



Hinds Community College
Nursing and Allied Health
Student Manual

Revised August 2015

Hinds Community College Nursing and Allied Health Student Manual

Preface

The purpose of the Nursing and Allied Health (NAH) Student Manual is to provide students enrolled in a health professional program important information that is specific to nursing, allied health, and short-term health related programs. This manual is compiled and published through the cooperative efforts of the faculty, program chairs and directors, and administrators of the nursing and allied health programs.

The NAH Student Manual is used as a supplement to the College Catalog and Student Handbook. All of these documents are also available on the College website www.hindscc.edu. Programs will provide more information in course syllabi and program handbooks.

Faculty and administrators reserve the right to change any guidelines and procedures as necessary. Written notification to currently enrolled students and applicants approved for admission will be provided for any changes.

Mission and Goals for Nursing and Allied Health Programs

Mission Statement

The mission of the nursing and allied health programs, through the combined efforts of students, administration, faculty and staff, is to prepare individuals to be competent, caring healthcare professionals.

Goals

1. Provide academic courses that support existing nursing and allied health programs and foster articulation to higher degree programs.
2. Provide health care programs to prepare students for employment in the changing health care environment.
3. Provide essential technology necessary for students to gain competency in the entry and retrieval of information from electronic networks.
4. Promote inter-disciplinary teaching/learning experiences among nursing and allied health programs.
5. Provide health related continuing education programs for unemployed, employed, or underemployed adults who need training or retraining, or who can otherwise profit from the programs.
6. Promote a student-centered focus that includes recruitment, advising, admission support, instruction, and retention activities.
7. Promote activities that enhance the quality of life of students, faculty and staff.
8. Promote caring, wellness, leadership, community awareness and cultural sensitivity.

Nursing and Allied Health Civility Statement

Faculty, staff, and students are expected to contribute to the creation of a community environment of learning which focuses on positive outcomes. The atmosphere of learning demands respect and courtesy for all involved.

All Hinds Community College employees, students and visitors are expected to contribute to the creation of a community environment of learning which focuses on positive outcomes. The atmosphere of learning demands respect and courtesy for all involved. In order to achieve positive outcomes, employees and students are expected to be professional at all times, demonstrating accountability and responsibility in their actions, and to foster an environment free of distractions or disruptions. Inappropriate behaviors will be addressed in accordance with college policies, procedures and guidelines.

Hinds Community College Notice of Non-discrimination Statement

Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Debra Mays-Jackson, Vice President for the Utica and Vicksburg-Warren Campuses and Administrative Services, 34175 Hwy. 18, Utica, MS 39175; 601.885.7002.

Hinds Community College Disability Support Services Statement

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

Raymond Campus	Mark Palmer	601.857.3646
Rankin Campus	Carol McLaurin	601.936.5544
Jackson Campus–ATC	Sherman Green	601.987.8148
Jackson Campus–NAHC	Cooper McCachren	601.376.4803
Utica Campus	Michele Bouldin	601.885.7043
Vicksburg-Warren Campus	TBA	601.629.6807

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Learning Environment

Students should strive to contribute to the overall learning environment by limiting excessive noise and other distracting behaviors outside classrooms, campus labs, student study areas and faculty work areas. At no time should students gather and/or sit in hallways or other areas so as to obstruct traffic. Students may not bring their children to campus. See Nursing and Allied Health Civility Statement on page 3.

Student ID Badges

Student identification badges must be worn above the waist at all times on campus and at all clinical sites. ID badges should be made in Student Services Office during the first two weeks of school. Penalties for not wearing the ID badge are described in the current College Student Handbook.

Smoking/Tobacco

Effective January 1, 2015, Hinds Community College declared all campuses tobacco-free. The use of all tobacco and smoking products to include cigarettes (also electronic), cigars, pipes, and dipping products inside and outside of any facility owned or operated by the College are not permitted. This includes college owned vehicles, sidewalks and parking lots. Penalties for smoking and littering are described in the current College Student Handbook. The Tobacco-free Campus policy is part of the college's commitment to creating a healthy and productive environment for students, employees and visitors of our campus community. Smoking guidelines of each clinical agency must also be observed.

Parking

All students are required to purchase a parking decal which can be purchased from the Cashier on any College campus. Police Officers will issue tickets for parking violations or moving violations on campus. Vehicles parked on the street will be ticketed by the respective police departments. A temporary decal may be issued for up to five days if a student has to drive a different vehicle from the one registered.

Students with a documented disability may park in the designated parking spaces. Students must request a permission card from the Administration Office, by bringing documentation of disability and the number on your handicap tag or decal. Students cannot utilize a disability designated parking space based on a tag or decal that is registered in another name. Tags/decals will be verified by the police office. The permission card must be posted in the left front window of the vehicle.

Student Traffic Citation Appeals are handled differently on each campus. Appeals forms are available in the following locations:

Nursing/Allied Health Center Student Services Office (Anderson Hall, 1st Floor)

Rankin Campus
Vicksburg Campus

Student Services Office (Administration-Classroom Bldg.)
Dean's Office (Banks Administration Bldg.)

Attendance Requirements

Clinical attendance is vital to the educational experience and absences can have profound repercussions. If make-up time or preceptors are not available, absences could result in an incomplete grade. Policy and procedure related to attendance will be implemented according to the college catalog and student handbook. These attendance requirements will apply to classes, laboratories and clinical experiences (see current Hinds Community College Catalog and Student Handbook "Attendance-Withdrawal Policy"). One excused clinical absence will be allowed without a required make-up experience. All other clinical absences will require a make-up experience. The make-up experience will be scheduled at a time designated by and at the discretion of the program faculty and will depend on available clinical facilities and faculty supervision.

Dress Code

Students, faculty, staff and guests of Hinds Community College shall dress in a manner appropriate for an institution of higher education. Clothing that is in any way controversial, provocative, and/or revealing shall not be worn. If poor judgment is exercised in the manner of dress or grooming, students, faculty, staff and guests may be asked to leave campus by any college official. Punitive actions may be imposed. Refer to current HCC Student Handbook.

Students enrolled in nursing and allied health courses with lab and clinical requirements must meet the dress codes of affiliating agencies. Dress code information will be provided by each program in course syllabi or in a program appendix to the NAH Student Manual. Violation of dress code guidelines and procedures can result in disciplinary action.

Class/Clinical Variation

Class and clinical days and hours may vary from those stated in the College Catalog and Registration Schedule in order to meet student and program needs. This schedule will not exceed the maximum course hours required by the college. Scheduled changes will be made in writing in the format identified by the program. The changes should not conflict with other class schedules. If a conflict occurs, the student should contact the program director/chairperson.

Use of Communication and Other Electronic Devices

The office phones are to be used only for emergencies. There may be no use of any communication devices in the classroom or clinical setting. (See College Student Handbook for description of penalties.) Students must request permission from the individual program faculty to use personal computers and/or recorders in the classroom, campus laboratory, and/or clinical

area. Students may use an electronic device in clinical if allowed by the specific program and clinical affiliate. Under no circumstances can an electronic device be used to record conversations or to take pictures. Confidentiality rights must be protected.

Messages for Program Faculty or Program Directors/Chairs

Faculty or program directors/chairs can be contacted by phone or by e-mail. Emergency messages can be left with the program director/chair or program secretary. This information will be provided during program orientation. Faculty will provide emergency contact information.

Student Emergency Messages

Students should inform day care centers or family members of the name of the program in which they are enrolled and the phone number of the campus location. This information will be provided during the program orientation. Personnel will locate a student for emergencies only.

Emergency Plans

Students should remain alert to emergency situations. Emergency procedures for the college are included in the College Catalog and Student Handbook. Emergency information is also available on the College web site under Eagle One Alerts; see www.hindscc.edu. Emergency plans for clinical agencies are included in the orientation to the clinical agency.

Clinical Requirements

All clinical requirements must be completed by the health profession program's designated date. This includes the NAH Health Record Packet and Background Record Check. A copy of the health record packet can be found on the Health Related Professions page of the Hinds CC web site: www.hindscc.edu. Information on the Background Record Check can be found later in the manual. Students who have not met requirements will not be allowed to begin or progress in theory, laboratory, or clinical courses. For students admitted to a new program, failure to submit the clinical health requirements by the program specific due date will result in loss of placement. For students who are continuing in a program, failure to submit clinical health requirements by the due date will result in disruption in progression. Unexcused absences will be earned in all classes, laboratories and clinical rotations until the requirements are met. Attendance guidelines will be enforced.

CPR Certification

Students in all programs except Health Information Technology are required to maintain current Healthcare Provider CPR certification issued by the American Heart Association. Other CPR

courses, including the American Red Cross Community and first aid courses, do not meet the requirements of some affiliating agencies; therefore, they will not be accepted.

Health and Insurance Services

A description of health services is available in the College Catalog and Student Handbook. Students are responsible for payment of all medical and emergency services provided for the student. Students are encouraged to have medical insurance. Information on an available policy for student purchase can be found in the Administration offices or counseling offices. In addition, students in the health related professions are required to pay fees for accident and liability insurance each semester. Students who are involved in an accident during a school activity should contact their program chair immediately for reporting and claim information. Students who have any questions about liability coverage should discuss the issues with the program director/ chairperson.

Drug and Alcohol Abuse Guidelines

All students in nursing and allied health programs are required to meet the Drug Free Environment Statement as published in the College Student Handbook. Resources for students are available in the Drug and Alcohol Awareness Booklet which can be found on the College website, www.hindscc.edu, > Offices > Campus Police. Note that the Booklet documents the following College Policy: “All students found guilty of violations resulting from substance use or abuse may be suspended or expelled from school and/or the residence hall for one semester or more as decided at the hearing. (August 1, 1990) Alcohol is considered a controlled substance under this policy.” Students must report all current controlled drugs on their health form and must update their records as changes occur. Although some controlled drugs can be purchased over-the counter in limited quantities, nursing and allied health students must have a current prescription for any controlled drug.

Drug Screen Procedures

Drug screens will be done after a student enters a nursing or allied health program and prior to the first clinical experience. Repeat drug screens will also be required for students entering the 2nd year of a two-year program or for students who have been readmitted to a program. These Drug screens (urine sample, blood sample, and/or breathalyzer) can be required for noted alteration in behavior, any other indication of impaired behavior, or for any history of drug and/or alcohol abuse. Routine drug screens are covered under healthcare professional fees; students may be required to pay for additional screening.

In most cases, drug screens will be done at the Hinds Community College campus where the student is enrolled; occasionally students will be referred to a specified clinic. A student who is present on the day of a drug screen cannot be excused from the screening process. If a student leaves the campus without completing a drug screen or refuses to participate in any required drug

screen, they will be required to withdraw from the program. No student who is present on the day of a scheduled drug screen can be excused from drug screening. If a student cannot provide a specimen within three (3) hours from the start time of the testing period, it will be considered a Refusal to Test unless a medical condition, documented by a physician, can be provided.

If a student is absent, a College official will contact the student and require the student to have a drug screen completed within 24 hours, between the hours of 8:00 and 2:00, at MedScreens, 3825 Hwy 80 East, Pearl, MS, 39208. It is the student's responsibility to assure the program has current contact information.

Drug screen results must meet clinical agency requirements which include a drug screen that is negative for illicit drugs and/or documented current prescription(s) for a drug screen that is positive for a controlled drug. If a student has a positive drug screen for an illicit drug or for a controlled drug that is not currently prescribed for the individual student, the student will be suspended from the program. The student will be allowed to withdraw, within college policies, procedures and guidelines. Students who do not withdraw, will receive a grade of F in all program courses.

If a student has a current healthcare license, registration, or certification, program directors/chairs are required to report illicit drug use or use of a controlled drug without a current prescription to the respective regulatory agency.

If the student meets all readmission requirements, readmission will be considered if appropriate rehabilitation has been documented. The student cannot be considered for another nursing or allied health program until appropriate rehabilitation has been documented. Rehabilitation can include but is not limited to addiction assessment, successful treatment, and submission to random drug screening. If a student has a second positive drug screen, the student will be required to withdraw from the program and will be ineligible for admission to any nursing or allied health program.

When a student has a positive drug screen for a controlled drug (a prescribed medicine that contains either the drug reported positive or a substance that can metabolize to that drug), the following documentation will be required: a copy of the current prescription or a copy of the medical record documenting the valid medical use of the drug during the time of the drug test. If the student has not previously reported use of the drug on their most current health form, the student must obtain a statement from the prescribing physician verifying the drug will not interfere with the student's ability to pursue a program of study that requires classroom and clinical experiences, including physical activity. Students are responsible for updating their student health records as prescriptions change or new prescriptions are added.

Background Records Check

General Information

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any eliminating background

record will not be allowed admission to any nursing or allied health program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

Pursuant to MS statute 43-11-13, students in nursing and allied health programs must meet the requirements of clinical agencies regarding background checks. Students must submit a background check, based on fingerprints, that confirms that the affiant has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult.

The background check must be completed prior to admission to a program of study or prior to clinical courses, as defined by the program. Students who do not have a current background clearance should follow the Procedure for Obtaining a Background Check as listed below. Students who have a current background clearance processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program chair/director; see Procedure for Students who have a Current Background Clearance on the following page. If a background clearance expires during a student's program of study, the student must repeat the background check. Students will also be subject to repeat a background records check based on clinical agency requirements, changes in the Mississippi law, rules, or regulations, or any suspicion of criminal behavior.

Students will also be required to participate in additional screening through the Federal General Services Administration Excluded Parties List System (EPLS) and the Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE) as required by clinical agencies.

Procedure for Obtaining a Background Check

1. Appointments are required for background checks. Students will be notified in the program orientation about the procedure for scheduling a background check. For other information, students may contact the Hinds Community College Clinical Records Clerk at 601.376.4806.
2. It is important for students to arrive on time for appointments.
 - a. If a student is more than five minutes late, the appointment may not be honored.
 - b. If a student cancels an appointment or fails to show for an appointment, the student may forfeit their opportunity to begin a program or progress in a program.
3. Fingerprinting occurs at the University of Mississippi Medical Center (UMMC) Human Resource Department. UMMC is located at 2500 N. State Street in Jackson, MS. See Directions to the Fingerprinting Office at the end of this procedure.
 - a. You must take a valid driver's license, valid passport or a valid state issued ID.
 - b. Student must take a money order for fifty dollars (\$50.00) to pay UMC for the background check. (Student should maintain the cash receipt until a report is received from UMC.)
 - c. Do not take children with you to this office.

4. Student will receive either a Suitability for Employment letter from UMC or a Determination of Non-suitability for Employment in a Health Facility from the Mississippi State Department of Health (MSDH).
6. If the student receives a Suitability for Employment letter, they will be required to:
 - a. submit the original Suitability for Employment letter to the Student Records Clerk in Student Services for review and photocopying. The original document will be returned to the student.
 - b. have the original Suitability for Employment letter while participating in any clinical experience, including any clinical orientation day.
7. If the student has a rap sheet, they will be contacted by the UMC Human Resources Department for additional information.
 - a. If the student receives a Determination of Non-suitability for Employment in a Health-care Facility that does not disqualify the student from participating in clinical, the student will be required to:
 - i. submit the original letter to the Student Records Clerk in Student Services for review and photocopying. The original document will be returned to the student.
 - ii. have the original letter along with a copy of the rap sheet, available while participating in any clinical experience, including any clinical orientation day.
 - b. If the student receives a Determination of Non-suitability for Employment in a Health-care Facility denying permission to participate in clinical, the student will be denied either admission or progression in any nursing or allied health program of study.

Procedure for Students who have a Current Background Clearance

1. If the student has a Suitability for Employment letter, they will be required to:
 - a. submit the original Suitability for Employment letter to the Student Records Clerk in Student Services for review and photocopying. The original document will be returned to the student.
 - b. have the original Suitability for Employment letter available while participating in any clinical experience, including any clinical orientation day.
2. If the student has a Determination of Non-suitability for Employment in a Health-care Facility, the student will be required to contact the UMC Human Resources Department to make an appointment regarding obtaining clearance for clinical practice.
 - a. If the student receives permission to participate in clinical the student will be required to:
 - i. submit the original letter to the Student Records Clerk in Student Services for review and photocopying. The original document will be returned to the student.
 - ii. have the original letter along with a copy of the rap sheet, available while participating in any clinical experience, including any clinical orientation day.
 - b. If the student receives a Determination of Non-suitability for Employment in a Health-care Facility denying permission to participate in clinical, the student will be denied either admission or progression in any nursing or allied health program of study.

Directions to UMMC Fingerprinting Office (2500 N. State Street, Jackson, MS):

- Park in Parking Garage A.
- At the far corner of the garage, take the elevator to the basement and exit right. Follow the sidewalk (left) to the **University Hospitals and Clinics** front door.
- When you enter the hospital, the Day Surgery Center will be to your left and a staircase in front of you. Take the staircase to the left and continue to veer left.
- Look for a sign that says “To Central Elevators” and the Business Office – continue to your left.
- Once you pass Outpatient Registration take the first hall to the left.
- You will pass Volunteer Services, Student Employee Health and Occupational and Physical Therapy. Go all the way to the end of this hall & through the sliding glass doors. Take a right through another set of sliding glass doors.
- Continue past the portrait gallery on the left and take the first hall on the left. FINGERPRINTING /R106 will be the 4th (fourth) door on the left.

Student Employment

For educational reasons, the full-time student should not be employed more than 16 hours per week. Failure to meet class requirements, fatigue and sleepiness can lead to omissions in learning and errors in performance which can result in failure in the course. Class and clinical schedules and assignments should have priority over work hours. Work hours cannot be used as an excuse if they cause a class or clinical absence or tardy. Students who work are not permitted to wear the school uniform or any identification related to the HCC student role while on the job.

Counseling and College Student Assistance Program

Students have access to counselors on all campuses. Appointments are not required, but are recommended. The Student Navigator, the healthcare retention specialist, is located on the NAHC campus, but has scheduled hours on the Rankin Campus and Vicksburg Campus. The College Student Assistance Program is available for all students. Information about the Student Assistance Program can be found on the College web site, www.hindscc.edu, > Offices > Student Services.

Complaint Procedures

Information related to complaints is available in the College Student Handbook; see Grievance Procedure for Students. The handbook is available on the College website – www.hindscc.edu.

Chain of Command for Communication and Due Process – Nursing and Allied Health Programs

Student → Faculty Member → Program Director/Chairperson → District Director (if applicable) → Assistant Dean → Dean, Nursing and Allied Health → Vice President → President

Exposure to Hazardous Materials

Students in nursing and allied health programs may be exposed to hazardous materials while participating in campus lab or clinical experiences. Students are required to complete an information session regarding exposure control at least annually. Penalties for failure to follow exposure control procedures can result in termination of student privileges at the clinical facility and disciplinary action through the College.

Students who have an exposure incident are required to complete specific college documents. The student should report any exposure to the clinical instructor and program chairperson. Students are responsible for following any recommendations of the clinical affiliate or program representatives. (See Student Guidelines Regarding Blood-Borne Pathogens and Tuberculosis Training.) The student is also responsible for payment of any medical or emergency services. (See Health and Insurance Services.)

Exposure to Latex: Students may be exposed to equipment, supplies, and/or an environment that contains latex. Exposure to latex may cause an allergic reaction in individuals with this type of sensitivity. Students are responsible for documenting any allergies in their health records and will be responsible for supplying latex and/or allergen free equipment and supplies to meet program requirements.

Student Guidelines Regarding Blood-Borne Pathogens and Tuberculosis Training

In order to ensure that all students who are enrolled in a nursing or allied health program at Hinds Community College are sufficiently informed about risks due to exposure to Blood-Borne Pathogens and Tuberculosis, the following activities will be required at least annually. Programs will provide instruction and due dates for completion of activities.

1. Prior to laboratory and/or clinical learning assignments, students must complete the web-based Blood-Borne Pathogens and Tuberculosis educational seminar.
2. Prior to clinical learning assignments, students must initial each statement on the Blood-Borne Pathogens and Tuberculosis Training Form, sign and date the form, and submit the form to the designated program faculty or staff.

Student Conduct

Students are expected to follow all College rules related to conduct as described in the College Student Handbook. Students must also follow all clinical agency rules and regulations. Students should also be aware that engagement in illicit activities and/or behaviors outside of the Hinds Community College setting could be detrimental to successful completion of one's chosen program of study, future licensure/certification and/or employability.

Confidentiality of Client Information/Clinical Records

Students will be utilizing confidential information in clinical settings from both clients, patients, and the affiliating clinical agency. This information can include, but is not limited to, written records, electronic records, verbal communication, policies, procedures, and guidelines. This information cannot be disclosed to anyone, except those approved through clinical and program policies and procedures. Violations of the policies and procedures can result in termination of student privileges at the clinical facility, legal recourse, and disciplinary action through the College. Students should contact their faculty member or program chair for any questions.

Social Networking Warning

In a professional role as a health care provider, students are not to mention any information related to clinical experiences or agencies, client care, or the personal health information of any individual, on any internet social media site (Facebook, Twitter, emails, MySpace, etc). Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment, or clinical agency may still allow the reader to recognize the identity of specific individuals. Future employers often review these network sites when considering potential candidates for employment. Information can "live" beyond its removal from the original website and continue to circulate. Therefore, students should think very carefully before posting any information on a website or any other social networking site. Inappropriate behaviors related to confidentiality of client and/or other information is of a very serious nature and will result in disciplinary action or program dismissal.

General Social Networking Warning

Students should not post content or take any action on Facebook that infringes or violates someone else's rights or otherwise violates the law. Remember that posting, sharing or even "liking" *questionable or inappropriate posts* publishes them to your newsfeed for circulation in your name. Legal, as well as, College disciplinary action may occur.

Accountability

Students enrolled in the Hinds Community College Nursing and Allied Health programs are expected to exhibit individual responsibility and accountability in their personal, clinical, and academic performance. The following behaviors are examples of conduct that will result in the implementation of disciplinary procedures as described in the current College Student Handbook:

1. Cheating (including copying all or any portion of another student's paperwork and presenting it as one's own for class assignment or clinical assignment in actual reproduction or plagiarized format).
2. Duplication, theft, or disclosure of any information about the nature or content of test items, before, during, or after a test.
3. Lying.
4. Behaviors that disrupt teaching with detrimental effects upon students and agency personnel.
5. Use of client's medication for self or others.
6. Illegally gaining and distributing drugs.
7. Being under the influence of mind altering substances, i.e., narcotics, hallucinogens, or alcohol during class, campus learning lab, or clinical learning activities.
8. Failure to respect policies of health agencies used for clinical learning.
9. Illegal attainment of client possessions or client care items.
10. Violation of the NAH Manual Test Item Security Guidelines.
11. Failure to adhere to the guidelines for use of PDA's in clinical.
12. Falsification of documentation.
13. All other violations as stated in the College Student Handbook.

Review the College Student Handbook for Disciplinary Regulations and Procedures.

Ethics for the Health Care Professional

Students enrolled in health related programs at the Nursing/Allied Health Center are expected to conduct themselves with integrity and honesty at all times. Cheating, lying, stealing, misrepresentation, false documentation, or any other form of dishonesty in the class or clinical area will be cause for immediate disciplinary action.

Eight Cardinal Rules of Academic Integrity

1. Know Your Rights. Do not let other students in your class diminish the values of your achievement by taking unfair advantage. Report any academic dishonesty you see.
2. Acknowledge Your Sources. Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted.
3. Protect Your Work. In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. Avoid Suspicion. Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your instructor's confidence in your work.
5. Do Your Own Work. The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you.

6. Never Falsify a Record or permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.
7. Never fabricate data, citations, or experimental results. Many professional careers have ended in disgrace even years after the fabrication first took place.
8. Always Tell the Truth when discussing your work with your instructor. Any attempt to deceive may destroy the relationship of teacher and student.
(Used by permission of Dr. Dan Garrison, Northwestern University, Evanston, Illinois)

Test Item Security Guidelines

Tests are used in nursing and allied health programs to evaluate mastery of content as well as to prepare students for a professional licensure/registry exam. Tests and test items are considered the property of the programs. Only answers marked as directed will be scored. Test items are analyzed by faculty to provide students with valid, reliable tests. Students are strictly prohibited from disclosing test items or response choices to anyone, including using language that is substantially similar to the test item or response choice. The disclosure of any information about the nature or content of test items, before, during, or after a test is considered cheating and will result in a grade of “F” in the course. This includes, but is not limited to possession of test questions outside of a testing situation unless supervised or approved by a faculty member, any oral or written disclosure, or any paper or electronic distribution. Capturing testing items by electronic means is strictly prohibited. Additional penalties could occur if the student is referred for disciplinary action.

Rounding of Final Grades

Final course grades will be rounded to the nearest whole number. Grades below five tenths (50 one-hundredths) will be rounded downward, while grades at or above five tenths (fifty one-hundredths) will be rounded upward. For example: 78.49 will round to 78; 78.50 will round to 79.

Guidelines for Campus Learning Labs, Computer Learning Center, Ball Simulation Center, and Library

1. Only students enrolled in Hinds Community College are allowed to use the campus learning labs, computer labs, and library.
2. Students may not bring their children to any learning lab, computer lab, or the library.
3. Students may only use these facilities during posted hours, unless special advanced permission is obtained.
4. Noise should be controlled.
5. No eating or drinking is allowed.
6. Good housekeeping is the responsibility of everyone using the lab or library facilities.
7. No articles can be removed from the lab or library facilities without authorization from a program chairperson, learning lab manager, or computer lab/library personnel.

8. Students participating in learning activities that involve touching of another human's body must maintain program standards and guidelines.
9. Simulated experiences should be implemented as if working in a real-life situation; simulation equipment and any other models should be treated with the same respect as a real-life client.
10. Duplication of media is not allowed - this is against the law.
11. Students may not participate in unauthorized filming and/or picture taking in any setting by personal camera, cell phone or other device.
12. If a student is scheduled for any mandatory practice or skill evaluation, and will be absent or tardy, the student must contact the appropriate program faculty member, chairperson, or learning lab manager.
13. Violation of any of these guidelines may result in disciplinary action.

Simulation Experiences and Videography

The George Ball Simulation Center is used for laboratory and clinical experiences in the nursing and allied health programs. Many of the experiences are required to successfully complete course objectives/outcomes/assignments. Videography is an important part of teaching-learning process for simulation; it will only be used for healthcare education and will not be available for public viewing. For these reasons, if a required simulation experience includes videography, students will be required to participate to meet the objectives/outcomes/assignments.

Program of Study Requirements

Students must meet all components of the program of study according to the College catalog published when the student was admitted to a program. Students are responsible for verifying course substitution approval through the Office of Records and Admissions. Program of Study requirements can change if the student is readmitted, defers admission or progress, or is notified in writing of changes approved by the College Instructional Affairs Committee.

Graduation Procedures

It is the student's responsibility to meet College requirements for graduation as stated in the current College Catalog.

A combined graduation and pinning ceremony is held for all graduates of nursing and allied health programs. Dates for the ceremonies and other important information will be provided by the District Admissions and Records Office through the students' Go.Hinds email account after the student completes the graduation application. Additional graduation information and details can be accessed on the Hindsc.edu website.

Course Failure

Students who fail a health program course are required to meet with the program chairperson to complete an exit interview.

Course Withdrawal Procedures

Approved dates for withdrawal are published in the College catalog and will be strictly enforced. Withdrawal from a nursing or allied health course is a two-step process. If a student wants to withdraw from a course(s), the student must begin the process with the program chairperson by completing an exit interview form. If the student is current with all fees, has no restrictions, and has not been dropped with an “F” for excessive absences, the student can withdraw on-line or seek assistance from a counselor.

Scholastic Probation and Suspension

Students must maintain at least a 1.75 GPA during any semester. Failure to do so will result in scholastic probation. Students placed on scholastic probation must enroll in EDU 1413, Improvement of Study. This course is designed to improve study habits and academic success. Students placed on scholastic suspension must follow college policies and procedures regarding enrollment requirements. (See College Catalog for the most current policies, procedures, and requirements.)

Procedure for Readmission of Students

- I. General Readmission Criteria
 - A. An Exit Interview Form must be completed and signed by a faculty member and the student.
 - B. A written request for readmission must be submitted to the program director/chairperson or to the readmission committee at least 15 days prior to the date of desired readmission.
 - C. Written permission for review of all records must be submitted to the program director/chairperson or to the readmission committee.
 - D. Students must be free from any College restrictions.
 - E. Students must attend a scheduled interview when requested. A student may be interviewed if a record of disciplinary action (demerits) exists, or at the recommendation of the program director/chairperson. Readmission will be denied if a student does not cancel or does not show for a scheduled interview.
 - F. Readmission will be granted depending on available space.
 - G. A student who is readmitted to the first semester of a program, but has been out of the program for one or more admitting periods, must meet current admission and selection requirements.
 - H. A student will not be allowed credit for previously completed coursework if the student has been out of the program of study for more than one year.
 - I. A student who is readmitted after the first semester of a program of study must meet all the program requirements as listed in the College Catalog at the time of initial admission.

- J. A student who has been approved for readmission and does not return at the scheduled admission time must request readmission, unless a deferral has been approved by the program director/chairperson.
- K. Students may be required to meet additional program requirements necessary to fulfill college policy, program accreditation or clinical affiliation requirements.
- L. Students may be required to successfully complete action plans for improvement as a criteria for readmission.

II. Readmission Categories

- A. A student is allowed one readmission within the following categories:
 - 1. Readmission by recommendation: A student may be approved for one program readmission, based on the recommendation of the program director/chairperson and review by the Readmission Committee Chairperson.
 - 2. Readmission with interview: This readmission request must be approved by the NAH Readmission Committee. Students who have not previously applied for a program readmission, but are required to be interviewed for any reason must be interviewed by the readmission committee.
- B. A student can also request readmission consideration within the following categories:
 - 1. Readmission by exception: This readmission request must be approved by the NAH Readmission Committee and may require an interview. A student may apply for readmission by exception based on the following criteria:
 - a. A student who withdraws with a “C” average or higher in theory and satisfactory clinical performance, and has extenuating circumstances which have been documented with the program chairperson/coordinator at the time of occurrence. (Examples: personal illness, pregnancy, accident or death in family.)
 - b. A student who withdraws with a “D” or “F” average in theory prior to mid-term, and has extenuating circumstances which have been documented with the program chairperson/coordinator at the time of occurrence. (Examples: personal illness, pregnancy, accident or death in family.)
 - c. A student who, with the recommendation of the program director/chairperson, successfully completes a Learning to Learn Camp.
 - 2. Readmission for graduating semester or term: This readmission request must be approved by the NAH Readmission Committee and may require an interview. A student who has been unsuccessful in the graduating semester or term, due to attendance, disciplinary violations, or classroom/clinical performance (withdrew with a “D” or “F” average or unsatisfactory performance in clinical or who completed the course with a grade of “D” or “F” in either theory or clinical practice) may apply for one additional readmission for the graduating semester or term.

Learning to Learn Camp

Learning to Learn Camp, an intensive week-long course, is designed to challenge and inspire students to grow and develop skills essential for success in college and life. The camp integrates two key processes, “learning how to learn” and “mentoring”. The camp is typically offered once each year, during the second week in May. Students interested in participating in the camp to meet readmission by exception requirements should contact their program director/chairperson as early as possible. A recommendation from the program director/chairperson is required. Students must participate in an orientation session prior to the camp. Daily attendance and on-time completion of all assignments are required for successful completion of the camp.

Through a rigorous and diverse set of camp activities, students develop cognitive, social, affective and academic skills. Special emphasis is placed on thinking, problem-solving, communicating, using the computer, and mathematics. Mentors work with students to facilitate the process of developing learner ownership, self-esteem, and empowerment. As a result of experiencing both successes and failures during the course of the week, students gain confidence in their ability to perform in areas such as writing, time management, problem identification, listening, adapting to change, personal reflection, coping, teamwork and articulating ideas.

Duplication of Records

Students should keep copies of any documents that are submitted to the College. If a student needs a copy of a document from their permanent record, the student must submit the request in writing to include the specific record(s). Copies of documents will cost \$1.00 per page. A student can inspect and review their record, without a fee, upon written request. Although most documents can be provided within a few days, the College will comply with the request within 45 days of receipt of the request.

Federal Student Aid

Federal Student Aid can only pay for classes that count toward your degree or certificate. Courses required by your program of study can be found by going to the catalog and then program of study on the Hinds website (<http://catalog.hindscc.edu/content.php?catoid=8&navoid=222>).