program director or division dean, constant questions, and/or interruptions that interfere with the instructor’s presentation.
- **Verbal or physical threats to students or faculty** – verbal threats may be veiled or explicit. Physical threats may include approaching an instructor or fellow student menacingly or laying hands on them in a way intended to intimidate or harm.
- **Overt inattentiveness** – this can include sleeping in class, reading something other than class materials. Or using laptops or other devices (including non-electronic) for non-class related activities.

## **Clinical**

Nursing Program students are held accountable for professional conduct, legal standards of competent nursing practice, and competing nursing care according to the policies of the New Mexico Nurse Practice Act (NMNPA). The supervising nurse and/or nursing instructor will address problems with regard to unprofessional conduct by Nursing Program students.

## **Non-academic disciplinary action**

Consequences for Nursing Program students who disrupt the classroom, are uncivil to faculty or other students, or act unprofessionally in the clinical setting.

The following is information regarding DACC Nursing Program Student Handbook (NPSH) Policies to pertain to Non-Academic Disciplinary actions.

Nursing Program Student Handbook Policy – Non-academic disciplinary action: Consequences for Nursing Program students who disrupt the classroom, are uncivil to faculty or other students, or act unprofessionally in the academic, clinical setting or while conducting Nursing Program Business are subject to:

- First event: verbal warning and counseling from either the Nursing instructor, Nursing Program director, or Chair for Allied and Nursing.
- Second event: written warning, counseling, and creation of a Student Improvement Plan (SIP) by either the Nursing instructor, Nursing Program director or Chair for Allied Health and Nursing. The student will need to follow the SIP or possibly face additional disciplinary action, up to and including, but are not limited to the SIP will be placed in the student's academic file
- The following are non-academic examples that may result in dismissal from the Nursing Program, with no opportunity to reapply:
  - Breaching confidentiality or HIPAA (see NPSH section HIPAA)
  - Failing to provide required clinical clearance documentation by the designated date
  - Repeatedly violating DACC Handbook policies
  - Violating of any of the General Concerns of Academic or Behavioral Misconduct
  - Refusing to provide urine and/or blood for screening tests when requested
  - Conduct in the clinical area that may jeopardize a client's physical or mental safety
  - Violating ANA/NSNA codes of ethics
  - Being a no call/no show (NCNS) for a clinical assignment
  - Incivility toward any NMSU/DACC faculty, staff, and/or students
  - Violating [Academic Standing policy](#)
  - Failing to remain in good academic standing (see NPSH section 3.7.3).
  - Breaching confidentiality or HIPAA (see NPSH section 3.18).
  - Failing to provide required clinical clearance documentation by the designated date.
  - Repeatedly violating DACC Handbook policies.
  - Violating of any of the General Concerns of Academic or Behavioral Misconduct (see NPSH sections 2.3 and 2.4)

## **Social Media**

Social media includes, but are not limited to, Facebook, YouTube, LinkedIn, Twitter, Snapchat, Instagram and Reddit. This policy covers all existing and future social networking media. Nursing Program students should also use the [ANA's Principles for Social Networking](#) as a guide.

When you use social media as a DACC Nursing Program student, remember that your posts are public and potentially available to future employers, patients, faculty, members of regulatory agencies, and news reporters. What you post may even be used in legal proceedings. Although

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social media helps students stay connected and discuss things they care about, do not post Nursing Program or related information without prior written consent of unauthorized faculty or staff member of the Nursing Program. “Online content and behavior have the potential to enhance or undermine not only the individual student’s career, but the nursing profession” (ANA, 2011).

### **Nursing Program principles for social media use:**

- When you engage in comments or discussions about the Nursing Program, use Canvas or other official sites (e.g., the Nursing Program Facebook). Do not comment on or discuss the Nursing Program on other sites.
- When posting on Canvas or Nursing Program sites, be respectful – no spam and remarks that are off-topic or offensive. Reply to comments in a timely manner if a response is appropriate.
- Pause and think before posting-this is something you should say in person or to a diverse audience? When disagreeing with other opinions, keep it appropriate and polite.
- Privacy is of the utmost importance. Never share anything that can identify a clinical patient or otherwise discloses personal information about a Nursing program faculty, staff, or students. If you see confidential information posted by someone else, immediately notify the Nursing Program director.
- It is up to the Nursing Program director or an authorized DACC representative to make public announcements or disclosures related to the Nursing Program. Some information shared with students is confidential and/or must be reported through specific processes.
- Follow the Nursing Program’s Conduct Policy and HIPAA. Do not post photos of Nursing Program faculty, staff or students without written consent from the faculty, staff or student/s. Never post pictures of patients or their families.

### **Rules of social media engagement on behalf of the Nursing Program:**

- **Your responsibility:** You are responsible for what you write. Participation in social media (e.g., Facebook) on behalf of the Nursing Program is not a right, but a privilege, so please treat it seriously. Ignoring DACC and Nursing Program policies and HIPAA could put your standing in the Nursing Program at risk.
- **Use emotional intelligence:** There can be a fine line between healthy debate and incendiary reactions. Do not speak badly about faculty, staff, or other students of the Nursing Program, and do not engage with others who have done so. You do not need to respond to every criticism or comment. Try to frame what you write by inviting differing points of view without starting an argument. Some topics – like politics or religion – slide easily into sensitive territory and are best avoided. Be careful and considerate. Once the words are out there, you can’t get them back.
- **Made a mistake?** If you make a mistake, admit it and be quick with your correction. If you’re posting to a blog, you may choose to modify an earlier post – just make sure it is known that you have done so.
- **If it gives you pause, pause:** If you’re about to post something that makes you even the slightest bit uncomfortable...just don’t. Take a minute to figure out what’s bothering you, and then fix it. If you’re still unsure, you might want to discuss it with a Nursing Program director. Ultimately, what you publish is your responsibility.

# **PROGRAM AND COURSE POLICIES**

## **Attendance**

Per NMSU/DACC [Academic Regulations](#) academic success is closely related to student participation and attendance. Accordingly, students are expected to attend all their classes regularly. Each course instructor will establish the specific attendance and course requirements via the course syllabus.

Please see guidelines regarding [administrative withdrawals](#) as an instructor may request an administrative withdrawal of student for:

1. At the beginning of the semester, if a student misses the first two (2) class meetings or online activities.
2. At any point in the semester, if a student misses four (4) consecutive class meetings or online activities.
3. Over the course of the semester, student persistently fails to attend class or fails to complete assignments.

Regarding exams, students who are 15 or more minutes late to the designated testing area may, at the instructor's discretion, be required to take the exam later or receive a zero (failing grade) for the exam.

If you are, absent on one or more occasions from a clinical course, you will need to make up clinical hours to successfully pass the course either by traditional face to face instruction or alternative assignment such as virtual simulation. A student sent home or removed from a clinical rotation for violation of policy, violation of safety procedures, violation of HIPAA/FERPA, incivility, repeated tardiness, or failure to arrive prepared for the clinical rotation will not be granted make-up hours.

Students who disagree with an instructor's decision to dismiss them from a clinical site should try to resolve the issue informally, and, if unable to do so, follow the procedure for grade appeal as outlined in:

<https://report.nmsu.edu/decision-tree/undergrad-grade-appeal.html>

Students are responsible to complete all assigned work in your courses to the satisfaction of the course instructor, even if you need to be absent for illness or another reason. Students who fail to complete/submit assigned course work (unless for emergency and instructor approved reasons) will receive an incomplete grade for that course. Make-up assignments are at the discretion of your course instructor, and if possible, should be discussed ahead of time. Likewise, if your instructor has excused you (illness, death in the family, or military service) from a clinical instruction period, it is the student's responsibility to coordinate make-up hours with the clinical faculty member for the section in which you are enrolled.

## **Academic Integrity**

Cheating and other forms of academic dishonesty are serious offenses because they present a safety risk for peers, faculty, and patients. Academic dishonesty also erodes the trust you need to establish nurse client relationships and to establish teamwork and collaboration among your peers, faculty, and members of the community.

NMSU-DACC strives to cultivate an academic environment in which student scholarship thrives and is subject to rigorous academic standards. An expectation of academic integrity exists throughout the university system.

Each student is required to comply with the Student Academic Code of Conduct-Academic Integrity (ARP 5.10), applicable ethical and other standards required by the specific discipline, as well as the specific requirements stated on each course syllabus or program handbook. NMSU-DACC students are expected to maintain high academic, ethical, and professional standards of conduct, which requires honesty in all academic matters. Academic dishonesty may take a variety of forms, including but not limited to: Cheating or Assisting to Cheat.

Misrepresentation; Plagiarism; Unauthorized Access to or Alteration of Academic Records; and

Unauthorized Possession of Academic Material. Confirmed lapses in Academic Integrity may result in Level I or level all sanctions imposed upon the student as defined in ARP 5.10.  
(Hyperlink: <https://arp.nmsu.edu/5-10/>)

## **Nondiscrimination**

Dona Ana Community College does not discriminate based on age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status in employment or other college administered programs. This policy complies with Title VII of the Civil Rights Act of 1964, Executive order 11246 as amended by 11375, section 504 of the Vocational Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title IX of the Educational Amendments of 1972 and subsequent revisions.

## **Students with Disabilities**

Disability statement: Dona Ana Community College is committed to providing education to all citizens of Dona Ana County. DACC'S faculty and staff are dedicated to the goal of providing equal access to individuals with disabilities in accordance with the Americans with disabilities Act (ADA) OF 1990. DACC's ongoing effort to reduce and remove physical and attitudinal barriers is designed to assist individuals with disabilities in enjoying DACC's facilities, programs, and services to the fullest extent. We are dedicated to developing an educational environment free of discrimination.

**Policy of nondiscrimination on the basis of disability:** Dona Ana Community College does not discriminate on the basis of disability in admission, access to, treatment, or employment in DACC programs or activities. The DACC oversees compliance with the nondiscrimination requirements contained in section 35.107 of the Department of Justice regulations.

Information about the Americans with Disabilities Act is available from the ADA coordinator. Additional information can be found at the Student Accessibility Services Office webpage.

**Student Accessibility Services (SAS):** The DACC SAS program provides specialized support services to fulfill our commitment to our students with disabilities. SAS may not be able to meet all needs, and students must be able to meet the minimum practice standards to enroll in the SAS program; however, a reasonable effort will be made to facilitate physical and programmatic access. SAS procedures include self-identification as a person with a disability/disabilities and determination of eligibility for services. More information can be found at the [Student Accessibility Services Office](#).

## **Temporary Accommodations for Nursing Exams**

The Nursing Program at DACC recognizes that individuals seeking accommodations may need accommodations temporary until the SAS is able to determine and approve accommodations. Temporary accommodations include the following type/s for 30 days from when the student met with the course instructor:

- Time and half for exams

Students not starting, and completing requirements from SAS will not be eligible for temporary accommodations

## **Family Education Rights and Privacy (FERPA)**

Students at Dona Ana Community College are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA gives students certain rights with respect to their education records, and you can find these on [NMSU University Student Records](#) webpage.

The Nursing Program maintains records of all communication from the Nursing faculty members to students, including but not limited to:

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- Counseling forms given to a student for guidance following academic or nonacademic occurrences related to a student's performance in the Nursing Program.
- Clinical clearance documentation, including CPR certification, orientation materials, drug screening results, background check information, and immunization records.
- Samples of graded student work from each level.
- Nursing Program admission applications for students admitted into the program; and
- Advising records including Student Academic Requirements (STAR) audits, course substitution waiver forms, add/drop slips, and withdrawal slips.

DACC follows [NMSU policy](#) and FERPA regulations with regard to the release of student information. You as a student may request that information normally contained in the public student directory remains private by submitting this request in writing to the DACC Admissions Office.

## **Schedule Modifications**

If changes are made (cancellations, adds, time/date changes), you will be notified through Canvas course, Canvas announcements, and verbal announcements.

## **Use of Electronic Devices in Class, Labs, and Clinical Classroom, skills laboratories, and exams:**

Turn off your cell phone to silent mode while in class. Please keep all personal belongings such as purse, wallet in a stored location other than on the classroom's desks, use a backpack to secure valuables or leave valuable in your vehicle. Phones, tablets, or programmable calculators are not allowed during exams. You must not share calculators during an exam.

Note that instructors may have their own policies regarding electronic devices in the classroom.

Please abide by those policies so that there is no violation of the Student Academic Code of Conduct.

**Clinical rotation:** If student is on a clinical rotation, only use of cell phone according to the clinical agency's policy/preference on electronic devices. If you are allowed to use cell phones, make sure they remain on silent or vibrate. If student is permitted to have these devices, student may not take personal calls while in the clinical area, if this happens student may be asked to leave the clinical site.

## **Technological Requirements**

The nursing program recognizes the role of information technology plays in the Colleges mission and nursing program activities. Nursing students are expected to have basic computer literacy. Nursing Program notices are sent via NMSU email and/or posted on Canvas. In addition to your NMSU email/canvas, you will need internet access, as all Nursing Program courses are web enhanced/Hybrid/Hyflex. You have access to DACC computer labs if you are currently enrolled, and Internet access and several software programs (including Microsoft Word) are available on computers in these labs. Make sure to check with the computer lab you want to use for hours that it's open. If you need Canvas support, including basic instruction, contact the DACC [Virtual Learning and Instructional Technology](#) center.

### **Minimum technology requirements:**

1. Laptop computer with the following minimum requirements:
  - a. Operating system: Windows 10 or newer recommended

- b. Hard drive space: 10 GB or more (for nursing course files) and 1 GB or more of free space
- c. Monitor resolution: 1024 x 768 full-color resolution (or better)
- d. Ports: at least one USB port
- e. Portable storage: USB jump/thumb/flash drive, 512K or larger (optional)
- f. Internet: high-speed Internet access is highly recommended
- g. Email: an official NMSU email address and access to Canvas
- h. Software:
  - Office 365, available at [Microsoft Office 365|Student Technology| New Mexico State University](#)
  - Google Chrome (free download); Microsoft Edge; Mozilla
  - Adobe Acrobat Reader Version 8 (or newer-free download at [www.adobe.com](http://www.adobe.com))
  - Java with Flash Player (free download at [www.java.com](http://www.java.com))
  - Anti-virus software is strongly recommended. Sophos is available free through NMSU
- 2. Printer: Laser or inkjet (optional)
- 3. Document scanner or scanner using iPad or table
- 4. iPad: for use in classroom and for testing as per your instructor required as of Fall 2018
  - a. Hardware recommendations: iPad Air+, iPad Mini+, or iPad Pro 10<sup>th</sup> generation or newer
  - b. Operating System: iOS 17.11 or newer (only genuine versions of iOS are supported)
    - Mac OS X 15.11 El Capitan
    - Mac OS X 15.12 Sierra
    - Mac OS X 15.13 High Sierra
    - Support for Mac OS X 10.8, 10.9 AND 10.10 are discontinued
    - Server versions of MAC OS X are not supported
  - c. RAM: 2 GB
  - d. CPU: Intel processor
  - e. Touch bars are supported
  - f. 32GB (500 MB of free space required to commence an exam)
  - g. iPad must not be jailbroken
  - h. Wi-Fi access

## Official Communication

The students NMSU email and or canvas messenger are the only official contact/communication methods for students and faculty members in the Nursing Program. Check your NMSU email/canvas messenger daily to make sure you do not miss timely or time-sensitive information. Do not use your personal email, group chats or social media to communicate with fellow nursing students, faculty members, or staff for Nursing Program business.

## Written Work

Please adhere to the written work policies to avoid violating the [Academic Code of Conduct](#).

## Literature Citing

Your written work must demonstrate professionalism. The publication date for materials you reference must be no older than five years from the current date. Unless otherwise directed, you must use the current edition (7<sup>th</sup> as of Spring 2020) of the Publication Manual of the American Psychological Association (APA) style guide. If you have questions with regard to APA style, please see a campus tutor at one of the DACC or NMSU Writing Centers.

## Plagiarism

Plagiarism is considered by many to be the worst form of academic dishonesty. It is defined as using work of others as your own. Examples include, but are not limited to:

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1. The use of another's words, facts, ideas, or information without acknowledgment of the source (i.e., reference and citation). All papers require documentation for source material in the form of references and citations using APA style (or as directed by your instructor). Instructions use a plagiarism detector called Turnitin through Canvas submissions.
2. Parts of the work taken from another source without reference to the original author. Iii. The whole work/paper is copied from another source.
3. Submissions and/or presentation of your work in one course that you also submitted in another course (even though it is your completely original work) without the permission of your instructor. This also applies to work you submitted at another college, university, or high school.

## **Cheating**

Cheating is defined as intentionally using or attempting to use unauthorized materials, information, study aids, or electronic devices in any academic exercise. Examples include, but are not limited to:

1. Copying from another student's paper or submitting another person's work.
2. Allowing papers, tests, or other assignments to be copied by another.
3. Knowingly using, buying, selling, offering, transporting, communicating, electronically, or soliciting any of the contents of a test or test bank.
4. Collaborating with another student on any assignment without permission of the instructor; and
5. Taking a test for another student or permitting someone else to take a test for you.

## **Student Services**

The DACC [website](#) provides information on Financial Aid, withdrawing, changing your class schedule, services and facilities, and more.

## **Health Care Insurance and Costs of Treatment**

The Nursing Program does require health insurance, medical costs related to illness, needle-stick, injury, or other types of injury are the responsibility of the student. DACC, the Nursing Program, and clinical agencies affiliated with the Nursing Program are not liable for health care costs associated with a student's illness or injury resulting from clinical or laboratory practice.

If you become ill, injured, or are exposed to infectious or communicable diseases while engaged in clinical or laboratory activities, you may require treatment that includes (but may not be limited to) counseling, prophylactic intervention, diagnostic procedures, and/or follow-up medical treatment.

**Student Health Insurance:** Students may purchase a health insurance policy to supplement [Aggie Health and Wellness Center](#) service if they have paid the health fee. Students may also purchase dependent coverage under this commercial insurance company policy; however, dependents of students are not eligible to use the Aggie Health and Wellness Center. Health insurance through Dona Ana Community College can be purchased at the DACC Cashiers Office, room DAMA-118, or at the NMSU Business Office no later than the last date for late registration (availability may change due to pandemic or health care orders).

**Clinical sites and insurance:** Certain clinical facilities used for clinical rotations may require anyone entering the facility providing patient care as a student to have personal health insurance coverage. In the event you participate in a clinical rotation requiring health insurance coverage, you will need to provide current proof of coverage, which will be kept on file. If you do not have health insurance and are assigned to a clinical facility requiring health insurance and no alternative placement is available or feasible, you will be required to purchase health insurance.

## **Smoking**

You may not smoke tobacco products or vape in any building owned or leased by the university or within 25 feet of building entrances/exits, vehicles, and during some outdoor events on university property that are designated “no smoking. The Nursing Program is a non-smoking program, and you will not be allowed in classrooms or lab areas with the smell of tobacco smoke on your clothing. Many of our clinical sites are non-smoking, and students may not smoke while attending clinical at these locations:

The DACC policy can be found under [DACC Smoking Policy](#) in student Handbook.

Be aware that smoking is prohibited in or at the following locations unless there is signage specifically permitting smoking:

1. All enclosed buildings and facilities including classrooms, offices, food service, venues, and restrooms, and most residence halls (in accordance with Housing and Residential Life policies).
2. Within 25 feet of building entrances and exits (when reasonable) and fresh air intake grills unless there is a specially designated smoking area.
3. Partially or fully enclosed walkways, corridors, and elevators.
4. Vehicles owned, leased, or rented by the University,
5. Within 50 feet of any area where flammable materials are handled or stored, or where other significant fire hazards may exist.
6. Athletic or other University-sponsored or designated events.
7. At clinical sites during clinical rotations; and
8. While a student is wearing their clinical uniform.

## **Emergency Evacuation Plan**

The Emergency Evacuation Plan for the Health and Public Services Building and the Nursing Program is posted in DAHL, Room 190. NMSU emergency phone numbers, weather, and other information can be found at [Emergency Planning and Preparedness | New Mexico State University](#).

## **Standards of Nursing Care**

As a student in the Nursing Program, you are responsible to provide competent nursing care and are held to the same legal standards of competent practice as found in the New Mexico Nursing Practice Act (NMNPA), the American Nurses Association (ANA) Standards of Practice, and the ANA Code of Ethics. Safe nursing practices are necessary to protect the health and welfare of clients cared for by you, the student.

**New Mexico Nurse Practice Act:** As a Nursing Program student, you are responsible to know the laws governing nursing practice in New Mexico. Breaking those laws leads to disciplinary actions by the New Mexico Board of Nursing. Note that when you are practicing either as a student or as a licensed nurse in any state, you are responsible for knowing the laws governing nursing practices in that state.

**Student unsafe practice or behavior, and/or incompetent nursing practice:** As a Nursing Program student, you must be aware of safe, competent nursing practices and comply with the policies of the Nursing Program. You also must practice nursing in accordance with your course/clinical objectives, requirements, and student scope of practice. Nursing Program course syllabi provide specific course objectives and practice skills to help you maintain a safe practice.

As a Nursing Program student, you are responsible for demonstrating safe and competent nursing care under the direction of your instructor and/or supervising nurse (preceptor). Your Nursing instructor is responsible for determining if you are applying safe and competent nursing care. If you choose not to comply with established policies, procedures, course objectives, clinical objectives, faculty instruction, supervising nurse direction, standards of practice, or student scope

of practice, you may be considered to be displaying unsafe acts or behavior. An unsafe act and/or a display of unsafe behavior is defined as one that constitutes a threat to the physical, emotional, mental, or environmental safety of another person. If you commit an unsafe act or behavior and/or engage in incompetent nursing care, you will be held accountable for your actions and face discipline according to Nursing Program policy guidelines.

## **Grading and Scoring**

Students in the Nursing Program are held to requirements that may differ or be higher than those of other programs at DACC. As a student in the Nursing Program, you are evaluated on your achievement of both didactic (classroom) and clinical competencies. Assignments not completed or submitted for grading or credit will receive a "0" or "U" for the grade per course syllabus.

Students must maintain an average of 80% (B) on your nursing exams and an overall course grade of 77% (C) or better in each course to progress to the next Nursing course and/or Level. Assignment and other scores will not be calculated into the final grade until the student achieves the minimum 80% on exams as described above. Grades are not rounded up or rounded down and are calculated according to the percentages identified in your course syllabus, with the greatest percentage of the course total grade coming from your average exam score. The following scale is used to determine the final course grade:

A = 100% - 90%  
B = 89% - 80%  
C = 79% - 77%  
D = 76% - 70%  
F = 69% or below

## **Exams, Academic Improvement Plan (AIP) and Remediation**

Students in the Nursing Program will be required to take a national standardized test, currently the nursing program is utilizing ATI exams throughout the curriculum that includes online practice assessments, in person proctored assessments, and in person proctored comprehensive predictor assessments. The exam tests mastery of course content for select nursing courses. Exams are administered as noted on the course syllabus. Exams are part of the nursing course grade and prove student's competency in core nursing concepts.

Practice and Proctored ATI Assessments will count towards the final grade in all courses that utilize standardized exams. Each nursing course may have one or more Practice or Proctored ATI assessments.

### **Exam averages (Unit Exams)**

If you do not receive an 80% on any of your exams, you will be given an Academic Development Plan. A minimum exam average of 80% is necessary to receive a (passing) course grade. There is no rounding of grades. Once the minimum of 80% for exam average is met, scores from other course assignments will be calculated into the final course grade only after you have an 80% or higher exam average. Exam scores are not rounded up or rounded down.

### **Academic Improvement Plan (AIP)**

An Academic Development Improvement Plan (ADIP) is a written agreement in which student and a faculty member identify one or more areas in skills or knowledge in which student will need to improve and what actions you need to take to correct these areas. An ADIP can help you correct problems so that you will be successful. The Academic Development Improvement Plan may cover one or more didactic (classroom) classes, labs, or clinical (see Appendix H).

Students will develop an ADIP with an instructor under the following circumstances:

1. Failure to achieve a minimum of 80% on any unit exam in any Nursing course,
2. Failure to achieve a minimum of 77% on the any set of clinical paperwork for any clinical Nursing course.
3. Failure to maintain a passing grade in any clinical or didactic course at mid-term/early performance grades.

### **Unit Examination Remediation:**

After all unit examinations, failure to achieve an 80% or better (or at the discretion of the instructor) will result in mandatory unit examination remediation. The unit examination remediation will consist of completion of assigned ATI templates, assigned by course instructor. These templates must be handwritten and submitted by the specified due date. Failure to complete and upload the assigned remediation will result in a "0"

### **Practice and Proctored ATI Examination Remediation:**

Remediation for practice and proctored content mastery and comprehensive ATI examinations are based on the score received on the first attempt.

1. A score of 79.9 or less a minimum of 8 Active Learning Templates (chosen from lowest scoring areas) from the individual Focused Review plus documented Completion of Post Remediation Quiz.
2. A score 80 to 89.9 a minimum of 5 Active Learning Templates (chosen from lowest scoring areas) from the Focused Review and the focused review quiz or 1 student- generated 25-question Learning Systems Quiz based on a low content area.
3. Scores 90 to 94.9, complete 3 Active Learning Templates chosen from lowest scoring areas of the cohort report or 2 student-generated 25-question Dynamic Learning Systems Quiz based on 2 low content areas.
4. Scores 95 to 97. 9 complete 2 Active Learning Templates chosen from lowest scoring areas of the cohort report or 1 student-generated 25-question Dynamic Learning Systems Quiz based on 1 low content areas.
5. Practice assessment scores of 98(or greater) will not require remediation.

### **Extra credit**

There are no extra credit assignments or extra credit points for any Nursing Program course, assignment, or exam.

## **Grading ATI Assessments**

### **Grading ATI Content Mastery Series Non-Proctored Practice\_Assessment:**

#### **Conversion Scores:**

Obtain a minimum of 90% and complete focused on-line review/remediation assignments to take Content Mastery Series Proctored Exam. Multiple attempts allowed. One attempt every 24 hours is allowed.

Failure to achieve a 90% and completion of on-line focused review/assignments by the specified course deadline, will render the student ineligible to take the ATI Proctored Assessment as scheduled and will result in the student receiving no additional points and a failing grade for the course. (see Appendices N and M for Remediation Plans). See Grading for ATI Exams

### **Grading ATI Content Mastery Series Proctored Assessment: Conversion Scores**

Attempts allowed = 1 or per course syllabi

Proctored assessments will be completed as per course schedule. Students must complete the ATI Practice Assessment with a 90% and complete an on-line focused review/assignment before the scheduled proctored assessment, failure to complete requirements for proctored assessment or failure to take exam as scheduled, will result in zero points awarded for the assessment. See

Appendices N and M for Remediation Plans). See Grading for ATI Exams.

1. Level 3 = 95%
2. Level 2 = 85%
3. Level 1 = 80%
4. Below Level 1 = 75%

### **Grading ATI PN/RN Proctored Comprehensive Predictor Exams**

The DACC Nursing Program employs the ATI PN/RN Comprehensive Predictor exam to evaluate student knowledge and forecast NCLEX-PN/RN success. For further details on the predictive value of the ATI score, please refer to the [information provided by ATI](#)

Attempts allowed = Per course syllabi

Students will be graded according to the following scale for the PN/RN Predictor.

<b>PN/RN Comprehensive Predictor Individual Score</b>	<b>Predicted Probability of Passing the NCLEX</b>	<b>Assigned Grade in Canvas</b>
Greater Than 85.3%	99%	100%
81.8 – 85.2%	98%	95%
76.2% - 81.7%	95% - 97%	85%
71.5% - 76.1%	90% - 94%	80%
Less Than 71.5%	Less Than 90%	75%

Students in NURS 224: The PN Predictor score will be used for your assignment grade.

Students in NURS 201: The RN Predictor score will be used for your exam scores. Consult the course syllabi for grading details. See Appendices N and M for Remediation Plans.

### **Scoring Exam Items to Mirror NCLEX:**

1. Questions that will follow the 0/1 scoring rule include:
  1. Traditional multiple-choice questions.
  2. Matrix multiple choice
  3. Multiple response 'select N'
  4. Drop-down cloze
  5. Drop-down table
  6. Bowtie
2. Questions that will follow the +/- rule include:
  1. Multiple response selects all that apply
  2. Matrix multiple response
3. Rationale scoring is used when both responses in the pair are correct and there is no partial credit.
4. Drag-and-drop questions which require items to be placed in a specific order do not receive partial credit.
5. \*Scoring will be revisited and revised as the NCSBN adjusts the scoring for the NGN questions and as technology develops.

### **Testing Guidelines and Best Practices**

#### **Scheduled tests**

Currently all exams are administered on approved DACC/NMSU campus or center and proctored by a nursing faculty or a nursing representative.

Any test for the program the nursing student takes is the property of the DACC Nursing Program. Copying or downloading exams may result in disciplinary action. Examinations are timed. Each course designates the time limit for the particular exam/quiz, if you arrive 15 minutes or more after the designated exam time, you will not be allowed to take the exam. Once exam time is up, access to the exam will be locked.

Currently all exams are administered on approved DACC/NMSU campus or centers and proctored by a nursing faculty or a nursing representative.

If a student would like to test at a program approved testing location closer than their designated campus, it is the student's responsibility to schedule and arrange an alternate testing location on the same date and time of the scheduled exam, at the beginning of the semester. Furthermore, students are responsible for providing the testing site information in advance of the exam to the course instructor, including name, location, and contact information for ATI approved proctor. Once scheduled students must get approval at least 48 hours (not including weekends or holidays) before the scheduled exams.

Alternate testing for students with an approved accommodation memo through Student Accessibility Services (SAS). Students are to work with the instructor to schedule the exams at the beginning of the semester (within the first two weeks of class) and submit the required forms to the SAS office for the entire semester with dates, locations, and times. Once scheduled students must get approval at least 48 hours (not including weekends or holidays) before the scheduled exams.

Students needing to change scheduling or location of testing requiring accommodations must be approved by course instructor prior to changing with Student Accessibility Services.

### **Missed Tests/Exams**

It is the student's responsibility to contact the course instructor as soon as possible about missed exams, and, if the instructor wishes, provide appropriate documentation regarding reasons for missed exam. See policies in this handbook and course syllabi for information on makeup exams. Please see course lead instructors for more information on arranging tests using alternate testing centers.

### **Prior to 1<sup>st</sup> Exam Administration**

- Faculty will create a practice test with a few sample questions before the first official exam administration, though preferably within the first two weeks of each term. Students will log onto ATI and answer the practice questions by the assigned due date using their iPad, lap top desktop, or the school's desktop. This practice exam will ensure that all students are able and ready to log on for future exams.
- Exam blueprints or study guides are not mandatory and are at the instructor's discretion.

### **Exam Administration**

1. On exam day, students will arrive at the assigned location in time to begin the exam at the start of class. Students who are 15 or more minutes late to the designated testing area may, at the instructor's discretion, be required to take the exam later or receive a zero (failing grade) for the exam.
2. Unit exams are administered synchronous and in person on campus or approved testing center (that has been arranged previously), proctored by nursing faculty or approved



representative. Delivery of exams may change due to federal, state or local health orders e.g. COVID-19 guidelines.

3. No guests (e.g., children, spouses) are allowed in testing rooms/areas.

4. Only current I.D. school or government-issued IDs are acceptable. No copies of I.D. are permitted.

5. ATI/NEX/NACE exams will be given in a proctored setting. Electronic exams must use a password for access.

6. The faculty will provide the passcode once the class is ready to begin testing. Students may not use any notes, books, or any other materials to gain access to course content or for help with test questions. Therefore, all personal items must be stored away from the testing area, and phones turned off or put on silent (not vibrate).

7. Students may be provided with an earphone if requested/required, disposal earphones are kept with nursing admin.

8. Students may use the computer's calculator but not their cell phone calculators.

9. All items must be removed from the desktop except for a blank sheet of paper and a pencil/pen. Classrooms have clear plastic lockers in the back of rooms for storage of personal items e.g., keys, purse, wallet.

10. Faculty will walk around the room and/or position themselves at the back of the room to monitor the testing environment and to be ready to assist any student who encounters a testing or technical issue.

11. Any paper used during the exam must be turned in to the proctor upon completion of the exam.

12. Electronic devices (e.g., cell phones, smart watches, burner phones, Air PODs) players or other electronic devices) are *unauthorized* items during exams. If cell phones are brought to an exam, they should be turned off (or on airplane mode) and placed in front of the exam room with the exam proctor or be placed inside the student's personal belongings and in the designated storage area. Answering calls or text messages is not allowed except in the event of a pre-disclosed emergency and then the call will be monitored.

13. Students cannot leave the exam site without proctor approval. Students are advised to use the restroom before starting their exams. For exams less than two hours, exam times are not paused for restroom breaks taken during the scheduled testing time. Exams taking more than 2 hours will allow students to take periodic breaks, but the exam must be paused during the break. No electronic devices may be utilized during the break.

14. Food and drink are not allowed in the computer rooms except during exams that are longer than 4 hours. Items must not be distractive or noisy in nature.

15. Exams are given on the date they are scheduled.

16. Exam settings are not allowed for backward navigation.

17. Exam settings are set to randomize question sequence and answer choices.

18. Students will ensure that they have submitted the exam before leaving the exam room.

19. Check with faculty or proctor to verify the exam has submitted before leaving the exam room.

### **Exam and Test Bank Review**

Following the exam instructors will analyze question statistics. Questions that are determined to have perform poorly will not be deleted, but adjustments made regarding acceptance of answers will be made. These adjustments will be made at the instructor level only after a thorough analysis. An adjustment will only take place if questions are found to perform poorly statistically (i.e., test item analysis and distractors).

Students may make an appointment with the instructor to review the exam in person. Instructors must complete this process before the next exam is scheduled. Further review will be done by office hours, referral to faculty mentor or faculty tutor. No pictures or copies of the exam are allowed. The student may take notes but may not copy or duplicate any part of the question or answers.

Students that have an inquiry about an exam question and may believe it is incorrect should send an email to the instructor who administered the exam. Include the question, student reasoning with the citation including page number of where the alternate information was found i.e., textbook, or reputable source (Scholarly, peer-reviewed articles and books, professional articles or books, professional health care websites i.e., American Heart Association, CDC) within 7 days of the exam.

### **Retaking Exams**

In rare instances, and at the discretion of the lead course instructor, a student may be permitted to retake an examination if a documented issue—such as a verified internet or system malfunction (e.g., hardware or software failure)—occurs during the scheduled exam. Students with concerns must communicate directly with their course instructor. If concerns remain unresolved after this communication, the matter will be referred to the Program Director and the Chair of the Allied Health Department for a comprehensive review and holistic consideration.

### **Dropping or Replacing Exam Grades**

Dropping or replacing a grade is at the discretion of the course instructors. Each instructor is responsible for establishing and clearly outlining the guidelines for dropping or substituting examination grades. These policies must be explicitly communicated in the course syllabus.

### **In Good Standing/Not in Good Standing**

Nursing student must remain in good standing academically, maintaining a cumulative grade point average (GPA) according to [DACC](#). Any Nursing student who is placed on academic probation by DACC must petition the admission, progression, and graduation (AP&G) committee for permission to continue to enroll in Nursing courses while working to improve their GPA.

1. **In good standing** is when you maintain a C or better in all courses and are not on academic or clinical probation. Please note that an 80% (or better) for exam averages is required in order to pass nursing courses.
2. **Not in good standing** is when you do not maintain a C or better in all courses and/or are on academic and/or clinical probation. You are not in good standing academically within the Nursing Program upon failing a second course in the Nursing Program or if you twice fail a single course, and must petition to continue progression in the Nursing Program (please note this is not a guarantee of progression)

If a student receives an incomplete (I) grade in a Nursing course and are unable to complete the requirements for removal of the incomplete before the beginning of the next semester, the student will not automatically be allowed to continue in the Program. If you do not complete the requirements within the designated timeframe, you will receive a failing grade for the course. Depending on your previous academic history in the Nursing Program, you may need to refer to request to repeat a Nursing course requirement, if you wish to continue in the program.

### **Pinning Celebration**

The Pinning Celebration for nursing students is a long-standing tradition in the nursing profession, marking the completion of formal nursing education and readiness to enter professional practice. The Celebration is held at the end of the LPN and RN semester track. Although the Celebration is optional, participation is highly encouraged! Students participating in pinning will comply with the Pinning Club Celebration By-Laws which can be found on the Pinning Canvas course.

If the student chooses not to participate, student must notify the faculty advisor for the Pinning Celebration at the beginning of the semester to avoid costs associated with the Celebration.

All students participating in Pinning celebration Nursing are responsible for all the costs associated with the Pinning Celebration. All monies raised for Pinning Celebration must be deposited in the DACC Nursing Graduation Fund.

Before a student can participate in the Celebration, the student must have completed all Nursing Program courses and requirements for the ADN or LPN certificate. If the student has a grade appeal in process, the student may still elect to participate in the Celebration. Please note, participation in the Pinning Celebration does not equate to graduation or successful completion of ADN/LPN requirements.

### **Remediation After Graduation/Licensure Attempt**

Students who have graduated from the DACC Nursing program but do not pass their NCLEX-RN or NCLEX-PN exam(s) will need to follow the state Board of Nursing's requirements for attempting the exam again. At this time, no formal remediation program is in place for Nursing Program graduates. However, students who do not pass are encouraged to contact the Nursing Program to establish an informal post-graduation remediation plan.

### **Employment after Graduation**

Completing the Nursing Program does not guarantee you will be hired as a nurse, and completing clinical rotations at a specific institution does not guarantee an agency will hire the student. Students will need to research and understand the employment policies of places wishing to work upon graduation and licensure. Employers may change their employment policies without any notice to the Nursing Program.

### **HIPAA And Confidentiality**

Working in the healthcare industry includes compliance with the federal regulations of the Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA).

- It is a serious breach of confidentiality to discuss client information outside of the appropriate clinical/educational setting (for example, clinical workplaces or the classroom).
- Discussions related to clients must not include their name or initials. Clinical paperwork must not contain any information that could identify the client, and paperwork must be securely maintained at all times.
- You may not photocopy or print any portion of a client's hard copy or electronic health record for use outside of the clinical site. You may not take any document containing patient information that is used for hand-off communication or assignment of a patient load away from the unit in which the patient is admitted.
- Taking photographs of patients, records, or clinical areas is also a breach of HIPAA regulations. You may not take photographs at any clinical site for any reason without the express written permission of the clinical site.
- Failure to maintain confidentiality may result in disciplinary action and may also affect your eligibility to apply to other healthcare programs. Discussing your fellow nursing student's information is also a serious breach of confidentiality. Information includes, but is not limited to, grades, Level progression, and/or competency. Failure to maintain confidentiality may result in disciplinary action. If you have concerns about a fellow student related to academic dishonesty, health status, competency, or another related item, you should speak privately with an appropriate faculty member or the Nursing Program director.

### **Student Representatives, Nursing Clubs and Committees**

Student representatives on the Nursing Student Affairs Committee participate in the establishment and revision of Nursing Program policies and are the liaison between each cohort and the Nursing Program. Students participating in nursing program clubs or committees will comply with the club or committee by-laws.

Representatives must be in good academic standing.

Students are allowed to hold a maximum of one leadership position e.g. cannot be Vice-President for Future Healthcare Professional Association and OADN Honor Society

### **Nursing Student Affairs Committee**

Addresses academic standards, student rights and responsibilities, and general concerns regarding the Nursing Program. Reports from the Nursing Faculty Council, Nursing Advisory Council, Nursing Curriculum Committee, and AP&G Committee will be provided to student representatives at Nursing Student Affairs Committee meetings. Currently, four students representing each Level of the program and the Student Nurses Association president are part of the committee. If students do not choose a representative, the faculty will make the selection.

Student representatives must attend at least 80% of scheduled meetings. Responsibilities include bringing forth general student concerns related to agenda items, communicating program decisions and responses to fellow students, attending meetings, supporting Nursing Program decisions and actions even when in disagreement, maintaining professional standards while participating in meetings or in interactions with students or the public, and maintaining an unbiased approach to presentation of information both to and from students. Choosing not to comply with any of these responsibilities may result in removal from the position of representative at the discretion of the Nursing Program director.

### **Future Healthcare Professionals Association**

Nursing students are strongly encouraged to become a member of a professional organization. These organizations provide valuable information about the profession, opportunities to network, and opportunities to learn new skills through leadership training and community health projects. Our Future Healthcare Professional Organization offers opportunities to participate in local, state and national activities.

### **Organization of Associate Degree Nurses (OADN): Zeta Delta Chapter**

DACC has a chapter for the national honor roll society for associate degree nurses (Zeta Delta). As a nursing student, you are encouraged to become a member of a professional organization. The honor society chapter provide valuable information about the profession, opportunities to network, and opportunities to learn new skills through leadership training and community health projects. Our DACC Zeta Delta chapter offers opportunities to participate in local, state, and national activities.

### **Admission, Progression, and Graduation (AP&G) Committee**

The Admission, Progression, and Graduation (AP&G) Committee of the DACC Nursing Program is responsible for reviewing and approving student admissions, progression within the program, and graduation eligibility. Students must submit a petition to the committee for any requests related to admission, progression, and graduation. Furthermore, students are required to notify the committee of any changes in their student status that may affect their progression in the program. The committee's decisions are guided by the rules and policies of both DACC and the Nursing Program. Membership includes a representative nursing advisor, a faculty member from the Allied Health Program, and at least four nursing faculty members. The committee meets bi-monthly, or as needed, and decisions are made by majority vote. The committee will communicate via NMSU email with an official decision letter. For any decision, the student has the right to grieve the decision by following the chain of command.

Updated May 2025

## **Students with Health Restrictions**

Americans with Disabilities Act guidelines apply to all qualified disabled persons. A qualified disabled person is a person with a disability who, with or without (1) reasonable modifications to rules, policies, or practices, (2) the removal of architectural, communication or transportation barriers, or (3) the provision of auxiliary aids and services, meets essential eligibility requirements for the receipt of services or participation in programs or activities provided by a public entity and who can perform the essential functions of the position.

Any student who may require special arrangements to meet course requirements because of a disabling condition should contact [Student Accessibility Services](#) at DACC as soon as possible.

If you have a condition that might limit your ability to perform essential functions should obtain a physician's notice that outlines your specific restrictions. The Nursing Program cannot accommodate medical restrictions that inhibit students from performing essential functions because of potential risk to the client and the student. If you have, or think you may have, a condition hindering your ability to perform any essential function or activity safely (with risk to either the client or yourself) please contact [Student Accessibility Services at DACC](#).

# **CLINICAL, LAB, and SIMULATION POLICIES AND PROCEDURES**

## **Clinical Site Assignments**

As a Nursing Program student, you are responsible to know and follow the policies and procedures for each clinical agency/facility at which you practice. Orientation requirements for each clinical agency/facility vary, and it is important that you meet clinical agency/facility requirements prior to the first day of your clinical. If you don't, it may result in you being involuntary withdrawn for the semester and necessitate your reapplication for admission to the Nursing Program.

Students clinical site assignments are provided prior to the beginning of your clinical experience. Please carefully note the report time for your assignment. Clinical group assignments may change to accommodate faculty, clinical facilities, or the needs of the Program, and it is your responsibility as a Nursing Student to monitor your course schedules, clinical grids, and Canvas email for any changes.

## **Clinical and Simulation Lab Attendance and Preparation**

### **Attendance/absences**

Attendance is mandatory. Any absence from a clinical assignment compromises your ability to meet clinical and course objectives. Clinical absence is defined as arriving at the assigned meeting place (lab, simulation or clinical) fifteen (15) or more minutes late and or unable to perform patient care due to the lack of preparation and or lack of demonstration or required professional behaviors, and or leaving the lab, simulation or clinical site more than fifteen (15) minutes prior to the end of the clinical day without course instructor permission. Students attending conferences or clinical activities such as OADN patient care activities must coordinate with clinical coordinator and course instructor for make-up assignments

If an emergency or illness prevents attendance, the student should:

- Personally, notify the clinical instructor via a phone call prior to the start of the clinical day. You may be asked to provide supporting documentation and or a return-to-work release from your primary care provider.
- Email and use the Canvas messenger and send message to both the clinical and course lead instructor.

Please make sure to follow both steps of this procedure—otherwise, you will be designated as a no call-no show (NCNS) and risk failing the course.

### **Missed clinical hours**

If a student misses clinical hours, there is no guarantee that a clinical make-up will be available. Except for documented medical excuses and military service, you cannot have more than one absence per clinical per semester. If a student misses more than one clinical shift the student may fail the course or receive an incomplete. In the event of absences, course instructor may administratively withdraw the student.

Clinical make-up days will be scheduled according to the availability of a clinical instructor. This could mean a different day of the week, time, or location. The course lead instructor or clinical instructor will coordinate the make-up of missed clinical hours and is not guaranteed. If you do not make up clinical hours, you risk failing the course. All issues with regard to missing clinical hours are reviewed on a case-by-case basis. If a student misses a clinical rotation for vacation, family events, or other non-emergency reasons, understand that student may not be allowed to make-up missed clinical time.

### **Preparation**

As a Nursing student, you must be prepared to provide direct client care. If the clinical instructor believes you are not prepared and could compromise client safety, you will be sent home and be marked absent. Continued lack of preparation for clinical experiences can result in failure of the clinical portion of the course.

Inadequate preparation includes, but is not limited to: (1) not bringing appropriate tools to the clinical site (for example, pen light, stethoscope, blood pressure cuff); (2) incomplete pre-clinical paperwork; (3) inability to respond appropriately to an instructor's clinical questions regarding the assigned client; (4) inability to safely perform clinical skills; (5) not wearing the prescribed uniform; (6) not wearing the appropriate identification materials (Program name badge, facility badge); (7) failure to follow infection control protocols, and; (8) medication errors.

### **Clinical Preceptorship**

Clinical site assignments are determined by several factors including site, unit, preceptor, and shift availability as well as student performance. Before the start of the term, students will receive a survey from the clinical coordinator requesting information about shift preference, location preference (i.e. Las Cruces, El Paso, etc.), and current employment status, if applicable. Every attempt will be made to accommodate the student's shift and location requests; however, due to the availability of site and preceptors, these requests may not always be honored. Students cannot contact clinical sites or potential preceptors to choose their own site and/or preceptor. Students are expected to maintain a professional demeanor regarding their clinical assignment and should at no time shop around the facility for an alternative placement.

If the student is employed by a clinical site, notification to the clinical coordinator will be made prior to the assignment of students to sites.

Students in precepting or clinical assignments shall not receive financial incentives from the healthcare agency for completion of clinical hours.

### **Uniforms and Personal Appearance**

Students must wear the DACC Nursing Program uniform for all clinical, community, and simulation experiences. You must have kept hygiene, grooming, and appropriate and modest dress at all class and clinical experiences. Nursing faculty may dismiss you from a clinical or simulation lab setting if you are not dressed according to the uniform policy and regulations. In addition, clinical facilities may have their own policies regarding dress, piercings, tattoos, and jewelry that are different from Program policies, and those must be followed. You may request exceptions to the uniform policy based on documentable religious or cultural beliefs.

Student clinical dress policies and regulations include but are not limited to the following.

### **Uniform and Hygiene Regulations**

Nursing students are to follow guidelines to dress in a manner that is professional. Nursing student uniform must be worn while you go to and from the clinical areas, when participating in education-related activities at which you represent the nursing profession or DACC, and when participating in simulation activities.

1. Students may not wear your student uniform to any event or site not related to the DACC Nursing Program, including bars or adult clubs.
2. Your entire uniform must fit correctly and appropriately. Uniform must be wrinkle-free and in good repair.
3. Uniform top or shirt can have short or long sleeves, but not be sleeveless.
4. Students cannot wear sunglasses, visors and/or hats or caps in a clinical area.
5. Students should be clean and free of offensive body odor.
6. Tobacco products, including electronic cigarettes, should not be visible or carried in the uniform.

If you visit a clinical agency at times other than your assigned clinical hours (for example, to verify assignments), wear a white lab coat and Nursing Program student identification badge over appropriate business attire. Your shoes must cover your entire foot for safety purposes. Examples of non-professional attire include denim, skirts with a hemline above the knee, heels over one inch, tee shirts, tube tops, shorts, low-cut tops, Capri pants, or tank tops when visiting a clinical agency for Program business. The clinical agency can ask you to leave if your clothing is inappropriate according to facility standards and you will be denied access if you are not wearing the Nursing Program identification badge.

### **Official Program Student Uniform**

1. Your DACC Nursing Program Identification Badge and clinical site badge must be worn on your left side and always be visible.
2. White or Galaxy Blue scrub top with DACC Nursing Program patch on the right sleeve 2.5 inches down from the shoulder seam and centered
3. Tops must not be see-through, and undergarments must not be visible through your uniform. A solid black or white, short or long-sleeved tee shirt may be worn under your uniform top.
4. An optional collared white lab coat with DACC insignia patch sewn neatly on the right sleeve, 2.5 inches down from the shoulder seam and centered may be worn in addition to the scrub top and bottom.
5. Galaxy Blue scrub pants, may be jogger style pants
6. Footwear should be clean, protective, and fit securely:
7. Shoes should be non-permeable and entirely white or black
8. Shoes must have a closed toe and closed heel
9. Canvas shoes or "Crocs" are permitted at clinical sites as long as they are a fully closed shoe.

10. Shoes and shoelaces must be kept clean. Shoelaces must match shoes. must be all white or all black and closed toe. No boots, sandals, Crocs, or high-heeled shoes are allowed. Shoes must be clean and in good repair for all clinical experiences.
11. Hosiery or socks must match shoes and be worn with uniform shoes.

## **Badges**

**Healthcare Agency badges:** Agency badges are distributed per each agency's policy. They are required to collect badges at the end of clinical rotations to comply with safety standards set by the Joint Commission and Center for Medicare Services. You must have returned your badge in order to receive your final grades for all courses with a clinical component. Please turn in your badge by the date requested to avoid a grade reduction. The Nursing Program Clinical Coordinator can answer any questions about when and how to obtain and turn in badges.

**DACC Student identification badges:** Your student identification badge must be completely visible. You will receive your badge at the start of each semester—if lost, a charge of \$10 for a replacement will be assessed. Badges expire at the end of each semester and are specific to the Level at which you are enrolled. Badges must be returned to the Nursing Program Clinical Coordinator at the end of each semester or clinical rotation to avoid course failure or disciplinary action.

## **Required supplies**

You must arrive to your clinical site prepared for practice with the following supplies:

1. Bandage scissors with protected tips,
2. Good quality stethoscope,
3. Two blue or black ballpoint pens with non-erasable ink,
4. One black Sharpie,
5. A penlight,
6. A watch with a second hand,
7. An iPad (see technology requirements)
8. A drug reference book or resource published within the past year.

If you arrive at the clinical site without these supplies, you may not be able to participate in clinical that day and will be counted as an unexcused absence.

## **Personal appearance**

The following criteria apply to each Nursing student.

1. Strong scents are not appropriate in the clinical setting.
2. Chewing gum is not appropriate in the clinical setting.
3. Fingernails must be neatly groomed, clean and not extend beyond the tip of the finger (shorter than .25 inches). Artificial nails and fingernail polish are not allowed.
4. Hair must be clean and pulled back at or above the line of the collar.
5. A beard, mustache, and/or sideburns must be neat, trimmed, and well-groomed.
6. Jewelry should be conservative, as determined by the clinical instructor.
7. No facial jewelry is permitted.
8. Earrings may not extend past the earlobe. For safety purposes, necklaces, hoops, open discs, spike, and dangle earrings cannot be worn in any clinical area. The number of earrings in each ear is limited to two.
9. One plain band-style ring may be worn.



10. Tattoos, hickeys, and body art must be covered while you work in a clinical setting.
11. Head coverings may be worn in a clinical setting. Please discuss with your clinical lead faculty member for more information.

Please follow these policies to avoid being unable to participate in your clinical rotation with no chance to make up missed hours.

### **Clinical Experiences**

Students will receive clinical assignments and learning objectives prior to the start of each clinical experience.

### **Clinical Evaluation**

An instructor or preceptor will always be present in a clinical setting as you are providing care. Your clinical practice will be evaluated weekly, at mid-term, and at the end of the semester. If it is determined you have areas of concern, your instructor will address them with you at mid-term and/or the end of the semester. In this case, your instructor will identify strategies for improvement to help you meet clinical objectives. In a course in which preceptors are utilized, the assigned clinical instructor will review the preceptor's input, but the instructor has the final authority on grade assignment.

If unable to perform skills at an appropriate level during your clinical, you will receive a remediation slip from your clinical instructor, which you will give to the skills lab instructor to arrange additional practice as directed. When you can perform the skill satisfactorily, you will return the remediation slip, signed by the skills lab instructor, to your clinical instructor.

If at any point in your clinical experience you do not receive a passing score in any area of evaluation or if you do not demonstrate satisfactory progress for your current Level, an Academic Development Plan (ADP) will be initiated by your instructor. An overall score of 77% or higher is required to pass the clinical component of a course, includes virtual simulation and in person simulation experiences. An overall score of less than 77% will result in failure of the clinical component and a failing grade for the course. There is no rounding of grades.

### **Clinical Incidents**

If your action results in an error/incident (for example, a medication error or needle-stick injury), it is your responsibility as a Nursing Program student to report the incident immediately to the clinical faculty. If the incident posed a significant health or safety hazard to patients, staff, faculty, or other students, you may be dismissed from the clinical site.

Faculty will help you complete and file the appropriate occurrence or incident report for the specific clinical institution, and it will be taken into consideration for that week's student evaluation, possibly resulting in the need for remediation.

In addition to remediation, the clinical instructor will create a written Academic Development Plan (ADP) or Student Improvement Plan (SIP) for any clinical incident and/or occurrence. You will be required to meet with the clinical instructor and determine corrective action applicable to the incident. You must follow any assignment/corrective actions as directed. If you do not complete the assignment/corrective actions prior to the last day of the course, you will fail the course.

### **Student error**

An Academic Development Plan (ADP) or Student Improvement Plan (SIP) identifies the specifics of the error, the consequences of the error, and the date by which you must take corrective action. Other disciplinary action may result from the incident, and faculty will use the Student Complaint Form to support decision-making regarding the need for additional disciplinary action. The associated ADP, SIP, and Student Complaint Form become a part of the student's record and are used in the assessment of the student's clinical performance.

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After the ADP/SIP has been completed, the clinical faculty has the option of dismissing the student from the assignment or reassigning the student.

**Disciplinary action associated with a student error:** Continued issues with medication, safety, or failure to meet the terms of the ADP/SIP may result in:

1. Withdrawal of the student's medication administration privileges for a specified time, as determined by the clinical faculty member,
2. Dismissal from the clinical rotation for that scheduled day,
3. A grade of F for the Nursing clinical, regardless of the theory grade, and/or
4. Disciplinary action.

### **Needle-stick injury**

If a student receives a needle-stick injury in the Nursing Skills Laboratory or a clinical site, you must report the incident to the supervising faculty member within 24 hours of the needle-stick injury. If you are injured as a result of failing to follow safety procedures and/or nursing standards of practice, you will be placed on a SIP. Repeated incidents may lead to disciplinary action. The supervising faculty member will follow DACC protocol regarding reporting of injuries to the Nursing Program student population.

If a needle-stick injury occurs at a clinical agency or facility, you may be required by the agency to have HIV and Hepatitis B blood tests following the incident. You as a Nursing student are responsible for the costs of the laboratory tests and any subsequent treatment. DACC assumes no responsibility for costs incurred because of student error. You must follow current Centers for Disease Control (CDC) recommendations for needle-stick injuries and/or contact your health care provider for further information.

### **Accident, Injury, or Illness**

Any accident, injury, or illness occurring on DACC property during Nursing Program educational activities must be reported immediately, following DACC policy regarding injury to students. If more than first aid is required, the instructor will call 911.

DACC or any associated clinical practice site is not responsible for expenses related to accidents/injuries/illnesses occurring during clinical, class, or laboratory experiences. Accidents or injuries that occur at a clinical site shall be reported per the clinical institution's policy.

If you have an (a) accident, (b) injury, (c) illness, (d) develop a physical or emotional problem, (e) and/or take medication(s) that could alter decision-making that could interfere with safe nursing practice, you have the responsibility to notify all appropriate Nursing faculty so that appropriate measures can be taken to protect you, the public, and DACC.

If you as a Nursing student present at a clinical site or class with a physical or emotional health issue that inhibits your ability to perform essential functions safely (as determined by the instructor), you may be sent home until the issue has been resolved or be withdrawn from the Nursing Program. If you demonstrate unsafe behavior, you will be sent home immediately from the activity, class, clinical, or lab. Behavioral incidents will be documented in writing on the clinical evaluation form, and involved Nursing faculty will provide verbal counseling. You may be required to meet with the Nursing Program director for further evaluation of your behavior and to determine your status in the Nursing Program. Any incident that risks the safety of the student, faculty, other Nursing students, facility staff, the public, or patients will be reviewed immediately and may result in you being barred from attending class or clinical while the investigation. Please refer to NPSH section 3.11 for additional information regarding this process.

## Nursing Skills Lab

The Nursing Skills Lab has many resources for student learning, including mannequins, models, assessment equipment, supplies for practicing basic nursing procedures, instructional videos, a computer lab with medical-surgical simulation software, computer-assisted instructional software, and Internet access. The Nursing Program Lab Coordinator will set open lab times each semester and post hours Nursing Program Full Academic Year Student Canvas site. The Lab will be locked when unoccupied.

Students are allowed to use the Lab only when a Nursing Program faculty member is present. DACC is not responsible for damage to or loss of personal property in any building or on the grounds of the College. Do not leave valuables in the Lab.

**Lab Safety rules:** Please always follow these rules. Failure to follow any of these rules may result in being sent home from the Lab. A copy of the lab and simulation lab rules are in the Allied Health and Nursing Information. Canvas Course

1. No food or drinks may be taken into the Nursing Skills Lab, DAMA 103, DASH 71, DAHL 283, or DAHL 285.
2. Work quietly and calmly in the Lab.
3. No unauthorized visitors are permitted in the Lab (anyone who is not currently enrolled in the Nursing Program, any other person not staff or faculty of DACC).
4. Wash your hands before and after procedures.
5. Dispose of sharps and potentially sharp items (glass, scalpels, blades, syringes, needles, and vials) in an approved puncture-resistant container (sharps containers). Try to avoid using containers more than 3/4 full. Dispose of a used needle in a sharp's container—do not recap it.
6. If you receive a needle-stick or other injury in the Lab, report it immediately to the supervising faculty member. Injuries requiring more than general first aid will result in a call to 911. DACC is not responsible for incurred costs related to an incident.
7. Take standard precautions during all procedures that hold a risk of contact with bodily fluids.
8. Nursing student is responsible for keeping the practice area clean and to put equipment away after use. This includes disposal of sharps and trash, replacing equipment to its appropriate storage location, returning the bed area to a clean working environment (that is, bed in the lowest position, call bell secured to side rail, over-bed table at the end of the bed, and bed linens clean and neat)
9. Due to changing needs e.g. COVID-19, other rules and guidelines will be in place and communicated via CANVAS and course information.

## Student Scope of Practice in Clinical or Lab Facilities

### Preclinical Competency Skills

Nursing students must successfully complete assigned sets of clinical skills competencies prior to attending clinical activities to ensure minimum competency. All course skills must be successfully completed prior to performing the skills in the clinical setting.

**Skills:** Students in Levels II, III, and IV must maintain competencies appropriate to their level, and faculty members may do skills “spot checks.” If student fails a skills competency spot check, student will be assigned to additional skills practice sessions in the nursing skills laboratory and have one additional opportunity to successfully demonstrate the skill on a spot check on a different day. If student does not complete the required skills practice sessions within the required period or fail a second spot check, you may fail the course.

## **Nursing Student Practice Standards**

There are reasonable expectations for you as a student in the Nursing Program about performance of common nursing functions. Students must be able to apply your knowledge and skills in the classroom, lab, and/or clinical situations in accordance with the essential competencies of the Nursing Program. The Nursing Program Student Practice Standards (Appendix F) lists the minimum essential functions you must demonstrate. Any change that affects any essential functions must be reported to the Nursing Program director immediately.

Students must notify the clinical instructor prior to performing any procedures or treatments in a clinical area. You must not perform a skill in clinical that you have not performed in the Nursing Skills Lab and for which you received a passing grade on a skills performance exam. Additionally, you must perform any skill not listed as being within your Level scope of practice.

The first time a student performs a skill in a clinical setting, it must be under the direct supervision of the clinical instructor. Once the clinical instructor has verified your competency to perform the skill, the instructor may allow you to perform the skill independently.

All procedures or treatments must be within the scope of practice. The administration of blood and blood products is restricted to students at Level IV who have successfully passed the blood administration skills performance exam, and blood and blood products may only be administered under the direct supervision of the preceptor. For purposes of the Nursing Program, albumin is not considered a blood product and falls within normal medication administration protocols.

As a Nursing student, students must review and understand the following scopes of practice allowed at each nursing Level and may not perform a skill not in your Level scope even if you have been "checked off" for that skill in the Skills Lab. For each Level, you may only perform nursing skills or interventions after you have received instruction and demonstrated basic competency in the Nursing Skills Lab. All skills checks must be appropriately documented on the course platform e.g. Lippincott Skills and course CANVAS course prior to performance in the clinical setting.

### **Level I**

- Practice focused and comprehensive e.g. bedside/head to toe assessment.
- Patient care skills e.g. vital signs, bathing, and peri care
- ADLs e.g. transferring, moving, ambulating.
- Simple dressings changes (non-sterile less than 10 minutes)
- Glucose checks *After successfully passing check-off in skills lab.*
- Ostomy care *After successfully passing check-off in skills lab.*
- Medications administered by PO, IM, SQ, Intradermal and Suppositories routes. *After successfully passing check-off in skills lab.*
- No IV medications, No IV push, No TPN/PPN, No blood products.

### **Level II**

- All Level I skills
- Intravenous Therapy (Insertion; Rate calculation)
- Insertion and discontinuing of an indwelling urinary catheter.
- Medium dressing changes (Sterile less than 20 minutes without complications)
- Tracheostomy Care, and Suctioning
- Phlebotomy
- Change IV fluid bags.
- Enter data into an EHR

- All medications except IV push, TPN/PPN, blood products. **No IV push, No TPN/PPN, No blood products**

### **Level III**

- All Level II skills
- Insertion and discontinuing of an enteral tube.
- More complex dressing changes i.e. longer than 20 minutes
- Care and management of chest tube.
- Initiate IV drip (routine fluids)
- IV piggyback
- TPN/PPN
- Assist with setup for invasive procedures.
- Assist with admission paperwork and drafts of discharge instructions.
- Prioritization of patient care plan
- Patient teaching
- All medications *except moderate sedation medications*

### **Level IV**

All nursing skills appropriate for a graduate nurse including supervised administration of blood and blood products

**\* "this is not an all-inclusive list of skills per level. Please see your clinical instructor or your course syllabus for a complete list of skills"**

## **Clinical Transportation**

- Students must provide their own transportation to and from clinical sites.
- Students may not transport patients/clients.
- Faculty may not transport students in their personal vehicles.
- Clinical sites will vary and may be held outside of Las Cruces and Dona Ana County e.g. El Paso Texas, Alamogordo.
- Clinical times may vary from published times, and may include days, evenings, nights, holidays, or weekends.

## **Unsafe Clinical or Lab Practice Determination**

Unsafe clinical behavior includes but is not limited to any behavior that:

1. Violates or threatens the physical safety of the patient (for example, medication errors, failure to use side rails or restraints, lack of preparedness for clinical);
2. Violates or threatens the psychological safety of the patient (for example, use of non-therapeutic techniques, attacking an individual's beliefs or values);
3. Violates or threatens the microbiological safety of the patient (for example, unrecognized violation of aseptic technique, failure to perform sterile preps or dressings appropriately)
4. Violates or threatens the chemical safety of the patient (for example, violates the "Six Rights in Administering Medications," failure to monitor IV infusions safely, including count drops and knowing the micro-macro drip ratio).
5. Violates or threatens the thermal safety of the patient (for example, burns patient with hot pack, heating lamp, etc. or fails to observe safety precautions during O2 therapy).
6. Violates or threatens the environmental safety of the patient (for example, failure to leave patient's room in order, failure to remove harmful objects from room when appropriate, including personal medications).

7. Inadequately and/or inaccurately utilizes the nursing process (for example, failure to observe and/or report critical data relating to patients/clients/families, repeated faulty judgments or decisions in nursing situations)
8. Violates previously mastered principles/learning/objectives in carrying out nursing care skills and/or delegated medical functions (for example, failure to seek guidance or instructions in the performance of previously mastered but forgotten procedures).
9. Assumes inappropriate independence to act or make decisions (for example, performs competencies not tested or failure to seek help in emergency situations).
10. Failure to recognize one's own limitations, areas of incompetence, and/or legal responsibilities (for example, refuses to admit errors noted by the instructor/nursing staff, inability to identify one's legal responsibilities about nursing, defensiveness when corrected, or placing blame on others for personal actions)
11. Failure to accept legal responsibility for one's own actions (for example, covering up one's own errors or those of another or failure to report errors, sharing confidential information inappropriately); and
12. Failure to interact effectively with health team (for example, an attitude that adversely affects the patient, failure to recall or share necessary information with the health team, personality conflicts that interfere with the efficient functioning of the unit/team).

### **Working Hours Prior to Clinical or Simulation**

As a Nursing student, you are not permitted to work within the eight hours prior to a clinical assignment. If it is discovered that you have failed to comply with this policy, the clinical instructor will dismiss you from the clinical assignment and you will incur a clinical absence followed by a Student Improvement Plan regarding safety.

### **Blood Borne Pathogens and Universal Precautions**

Blood borne pathogens are pathogenic microorganisms present in human blood that can cause disease. In the practice of nursing, students are at risk of occupational exposure. As a Nursing student, you will encounter and be exposed to blood, bodily fluids, contaminated articles, and other potentially infectious materials. It is your responsibility to be aware of safety precautions and to use safe nursing practice techniques.

The following terms describe contamination, exposure, and potentially infected materials:

- **Contaminated:** The presence or reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- **Contaminated laundry:** Laundry that has either been soiled with blood or another potentially infectious materials or that may contain sharps.
- **Contaminated sharp:** Any contaminated object that can penetrate the skin, including but not limited to needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
- **Occupational exposure:** Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of duties.
- **Parenteral exposure:** The piercing of mucous membranes or the skin barrier through events such as needle sticks, human bites, cuts, or abrasions.
- **Potentially infectious materials:** These include: (1) human bodily fluids including semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid contaminated with blood, and all bodily fluids in situations in which it is difficult or impossible to differentiate between bodily fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and (4) blood, organs, or other tissues from experimental animals infected with HIV or HBV (hepatitis B virus).

- Additional definitions:
  - **Exposure incident:** A specific situation in which blood or other potentially infectious material encounters one's eye, mouth, other mucous membrane, non-intact skin, or in parenteral contact during the performance of duties.
  - **Standard precautions:** This is the concept that all human blood and certain human bodily fluids are treated as if known to be infectious for HIV, HBV, or other blood-borne pathogens. In practice, standard precautions are those that prevent contact with blood and other potentially infectious materials.
  - **Personal protective equipment:** Personal protective equipment is specialized clothing or equipment worn for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) are not intended to function as protection against hazards and are not considered to be personal protective equipment. Personal protective equipment includes but is not limited to, gloves, gowns, laboratory coats, face shields, masks and eye protection, mouthpieces, resuscitation bags, pocket masks, and other ventilation devices. Personal protective equipment appropriates only if it does not permit blood or other potentially infectious materials to pass through to a student's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time for which the protective equipment is used. When removed, personal protective equipment must be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal. For more information, see the [OSHA website](#).

## Clinical Compliance Documentation

Each clinical agency/facility has specific requirements and require compliance with the Centers for Disease Control (CDC) before being allowed to use the facility. You must provide all requested documentation by designated dates. Failure to do so may result in failing the course or not being permitted to attend scheduled clinical rotations. There is no guarantee that you will be allowed to make up missed hours. If you do not keep your documentation current while in the Program, the Nursing Program director may place an advising hold on your registration and/or administratively dis-enroll you from the Program. For a copy of the Nursing Program immunization sheet, see Appendix J.

Student is financially responsible for all expenses related to clinical documentation and clearance. Additionally, it is student's responsibility to maintain copies of current clearance documentation with the Nursing Program or the designated compliance coordinator's office. As a student in the Nursing Program student is required to submit the following documentation prior to admission and ensure they are kept current annually:

- Annual Tuberculin Test or Symptoms Assessment Form with x-rays done within the past 10 years
- Measles/Mumps/Rubella (MMR), HEP B and Varicella titers done within the past 10 years
- Negative titers will require booster vaccines
- Current American Heart Association Basic Life Support Cardiopulmonary
- Resuscitation for Health Care Providers (CPR) card (must attend a refresher course every two years)
- Proof of Annual Seasonal Flu Vaccine
- Drug Screen (repeated annually)
- NM Department of Health Caregiver Criminal Screening (repeated annually)
- **COVID-19 vaccination** *is no longer mandated, but it is advisable to follow CDC guidelines for COVID-19 prevention. If you have already received the COVID-19 vaccine, you can provide documentation. Please be aware that this policy may change if clinical partners update their requirements in the future. If you choose, you may still get vaccinated voluntarily.*

## **TB Test Report**

All nursing students will be required to undergo a TB initial testing, either a blood or skin test, upon admission. If your TB skin test is positive, negative chest x-rays results less than 10 years old, and an annual symptoms assessment must be provided (see Appendix K). If you have a newly positive TB skin test, you must present evidence of a negative chest x-ray form within the past 12 months, adhere to your health care provider's follow-up/therapeutic regime, and submit written documentation of adherence to your health care provider's follow-up/therapeutic regime from your health care provider to the Nursing Program office.

Subsequent annual TB surveys will be required based on individual risk factors and potential exposures. This policy is designed to align with the latest evidence-based guidelines, including those set forth by the Centers for Disease Control and Prevention (CDC) and other relevant public health authorities.

### **Measles/Mumps/Rubella (MMR), Varicella, and Hepatitis B**

You must provide documented evidence of reactive (+) titers for MMR, Varicella and Hepatitis B from within the past 10 years. If you receive a negative titer for any of the 3 you will be required to follow up with a complete vaccine series and then complete a second titer to reconfirm immunity. You will still be marked as compliant even if second titer is still negative as long as we have documentation for all previous requirements.

### **Influenza Vaccine**

You must provide annual documentation of receipt of a dose of the influenza vaccine (unless contraindicated upon a health care provider's documented advice submitted to the Nursing Program office). Faculty/students who cannot receive the flu vaccine for medical reasons must comply with facility requirements for protective equipment during the designated flu season (face mask).

### **COVID-19**

*COVID-19 vaccination is no longer mandated, but it is advisable to follow CDC guidelines for COVID-19 prevention. If you have already received the COVID-19 vaccine, you can provide documentation. Please be aware that this policy may change if clinical partners update their requirements in the future. If you choose, you may still get vaccinated voluntarily.*

### **CPR**

Student must provide documentation of current CPR certification and maintain a copy on file with the Nursing Program. American Heart Association (AHA) Basic Life Support (BLS) CPR certification is required.

### **Drug Screen: SUBSTANCE ABUSE/DRUG/ALCOHOL TESTING**

DACC and the DACC Nursing Program are committed to maintaining a drug and alcohol-free workplace and academic environment; therefore, the use of illegal drugs and the unauthorized use of alcohol by members of DACC community will not be tolerated. Accordingly, the DACC Nursing Program has adopted a Drug Free Campus and Workplace Policy that requires students attending or participating in DACC sponsored activities to do so free from the presence of illegal drugs and or the unlawful possession or use of alcohol. The DACC Nursing Programs Substance Abuse Policy and Drug/Alcohol Testing Policy, as described below is intended to complement the NMSU/DACC Drug-Free Campus and Workplace Policy.

Purpose of Adherence to DACCs Drug Free Campus and Workplace Policy:



- Identify students in the DACC Nursing Program who may have a drug or alcohol related impairment or conviction that may impact their ability to learn safe nursing care practices or that may create unacceptable risks for DACC or clinical agencies in which students have clinical experiences
- cooperate with affiliation clinical agencies by requiring nursing students reporting to such agencies to consent voluntarily to drug tests in accordance with policy and disclose any drug testing results to the nursing AP&G committee for further recommendations and outcomes including advising holds or dis-enrollment from the Nursing Program.
- Require all students enrolled in the DACC Nursing Program to submit to mandatory drug testing based upon reasonable suspicion of substance abuse.
- See Appendices in the Nursing Program Student Handbook for a complete list of requirements for clinical clearance

#### Definitions of Terms Used in Policies:

1. Drug Testing//Drug Screen – the scientific method of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.
2. Illegal drug/s- any drug which is not legally obtainable, any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana THC based products, CBD oils, and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so- called designer drugs and look-alike drugs
3. Impaired – means that a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addition to and or physical dependence upon chemical substances
4. Nursing student – means any individual formally enrolled in the DACC Nursing Program, including Licensed Practical Nurses pursuing a registered nurse’s degree, and student taking courses via distance education, students enrolled either solely in the nursing program or in combination with any other degree, regardless of the specific location of the student.
5. Reasonable suspicion – means that evidence which forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Facts which could give rise to reasonable suspicion include but are limited to the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintain balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a profession or expert opinion, layperson opinion, scientific tests, or other sources or methods.
6. Substance abuse – means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on DACC or affiliated site premises or while participating in any DACC or affiliated clinical site sponsored or related

activity including any nursing related course or clinical training activity; (b) the consumption, possession, or distribution of alcohol while on DACC or affiliated clinical sites or while participating in any DACC or affiliated clinical site sponsored or related activity, including any nursing related course or clinical training activity, and (c) a nursing students use of alcohol or any drug in such a way that threatens the student's performance in any nursing course, including activities at any clinical, is impaired.

#### Student's Agreement to Submit Testing by and Consent to Release of Drug Testing/Screening Results to College Officials

1. For all affiliating clinical agencies which require nursing students to be subject to the agency's drug/alcohol testing policies, the student may be tested in accordance with affiliating agency's policies.
2. Prior to being assigned to an affiliating clinical agency and as a prerequisite for placement at any affiliating clinical agency, a) the nursing student shall sign a consent a; abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency; b) submit to any drug/alcohol testing required by the clinical agency; c) release a copy of any and all drug/alcohol test results to the DACC Nursing Program and or other appropriate DACC officials (see attachment for consent). Failure to sign such consent shall be grounds for non-placement at an affiliating clinical agency and may result in a dismissal from the program.
3. The cost of all drug/alcohol testing required shall be borne by the student. Neither DACC nor the DACC Nursing Program shall absorb drug/alcohol testing costs arising out of any nursing student's placement at an affiliating clinical agency.
4. A positive substance abuse test shall result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and or clinical experiences. The DACC Nursing Program will notify nursing student who has a positive drug test. If a student test positive for a prescribed drug, however, the person must obtain a written statement from a qualified physician stating the drug level is within prescribed limits and that the level does not indicate abuse. The physical must indicate the drug will not interfere with safe practice in the clinical area.

## APPENDIX A

### DACC NURSING End of Program Student Learning Outcomes (EPSLOs)

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

#### Level Student Learning Outcomes (LSLOs)

	Level 1	Level 2	Level 3	Level 4
<b>Patient Centered Care</b>	Describe personally held values, attitudes, and beliefs related to health and wellness.	Recognize personally held values and demonstrate assessment of the values held by diverse patients, as well as their preferences and expressed needs.	Utilize diverse patients' values, preferences, and expressed needs to drive development of the plan of care for acute and chronically ill patients.	Integrate the values, preferences, attitudes, and expressed needs of the acutely ill patient into the plan of care.
<b>Teamwork and Collaboration</b>	Describe scopes of practice, roles, and values of health care team members	Communicate with other members of the healthcare team to establish a plan to meet the needs of individuals, including commonly occurring chronic and acute health care problems throughout the lifespan.	Evaluate ability to function within own scope of practice as a member of the healthcare team to deliver care to individuals and families across the lifespan with complex health alterations.	Integrate the contributions of other members of the healthcare team into the delivery of nursing care for individuals across the lifespan with complex or multi-system health alterations.
<b>Evidence Based Practice</b>	Describe an evidence-based approach to provide patient and professional nursing practice across the lifespan.	Compare an individualized patient care plan utilizing an evidence-based approach for patient(s) across the lifespan to outcomes for the patient(s).	Demonstrate the use of evidence-based approaches for the delivery and evaluation of care to patients across the lifespan.	Discriminate between valid and invalid reasons for modifying evidence-based clinical practice based on clinical expertise or patient/family preferences in the creation of a plan of care for delivery and evaluation of care for patients across the lifespan.

<b>Quality Improvement</b>	Identify policies, procedures, standards of care, and nursing leadership and management skills related to the provision of professional nursing care.	Demonstrate adherence to policies, procedures, standards of care for the provision of care nursing leadership and management skills related to healthcare delivery systems.	Formulate a plan of care for the provision of care in healthcare delivery systems using policies, procedures, standards of care, nursing leadership and management skills.	Evaluate the use of policies, procedures and standards of care, and nursing leadership and management skills in healthcare delivery systems and adapt the care as appropriate.
<b>Safety</b>	Describe strategies that reduce the risk of harm to self and others and create a culture of safety while providing professional nursing care.	Apply strategies to reduce the risk of harm to self or others while providing professional nursing care.	Interpret effective use of strategies to reduce risk of harm to self or others while providing professional nursing care including evidence-based practice, national patient safety goals, and core measures.	Interpret and analyze effective use of strategies to reduce risk of harm to self or others while providing professional nursing care, creating a structure for implementation of evidence-based practice, national patient safety goals, and core measures.
<b>Informatics</b>	Identify essential information that must be available in a common database to support patient care for health and wellness across the lifespan.	Utilize varied communication technologies, electronic healthcare databases, and electronic health records to plan nursing care for patients with chronic illnesses across the lifespan.	Utilize information management tools to monitor outcomes of care processes and deliver nursing care to patients with chronic or acute illness across the lifespan.	Integrate use of appropriate technology and information management tools to support safe delivery of care to acutely ill patients.

Cronenwett, L., Sherwood, G., Barnsteiner J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3)122-131.  
Institute of Medicine. Health professions education: A bridge to quality. *Washington DC: National Academies Press*; 2003.

## APPENDIX B

### LICENSED PRACTICAL NURSE CERTIFICATE

2025-2026 CATALOG (57 credits)

NOTE: New degree plan begins Summer 2025. All students enrolled prior to Summer 2024 follow previous degree plan.

PREREQUISITE COURSES	CLASS	CREDITS 27	Theory Hours	Lab Hours
ENGL 1110G	Rhetoric and Composition	4	50	
BIOL 2210	Anatomy and Physiology, I	4	38	45
MATH 1130G or higher	Survey of Mathematics or higher	3	38	
PHIL 2110G	Introduction to Ethics	3	38	
CEPY 1120G	Human Growth & Behavior	3	38	
BIOL 2225	Anatomy and Physiology II	4	38	45
PSY 1110G Or SOCI 1110G	Introduction to Psychology OR Introduction to Sociology	3	38	
AHS 120 or HIT 150	Introduction to Medical Terminology	3	38	

LEVEL ONE	CLASS	CREDITS 14	Theory Hours	Lab Hours
NURS 134	FOUNDATIONS OF NURSING SKILLS AND ASSESSMENT	1	13	
NURS 134L	FOUNDATIONS OF NURSING SKILLS AND ASSESSMENT LAB	2 (6P)		90
NURS 136	FOUNDATIONS OF NURSING PRACTICE (Core Mastery ATI Exam)	4	50	
NURS 136L	FOUNDATIONS OF NURSING PRACTICE LAB CLINICAL	2 (6P)		90
NURS 130	FOUNDATIONS OF PHARMACOLOGY	5	38	

LEVEL TWO	CLASS	CREDITS 10	Theory Hours	Clinical/Lab Hours
NURS 147	ADULT HEALTH I (Core Mastery ATI Exam)	4	50	
NURS 147 L	ADULT HEALTH I LAB CLINICAL	2 (6P)		90
NURS 149	MENTAL HEALTH NURSING	3	25	
NURS 149L	MENTAL HEALTH NURSING LAB	1 (3P)		45

	CLINICAL			
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LEVEL THREE	CLASS	CREDIT S 6	Theory Hours	Clinical/Lab Hours
NURS 224	MATERNAL CHILD NURSING (Core Mastery ATI Exam)	5	50	
NURS 224L	MATERNAL CHILD NURSING LAB CLINICAL	1 (3P)		45
LPN Predictor Exit ATI Exam*	MATERNAL CHILD HEALTH NURSING	n/a	0	0

**\*\*NOTE: To be eligible for the LPN certificate, students must take and successfully pass an LPN exit exam with a minimum score of 90% on the ATI Examination. THE PN Predictor ATI EXAMINATION IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE PN PREDICTOR /ATI EXAMINATION TO PROGRESS FOR ADN DEGREE. THE RN EXIT ATI COMPREHENSIVE PREDICTOR IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE RN EXIT EXAM WITH A MINIMUM OF 90% ON THE ATI COMPREHENSIVE PREDICTOR IN ORDER TO PASS THE NURS 201 COURSE. Please refer to the nursing program student handbook for progression policies.**

## APPENDIX C

### APPLIED ASSOCIATE DEGREE (ADN) 2025-2026 CATALOG (72 credits)

NOTE: New degree plan begins Summer 2025. All students enrolled prior to Summer 2024 follow previous degree plan.

PREREQUISITE COURSES	CLASS	CREDIT S 27	Theory Hours	Lab Hours
ENGL 1110G	Rhetoric and Composition	4	50	
BIOL 2210	Anatomy and Physiology, I	4	38	45
MATH 1130G or higher	Survey of Mathematics or higher	3	38	
PHIL 2110G	Introduction to Ethics	3	38	
CEPY 1120G	Human Growth & Behavior	3	38	
BIOL 2225	Anatomy and Physiology II	4	38	45
PSY 1110G Or SOCI 1110G	Introduction to Psychology Or Introduction to Sociology	3	38	
AHS 120 or HIT 150	Introduction to Medical Terminology	3	38	

LEVEL ONE	CLASS	CREDIT S 14	Theory Hours	Lab Hours
NURS 134	FOUNDATIONS OF NURSING SKILLS AND ASSESSMENT	1	13	
NURS 134L	FOUNDATIONS OF NURSING SKILLS AND ASSESSMENT LAB	2 (6P)		90
NURS 136	FOUNDATIONS OF NURSING PRACTICE (Core Mastery ATI Exam)	4	50	
NURS 136L	FOUNDATIONS OF NURSING PRACTICE LAB CLINICAL	2 (6P)		90
NURS 130	FOUNDATIONS OF PHARMACOLOGY	5	38	0

LEVEL TWO	CLASS	CREDIT S 10	Theory Hours	Clinical/Lab Hours
NURS 147	ADULT HEALTH I (Core Mastery ATI Exam)	4	50	
NURS 147 L	ADULT HEALTH I LAB CLINICAL	2 (6P)		90
NURS 149	MENTAL HEALTH NURSING	3	25	
NURS 149L	MENTAL HEALTH NURSING LAB CLINICAL	1 (3P)		45

LEVEL THREE	CLASS	CREDIT S 12	Theory Hours	Clinical/Lab Hours
NURS 224	MATERNAL CHILD NURSING (Core Master ATI Exam)	5	50	
NURS 224L	MATERNAL CHILD NURSING LAB CLINICAL	1 (3P)		45
LPN Predictor Exit ATI Exam*	MATERNAL CHILD HEALTH NURSING	n/a	0	0
NURS 226	ADULT HEALTH II (Core Mastery ATI Exam)	4	60	
NURS 226L	ADULT HEALTH II LAB CLINICAL	2 (6P)		90

LEVEL FOUR	CLASS	CREDIT S 9	Theory Hours	Clinical/Lab Hours
NURS 201	SPECIAL TOPICS: NCLEX RN REVIEW	3	45	
RN Exit ATI Exam*	COMPREHENSIVE	n/a	0	0
NURS 236	ADULT HEALTH III (Core Mastery ATI Exam)	3	30	
NURS 236L	ADULT HEALTH III PRACTICUM	3 (9P)		180

**\*NOTE: To be eligible for the LPN certificate, students must take and successfully pass an LPN exit exam with a minimum score of 90% on the ATI Examination. THE PN EXIT ATI EXAMINATION IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE /ATI EXAMINATION TO PROGRESS FOR ADN DEGREE. THE RN EXIT ATI COMPREHENSIVE PREDICTOR IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE RN EXIT EXAM WITH A MINIMUM OF 90% ON THE ATI COMPREHENSIVE PREDICTOR IN ORDER TO PASS THE NURS 201 COURSE.**



## APPENDIX D

LPN to ADN Bridge (admitted as an Advanced Placement)

2025-2026 CATALOG (Minimum 16cr)

NOTE: New degree plan begins Summer 2025. All students enrolled prior to Summer 2024 follow previous degree plan.

PREREQUISIT E COURSES	CLASS	CREDITS 27	Theory Hours	Lab Hours
ENGL 1110G	Rhetoric and Composition	4	50	
BIOL 2210	Anatomy and Physiology, I	4	38	45
MATH 1130G or higher	Survey of Mathematics or higher	3	38	
PHIL 2110G	Introduction to Ethics	3	38	
CEPY 1120G	Human Growth & Behavior	3	38	
BIOL 2225	Anatomy and Physiology II	4	38	45
PSY 1110G Or SOCI 1110G	Introduction to Psychology Or Introduction to Sociology	3	38	
AHS 120 or HIT 150	Introduction to Medical Terminology	3	38	

LEVEL ONE	CLASS	CREDITS 14	Theory Hours	Lab Hours
NURS 134  NURS 134L	FOUNDATIONS OF NURSING SKILLS AND ASSESSMENT  FOUNDATIONS OF NURSING SKILLS AND ASSESSMENT LAB	1  2 (6P)	Required to complete for all LPN to RN students	
NURS 136  NURS 136L	FOUNDATIONS OF NURSING PRACTICE (Core Mastery ATI Exam)  FOUNDATIONS OF NURSING PRACTICE LAB CLINICAL	4  2 (6P)	Must take or have prior credit	
NURS 130	FOUNDATIONS OF PHARMACOLOGY	5	Must take or have prior credit	

LEVEL TWO	CLASS	CREDITS 10	Theory Hours	Lab Hours
NURS 147	ADULT HEALTH I (Core Mastery ATI Exam)	4	Must take or have prior credit	
NURS 147 L	ADULT HEALTH I LAB CLINICAL	2 (6P)		
NURS 149	MENTAL HEALTH NURSING	3	Must take or have prior credit.	
NURS 149L	MENTAL HEALTH NURSING LAB CLINICAL	1 (3P)		

LEVEL THREE	CLASS	CREDITS 12	Theory Hours	Lab Hours
NURS 224	MATERNAL CHILD NURSING (Core Master ATI Exam)	5	Must take or have prior credit	
NURS 224L	MATERNAL CHILD NURSING LAB CLINICAL	1 (3P)		
NURS 226	ADULT HEALTH II (Core Mastery ATI Exam)	4	60	90
NURS 226L	ADULT HEALTH II LAB CLINICAL	2 (6P)		

LEVEL FOUR	CLASS	CREDITS 9	Theory Hours	Lab Hours
NURS 201	SPECIAL TOPICS: NCLEX RN REVIEW	3	45	
RN Predictor Exit ATI Exam*	COMPREHENSIVE	n/a	0	0
NURS 236	ADULT HEALTH III (Core Mastery ATI Exam)	3	30	180
NURS 236L	ADULT HEALTH III PRACTICUM	3 (9P)		

**\*NOTE:**

**THE RN EXIT ATI COMPREHENSIVE PREDICTOR IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE RN EXIT EXAM WITH A MINIMUM OF 90% ON THE ATI COMPREHENSIVE PREDICTOR IN ORDER TO PASS THE NURS 201 COURSE. Please refer to the nursing program student handbook for progression policies.**

## APPENDIX E

### Part-time Career Ladder (ADN and LPN)

NOTE: New degree plan begins Summer 2025. All students enrolled prior to Summer 2024 follow previous degree plan.

PREREQUISTE COURSES	CLASS	CREDITS 27	Theory Hours	Lab Hours
ENGL 1110G	Rhetoric and Composition	4	50	
BIOL 2210	Anatomy and Physiology, I	4	38	45
MATH 1130G or higher	Survey of Mathematics or higher	3	38	
PHIL 2110G	Introduction to Ethics	3	38	
CEPY 1120G	Human Growth & Behavior	3	38	
BIOL 2225	Anatomy and Physiology II	4	38	45
PSY 1110G Or SOCI 1110G	Introduction to Psychology Or Introduction to Sociology	3	38	
AHS 120 or HIT 150	Introduction to Medical Terminology	3	38	

#### NURSING (ADN & LPN COURSES)

SEMESTER ONE	CLASS	CREDITS 8	THEORY HOURS	CLINICAL OR LAB HOUR
NURS 134	FOUNDATIONS OF NURSING SKILLS AND ASSESSMENT	1	13	
NURS 134L	FOUNDATIONS OF NURSING SKILLS AND ASSESSMENT LAB	2 (6P)		90
NURS 130	FOUNDATIONS OF PHARMACOLOGY	5	38	0
SEMESTER TWO	CLASS	CREDITS 6	THEORY HOURS	CLINICAL OR LAB HOUR
NURS 136	FOUNDATIONS OF NURSING PRACTICE (Core Mastery ATI Exam)	4	50	
NURS 136L	FOUNDATIONS OF NURSING PRACTICE LAB CLINICAL	2 (6P)		90

SEMESTER THREE	CLASS	CREDITS 10	THEORY HOURS	CLINICAL OR LAB HOUR
NURS 147	ADULT HEALTH I (Core Mastery ATI Exam)	4	50	
NURS 147 L	ADULT HEALTH I LAB CLINICAL	2 (6P)		90
NURS 149	MENTAL HEALTH NURSING	3	25	
NURS 149L	MENTAL HEALTH NURSING LAB CLINICAL	1 (3P)		45
SEMESTER FOUR	CLASS	CREDITS 6	THEORY HOURS	CLINICAL OR LAB HOUR
NURS 224	MATERNAL CHILD NURSING (Core Mastery ATI Exam)	5	50	
NURS 224L	MATERNAL CHILD NURSING LAB CLINICAL	1 (3P)		45
LPN Predictor Exit ATI Exam*	MATERNAL CHILD HEALTH NURSING	n/a	0	0

**\*\*NOTE: To be eligible for the LPN certificate, students must take and successfully pass an LPN exit exam with a minimum score of 90% on the ATI Examination. THE PN Predictor ATI EXAMINATION IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE PN /ATI EXAMINATION TO PROGRESS FOR ADN DEGREE. THE RN EXIT ATI COMPREHENSIVE PREDICTOR IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE RN EXIT EXAM WITH A MINIMUM OF 90% ON THE ATI COMPREHENSIVE PREDICTOR IN ORDER TO PASS THE NURS 201 COURSE. Please refer to the nursing program student handbook and course syllabi for progression policies.**

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Options upon successful completion of four nursing semesters:

- Exit with LPN certificate
- Continue in Career Ladder Program for ADN

SEMESTER FIVE	CLASS	CREDITS 6	THEORY HOURS	CLINICAL OR LAB HOUR
NURS 226	ADULT HEALTH II (Core Mastery ATI Exam)	4	60	
NURS 226L	ADULT HEALTH II LAB CLINICAL	2 (6P)		90
SEMESTER SIX (Special Petition to take one course during 6 <sup>th</sup> semester required from AP&G)	CLASS	CREDITS 9	THEORY HOURS	CLINICAL OR LAB HOUR

NURS 201	SPECIAL TOPICS: NCLEX RN REVIEW	3	45	0
NURS 236	ADULT HEALTH III (Core Mastery ATI Exam)	3	30	
NURS 236L	ADULT HEALTH III PRACTICUM	3 (9P)		180
RN Exit ATI Exam*	COMPREHENSIVE	n/a	0	0

**\*\*NOTE: To be eligible for the LPN certificate, students must take and successfully pass an LPN exit exam with a minimum score of 90% on the ATI Examination. THE PN Predictor ATI EXAMINATION IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE PN /ATI EXAMINATION TO PROGRESS FOR ADN DEGREE. THE RN EXIT ATI COMPREHENSIVE PREDICTOR IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE RN EXIT EXAM WITH A MINIMUM OF 90% ON THE ATI COMPREHENSIVE PREDICTOR IN ORDER TO PASS THE NURS 201 COURSE. Please refer to the nursing program student handbook for progression policies.**

## APPENDIX F



### NURSING PROGRAM CONTINUANCE

*Doña Ana Community College does not discriminate on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability.*

It is understood that students in active and progressing status will be registered for the next semester, but, if you do not wish to be registered for the following semester in your degree plan, please see below:

**Please initial if you do not wish to continue in the Nursing Program:**

\_\_\_\_\_ I do not wish to continue in the DACC Nursing Program at this time, and if returning within one semester, I have received permission from the nursing AP&G committee to step out for one semester. I am aware if I step out more than one semester I may have to go through the readmission process at a later date.

***This form must be received by the DACC Nursing Program Department no later than two business days after final grades are posted. A confirmation to student's NMSU email will be sent by AP&G committee or designated representative.***

**Nursing students must email completed form using their NMSU email to [DACCNURS@nmsu.edu](mailto:DACCNURS@nmsu.edu) Please cc Nursing Program Director and Nursing Program Advisors.**

Printed Name of Student: \_\_\_\_\_ Banner ID: \_\_\_\_\_

***For Program Use Only***

AP&G Received (Date): \_\_\_\_\_

## APPENDIX G



### Minimum abilities: Nursing Program Student Practice Standards

*Students are expected to perform the Essential Functions below:*

The following technical standards and essential functions outline reasonable expectations of a student in the Career Ladder Program for the performance of common nursing functions. The ADN student must be able to apply the knowledge and skills necessary to function in a variety of classroom, lab, clinical, or simulation situations while providing the essential competencies of the Career Ladder program.

Categories of Essential Functions	Definition	Example of Technical Standard
<b>Observation</b>	Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her for examination, diagnosis, and treatment. Such observation and information usually require functional use of visual, auditory, and somatic sensations.	<ul style="list-style-type: none"> <li>Visually discriminating incremental readings on syringes, sphygmomanometers and other various medical equipment</li> <li>Visually discriminating between different colored objects</li> <li>Discriminating between auditory stimuli</li> <li>Perform a comprehensive assessment on patients</li> </ul>
<b>Communication</b>	<p>Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.</p> <p>Ability to read English and interpret without assistance.</p>	<ul style="list-style-type: none"> <li>Patient teaching</li> <li>End of shift reports</li> <li>Documentation in legal records/ charts, medication records</li> <li>Transcribe doctors' orders from medical chart</li> <li>Interpret, and implement</li> <li>Testing within the ADN program without assistance to read (except for those students with accommodations)</li> <li>Collaborates with members of healthcare team</li> </ul>

Categories of Essential Functions	Definition	Example of Technical Standard
<b>Motor</b>	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment.	<ul style="list-style-type: none"> <li>· Standing for long periods of time (8-12 hrs./day)</li> <li>· Lifting to 50 lbs.</li> <li>· Performing one person and two-person transfers</li> <li>· Turning, log rolling and ambulating another person</li> <li>· Manipulating equipment</li> <li>· Performing patient care procedures with finger and manual dexterity (i.e., starting IVs, phlebotomy, dressing changes, catheterization)</li> </ul>
<b>Intellectual</b>	<p>Ability to collect, interpret and integrate information and make decisions.</p> <p>Ability to read and interpret the English language without assistance.</p>	<ul style="list-style-type: none"> <li>· Transcribe orders from chart, interpret the orders and intervene</li> <li>· Display critical thinking abilities in planning patient care – analyze data, formulate nursing diagnosis, and prioritize care</li> </ul>



Categories of Essential Functions	Definition	Example of Technical Standard
Behavioral and Social Attributes	<ul style="list-style-type: none"> <li>• Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team.</li> <li>• Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients.</li> <li>• Possess compassion, integrity, concern for others, and motivation. • Possess the ability to demonstrate professional behaviors and a strong work ethic.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize intellectual abilities</li> <li>• Exercise good judgment and complete tasks within required time limits</li> <li>• Demonstrate the emotional health required for full utilization of intellectual abilities and exercise of good judgment</li> <li>• Show integrity, ethics, and concern for others,</li> <li>• Demonstrate interpersonal skills, interest and motivation that will not cause harm to others</li> </ul>

The student must be able to meet the following requirements to apply for admission and continuation in the program: In general, successful applicants possess qualities such as:

- Interest and aptitude for math and science
- A strong motivation to learn and Well-developed study skills
- Good problem-solving and decision-making skills
- An ability to work with people with diverse backgrounds, be conscionable, courteous and polite to others

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## APPENDIX H

# DOÑA ANA COMMUNITY COLLEGE NURSING PROGRAM Student Improvement Plan

### Student Information

Name:
Email:
Semester/Year:
Course:
Date:
Faculty/Staff

### Type of Action

<input type="checkbox"/> Verbal Counseling	<input type="checkbox"/> Written Reprimand	<input type="checkbox"/> Suspension	<input type="checkbox"/> Dismissal
--	--	-------------------------------------	------------------------------------

### Type of Offenses

Select 1 or more from the drop-down menus below

Choose an item.

1.

### Details

Description of Infraction:

Impact of action/behavior:

Expectation / Plan of Improvement:

Consequences of Further Infractions:

### Acknowledgment of Receipt

By signing this form, you confirm that you understand the information contained within. You also confirm that you and the director or department chair have discussed the contents of this document. Signing this form does not necessarily indicate that you agree.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/Staff Signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/Staff Signature:

\_\_\_\_\_  
Date

## APPENDIX I

### DOÑA ANA COMMUNITY COLLEGE NURSING PROGRAM Academic Development Improvement Plan (AIP)

#### Student Information:

Name:
Email:
Semester/Year:
Course:

#### Faculty Note

<p>Reason for plan:</p> <p><input type="checkbox"/> Exam # _____ grade below 80%</p> <p><input type="checkbox"/> Week # (date) _____ Clinical Paperwork below 77%</p> <p><input type="checkbox"/> ATI below level _____</p> <p><input type="checkbox"/> Skills performance or clinical performance unsatisfactory (U)</p> <p><input type="checkbox"/> Other:</p> <p>Objectives for Improvement:</p> <p><input type="checkbox"/> Exam # _____ grade above 80%</p> <p><input type="checkbox"/> Week # (date) _____ Clinical Paperwork above 77%</p> <p><input type="checkbox"/> ATI above level _____</p> <p><input type="checkbox"/> Skills performance or clinical performance Satisfactory (S)</p> <p><input type="checkbox"/> Other:</p>	<p>Narrative (optional)</p>          <p>Faculty Actions:</p> <p><input type="checkbox"/> Referral to Quick Connect early warning system</p> <p><input type="checkbox"/> Referral to student with disabilities office</p> <p><input type="checkbox"/> Referral to Academic Resources Center</p> <p><input type="checkbox"/> Referral to nursing faculty mentor</p> <p><input type="checkbox"/> Referral to Nursing Student Navigator</p> <p><input type="checkbox"/> Other:</p>
--	--

#### Student Narrative (Please include information that you feel you need for support and success related to this plan)

--

### Recommended Student Actions & Date for Completion

<p><input type="checkbox"/> Meet with course instructor to review exam</p> <p><input type="checkbox"/> Attend tutoring with nursing Student Success Coordinator for _____ Student Success Coordinator Initials once tutoring complete _____</p> <p><input type="checkbox"/> Provide evidence of completing ____# of NCLEX Style questions</p> <p><input type="checkbox"/> Meet with nursing Lab Coordinator for practice and skills performance improvement for the following skills/techniques: _____ _____</p> <p>Lab Coordinator Initials once tutoring complete _____</p> <p><input type="checkbox"/> Other:</p>	<p>Date for Completion: _____</p> <p>Date for follow up with instructor to discuss student actions: _____</p> <p>Follow up note:</p>
--	--

**Consequences of not meeting objectives/actions:**

Student was advised that the Academic Development Plan is a contract and valid until the end of the course. Failure to meet the terms of the contract and meet the objectives for improvement will result in one or more of the following: not meeting the ADN competencies for clinical resulting in possible dismissal from the clinical rotation, failure of the course, dismissal from the program

Faculty Signature and Date: \_\_\_\_\_

Student Signature and Date: \_\_\_\_\_

Student Nurse Navigator Signature and Date:

Student Signature and Date of Follow up meeting:

APPENDIX J

# DACC Nursing Student Clinical Requirements

NMSU Doña Ana Community College

Clinical Requirements

Castlebranch: Go to <https://mycb.castlebranch.com> and Place Order:

Code **DK56im** for the Nursing Program Package -the fee is \$43.00, once you complete this profile & are logged in you proceed to "place an order" for the 10-Panel Drug Screen using code **DK56dt** -the fee is \$37.00 making your total amount: \$80.00.

Background Check:

To complete you must make an appointment with:

Nursing Admin Asst.

Office Number: 575-527-

Email:

Location: DAHL Office 190 Front Desk

A New Mexico Department of Health Caregiver's Background Check is required by the State of New Mexico, \$88.30 fee to be paid with the student's personal credit/debit card or money order. (No other forms of payment accepted). Please bring your credit/debit card or money order and Driver's License with you at time of appointment.

Clinical Site Packets: Filled out each semester

Espina Campus

Levels with additional paperwork

requirements along with the required paperwork for all students:

Level 2 Students:

- ♦ Mesilla Valley Hospital (MVH)
- ♦ Department of Health (DOH)

Level 3 Students

- ♦ Providence Transmountain

Level 4 Students:

- ♦ Providence Transmountain
- ♦ Other possible options (Gerald Champion in Alamogordo)

Sunland Park Campus

Levels with additional paperwork

requirements along with the required paperwork for all students:

Level 1 Students:

- ♦ Providence Transmountain

Level 2 Students:

- ♦ The Peak
- ♦ Providence Transmountain
- ♦ Department of Health (DOH)

Level 3 Students:

- ♦ Providence Transmountain

Level 4 Students:

- ♦ Providence Transmountain
- ♦ Other possible options (Gerald Champion in Alamogordo)

For Questions About This Process:

Clinical Coordinator: Victor Medina

Office Number: 575-527-7094

Email: [medina23@nmsu.edu](mailto:medina23@nmsu.edu)

Location: DAHL Office 190 Q

Nursing Admin

Office Number: 575-527-7735

Email: [DACCNurs@nmsu.edu](mailto:DACCNurs@nmsu.edu)

Location: DAHL Office Front Desk

# Incoming Nursing Student Clinical Requirements

NMSU Doña Ana Community College

## Check List: CastleBranch Requirements

### Vaccination Records Needed:

#### ■ MMR

Positive Titer

#### MMR, HEP B, & Varicella Titers:

- Titers are a blood test to confirm immunity. A positive titer is required. If you receive a negative titer begin the booster series immediately. We do not accept vaccines unless it is for the boosters.

#### ■ Varicella

Positive Titer

#### ■ HEP B

Positive Titer

#### ■ TB (annually)

#### ■ TB Questionnaire

\*Required if using X-Ray

#### ■ Tdap

\*10yrs thru semester

#### ■ Influenza (annually)

#### ■ COVID

COVID-19 vaccination is no longer mandated, but it is advisable to follow CDC guidelines for COVID-19 prevention. If you have already received the COVID-19 vaccine, you can provide documentation. Please be aware that this policy may change if clinical partners update their requirements in the future. If you choose, you may still get vaccinated voluntarily.

### Other Required Items:

#### ■ AHA Certified BLS CPR

#### ■ Health Insurance

#### ■ Work Med Clearance Letter (instruction found on clinical

canvas page)

## CONGRATULATIONS for getting into the Nursing program at DACC

### By now you should have:

- ◆ **Notified the advisors of your acceptance!**
- ◆ In the process of setting up a meeting with the Nursing Admin

#### ○ Espina Campus Students



#### ○ Sunland Park Campus Students



### How to prepare for Welcome Meeting!

#### 1. Gather **ALL** items to the **LEFT** to have ready when you meet with the Nursing Admin

- a. Each of those items need to be **good through** \_\_\_\_\_ so if you already have a TB Test or CPR certification (AHA Approved) you can use those but just make sure they won't expire before the end of July. Titers must be positive so if you receive a negative titer make sure you immediately get your first dose of the subsequent booster.

#### 2. Be prepared to pay for:

- a. Background Check (\$88.30)
- b. Castle Branch (\$43.00)
- c. Drug Screen (\$37.00)



- i. For Castle Branch sign up only using you NMSU email.

**\*\*\*NOTE you will purchase these items when onboarding, do not worry about this until you meet**

## APPENDIX K

### DACC Health Sciences Division Annual TB Health Questionnaire Form

All Students/employees with positive TB skin test must complete and sign the questionnaire annually. The question relates to signs and symptoms of Tuberculosis. Please check "yes" or "no" to each symptom.

If you check "yes" to any item, in the comment section below, describe the symptom, including when it started. You may need to follow up with your MD if you have any of the following symptoms to be screened for active TB.

Should you have question, please contact **Victor Medina @ [medina23@nmsu.edu](mailto:medina23@nmsu.edu)**

Or **Patricia Martinez @ [PMartinez@dacc.nmsu.edu](mailto:PMartinez@dacc.nmsu.edu)**

SYMPTOM	YES	NO
1. Fatigue		
2. Loss of Appetite		
3. Unexplained Weight Loss		
4. Low Grade Fever		
5. Coughing Up Blood		
6. Night Sweats		
7. Cough Lasting More Than Three (3) Weeks		
8. Cough Combined with Fever, Chills, Sweating, and Weakness (Not Responsive to Treatment)		
9. Shortness of Breath		
10. Dull Aching or Tightness in Chest		

COMMENTS:

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX L

### DOÑA ANA COMMUNITY COLLEGE NURSING PROGRAM

#### Student Acknowledgement Form

**DIRECTIONS:** Please click on the box to place an “x” or your initials before each statement and sign at bottom of form to indicate you have read and understand the following statements. You can electronically sign and date the form by clicking on the appropriate boxes and click the email button to submit it or you may print it out, sign and date it and turn in a hard copy to the nursing office (Note: This form will become a part of your nursing program student record.)

- ☐ I understand nursing job opportunities could be limited within the geographical area surrounding Las Cruces, New Mexico at the completion of the Nursing Program and relocation to another area may be necessary for employment in nursing.
- ☐ I understand that licensing is required to practice as a Registered Nurse in the United States and that rules and regulations regarding issuance of licenses is governed by individual state boards of nursing.
- ☐ I understand that admission to or graduation from the DACC Nursing Program does not guarantee the graduate will be able to obtain a license to practice nursing.
- ☐ I understand that the state approval and national accreditation status of the DACC Nursing Program is not guaranteed and that I am responsible for reviewing information available from the NM Board of Nursing and any national accrediting agencies and for understanding the implications of the DACC Nursing Program's status at the time of entry to the program or with any subsequent changes in status. In addition, I acknowledge that this information has been provided to me by the program.
- ☐ I understand confidentiality regarding patient medical or personal information is mandatory during the nursing education process. I agree to maintain patient confidentiality throughout the nursing education process. I will not purposely communicate patient information to any unauthorized person.
  - ☐ I have read and understand all policies and information contained in the DACC nursing program handbook, Health Sciences Division Handbook and the DACC student handbook and agree to abide by them.
- ☐ I acknowledge and understand that Doña Ana Community College does not provide insurance coverage for medical care that I may need because of my participation in DACC's Nursing Program.
- ☐ I understand that there are certain risks and hazards that may arise during this or related activities. I hereby assume all of the inherent risks and hazards either directly or indirectly related to my participation in this program.
- ☐ I acknowledge that any claims for damages against Doña Ana Community College officers or employees and/or contract facilities, offers or employees for death, personal injury or property damage which may occur as a result of my participation in the above-mentioned activity would be governed by the New Mexico Tort Claims Act which imposes limitations on the recovery of damages from state institutions and their public employees. For more information, please contact the NMSU's Procurement Services at (575) 646-2916, or visit <https://purchasing.nmsu.edu/>.

**Note:** It is the student's responsibility to seek clarification on any information he or she does not clearly understand.

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Signature

Date



## APPENDIX M

### DOÑA ANA COMMUNITY COLLEGE NURSING PROGRAM

#### Release of Information Form Publicity

- ☐ I hereby **grant** permission to the DACC Nursing Program to release my name or picture for publicity purposes. I understand my picture or name may appear in the newspaper or other materials, such as a college slide presentation or advertisement.
- ☐ I hereby **deny** permission to the DACC Nursing Program to release my name or picture for publicity purposes. I understand my picture or name will not appear in the newspaper or other materials, such as a college slide presentation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Appendix Date

\_\_\_\_\_  
Print Name

#### **Potential Employers**

Potential employers often contact the DACC Nursing Program for a list of graduates eligible for nursing employment opportunities. By law, the college or representatives of the Nursing Program may not give student information without prior approval.

- ☐ I hereby **grant** permission to the DACC Nursing Program to release information about me to employment recruiters.
- ☐ I hereby **deny** permission to the DACC Nursing Program to release information about me to employment recruiters.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## **APPENDIX N**

### **ATI REMEDIATION EXAMPLE**

#### **NURS 201 ATI TESTING & REMEDIATION CRITERIA**

1. Students in NURS 201 will take a total of 2 ATI un-proctored practice attempts and 2 proctored ATI Comprehensive exit Predictor exams.
2. A benchmark score of 90% (in NUR201) is the standard requirement for ATI exams.
3. The Practice exams are worth 100 points each and fall under category 3 of course grades.
4. The ATI Comprehensive Predictor exit (RN) exams are worth 100 points each and will be counted as 60% of the total course grade.
5. The Proctored Assessments are to be taken as scheduled, or zero points will be awarded.
6. A focused remediation packet (worth 100 points) is required for all ATI exams on content areas on which the student scores below a 90%. These focused remediation packets fall under category 2 of the NURS 201 grade.
7. A focused remediation packet includes a complete HANDWRITTEN active learning template for each topic missed in major content areas scoring less than 90% on the ATI. The templates used are based on the topic missed. For example, a 'medication' template will be used for pharmacology topics missed, a 'system disorder' template for body system missed, etc.
8. In NURS 201, students will complete a total of 4 focused remediation packets (100 points each) for NURS 201 (i.e., 2 for the practice assessments and 2 for the proctored assessments).
9. Once all the required templates have been completed, students will upload these to the appropriate CANVAS assignment location by the assigned due date. Failure to upload completed assignments by the required due date will prohibit the student from progressing to the next examination.
10. This is an 'all or none' assignment', i.e., if all components are not completed the student receives a zero for the assignment, leading to a non-progressing, non-active student status.
11. Students' focused remediation will be graded according to the following grading conversion chart:

ATI EXAM	NURS 201 GRADE	
	100%	0%
<p>Remediation Practice Assessment A</p> <hr/> <p>Students will complete a HANDWRITTEN active learning template for each topic missed in major content areas scoring less than 90% on the ATI Assessment A exam. Students will scan in templates and upload to appropriate CANVAS assignment on or before the required due date.</p>	<p>Student submits the entire number of required templates with matching labels to the appropriate CANVAS assignment location or before the due date.</p>	<p>Student submits less than 100% of the required templates with matching labels to the appropriate CANVAS assignment location on or before the due date.</p>
<p>Remediation Practice Assessment B</p> <hr/> <p>Students will complete a HANDWRITTEN active learning template for each topic missed in major content areas scoring less than 90% on the ATI Practice Assessment B exam. Students will scan in templates and upload to appropriate CANVAS assignment on or before the required due date.</p>	<p>Student submits the entire number of required templates with matching labels to the appropriate CANVAS assignment location or before the due date.</p>	<p>Student submits less than 100% of the required templates with matching labels to the appropriate CANVAS assignment location on or before the due date.</p>

ATI Comprehensive Predictor #1	Student submits the entire number of required templates with matching labels to the appropriate CANVAS assignment location or before the due date.	Student submits less than 100% of the required templates with matching labels to the appropriate CANVAS assignment location on or before the due date.
Students will complete a HANDWRITTEN active learning template for each topic missed in major content areas scoring less than 90% on the ATI Comprehensive Predictor #1 exam. Students will scan in templates and upload to appropriate CANVAS assignment on or before the required due date.		
ATI Comprehensive Predictor #2	Student submits the entire number of required templates with matching labels to the appropriate CANVAS assignment location or before the due date.	Student submits less than 100% of the required templates with matching labels to the appropriate CANVAS assignment location on or before the due date.
Students will complete a HANDWRITTEN active learning template for each topic missed in major content areas scoring less than 90% on the ATI Comprehensive Predictor #2 exam. Students will scan in templates and upload to appropriate CANVAS assignment on or before the required due date.		

Sources: ATI Grading Rubric. (n.d.).

[https://www.etsu.edu/nursing/documents/2020\\_fi\\_ati\\_remediation\\_grading\\_rubric\\_a\\_af.pdf](https://www.etsu.edu/nursing/documents/2020_fi_ati_remediation_grading_rubric_a_af.pdf)

**Student Signature and Date:**

\_\_\_\_\_  
**Faculty Signature and Date:**

\_\_\_\_\_  
**Student Success Coordinator Signature and Date:**

**Student Follow up Signature and Date:** \_\_\_\_\_

## APPENDIX O



### AP&G STUDENT PETITION FORM

## INSTRUCTIONS

#### **USE OF THE STUDENT PETITION FORM**

Complete the form and send it to [daccnurs@nmsu.edu](mailto:daccnurs@nmsu.edu), along with accompanying documentation. Documentation may include but is not limited to degree audit, academic standing in current classes, and any supporting documentation you believe will help your petition.

When requesting to repeat a course the following supporting documentation **must** be provided:

- Exam scores
- Exam average
- Overall course grade
- All academic improvement plans for that course
- Degree audit

If supporting documentation is not submitted, the petition will not be accepted.

#### **1. Approval to Repeat a Course**

- See Section Admission, Progression and Graduation of the DACC Nursing Program Student Handbook for Reference

#### **2. Approval to be Withdrawn After Withdraw Date**

- See Section Admission, Progression and Graduation of the DACC Nursing Program Student Handbook for Reference

#### **3. Approval to be moved to the part-time Track**

- By requesting to move to part-time status, you acknowledge and agree to remain on the part-time track until you exit the program or graduate.

#### **4. Other** – If you have numerous requests, use this space.



# STUDENT PETITION FORM

DACC APG COMMITTEE

## PURPOSE OF THE DACC STUDENT PETITION

The Student Petition provides students with an opportunity to request action that is normally not permitted by college practices and procedures. The Student Petition is limited in scope to issues related to a student's admission, enrollment, and academic standing. See the DACC Catalog for policies related to your request.

Please complete the following. PRINT legibly and clearly.

Student Name: _____	Student ID: _____
Address: _____ Apt: _____	Phone: (     ) _____
City: _____ State: _____ Zip: _____	Email: _____

## 1. ACTION REQUESTED

Please indicate the action requested by checking the appropriate box. For end-of-term requests, petition is due on the last day of the term for the Nursing Program before 5:00 pm. For other request, petition is due BEFORE WITHDRAW date for the beginning of semester requests. See also <https://records.nmsu.edu/students/important- dates.html>

### REQUEST

- ☐ Request to repeat one course that I did not pass
- ☐ Request to repeat two courses that I did not pass
- ☐ Permission to delay admission one semester until \_\_\_\_\_ (Semester and Year)
- ☐ Withdraw from my course (s) after the withdrawal date has passed or drop my course (s)
- ☐ Permission to be moved to the part-time track
- ☐ Other (Please Specify): \_\_\_\_\_

### COURSES AFFECTED (NUR 134, 149, etc.)

Semester	Year	Course Name and Number (i.e. NUR 134 )
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		

## 2. STUDENT STATEMENT

Please provide a written explanation and attach supporting documents. (Required for all requests)

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## 3. STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### ADMISSIONS USE ONLY

Your Petition has been reviewed and your request has been:

- ☐ Approved ☐ Denied ☐ Amended

Comments: \_\_\_\_\_

Staff Initials/Date Stamp:

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Review Committee: \_\_\_\_\_ Date: \_\_\_\_\_