VALLEY COLLEGE

Practical Nursing Diploma Program

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Student Handbook

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Practical Nursing Diploma Program: Program Administrator

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PN Program Administrator

The Practical Nursing Handbook is a supplement to the Valley College Student

Catalog. https://valley.edu/catalog/

Practical Nursing Student Handbook (PN Handbook) Distribution:

The students will receive their initial PN Handbook electronically. A paper copy is available upon request from the Program Administrator. The student will receive additional electronic documents that may require signatures that must be returned in a timely manner as determined by Valley College.

Practical Nursing students will be notified—either electronically or verbally—when the school revises the PN Handbook. The revised edition supersedes all previous versions. Students are responsible for notifying the campus of any changes to the email address they provided at enrollment or thereafter. Students may request a paper copy of the revised handbook from the Program Administrator. Regardless of their enrollment date, all students are expected to follow the policies outlined in the most current edition of the handbook.

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Mission Statement and Philosophy

Valley College Mission Statement
Our mission is to meet the educational and professional needs of the community by delivering quality degree and certificate programs, which are flexible and career oriented.

Valley College Philosophy
Valley College believes that its educational programs must be diverse and challenging enough to maintain the interest of all students, yet flexible enough to account for individual learning differences.

Practical Nursing Program Mission Statement

Valley College Practical Nursing Diploma Program's mission is to develop capable, ethical, and patient-centric Practical Nurses that deliver Caring Practices to all patients through each stage of the Human Life Cycle.

Practical Nursing Program Philosophy
The Valley College Practical Nursing (PN) Program is grounded in the driving force of the biological, physical, and social sciences. Building on these scientific foundational elements of the program, the Valley College PN program is based on the notion that our students will need to be prepared to work in a variety of patient based medical settings with a diverse range of health care teams committed to providing patient- centric, personalized, family-based, ethical, and safe medical care to their patients through each stage of the life cycle. As the basis of this approach, Valley's PN philosophical approach is to ensure that a proper balance of practical skills and emotional intelligence is present to ensure patient-centered care.

To achieve this philosophical approach, Valley recognizes the need for their PNs to develop several sets of skills and capabilities that are predicated on Concept Based education. First, Valley PNs must be prepared to operate in a team-based environment where they have the essential interpersonal, organizational, coordination, communication, and teamwork-based skills to work with a host of medical professionals. To complement this approach, Valley believes that PNs must also develop the ability to collaborate, problem-solve, and think critically to continually meet the needs of the team and the patient.

Building on a philosophy predicated on interpersonal and professional skills, Valley's PN program is based on the notion of evidence-based practices, processes, and procedures to drive their personalized care approach. As an element of this approach, Valley's PNs are expected to provide quality care within the scope of their practice, make sound judgment, be promoters and communicators of continued health wellness and education, identify and support patient needs and problems, and emerge as an advocate for the ongoing medical and emotional care of their patients. Finally, the Valley College PN program feels that their nurses must be prepared to be adaptive, accountable, and flexible enough to function in an increasingly dynamic medical marketplace and as such, should be committed to a continual and unending quest for continued education.

As a result of these guiding philosophical principles, the primary learning objectives that Valley College has produced for their PN program will enable their graduates to become well-rounded nursing professionals capable of consistently meeting the needs of their patients. The primary learning objectives include a balance of practical- competency based skills built on evidence-based practices for patients at various stages or the life cycle, professional and emotional skill development and patient services that revolve around each of the key life stages of a patient. Specific skill focus areas will also include but are not limited to technology, communication, intravenous therapy, compliance, clinical judgment, decision-making, ethics, the human life cycle, and mental health.

Valley College's PN Diploma Program Learning Objectives

1. Incorporate Maslow's Hierarchy of Needs Theory to patients/families across the Lifespan in the various health care settings.
2. Demonstrate the ability to execute the nursing process, to attain, maintain, or reestablish an optimal level of health for patients at various stages of their life span.
3. Demonstrate professional behavior based on ethical principles and the legal scope of practice for the license practical nurse.
4. Accurately document observations involving patients as it relates to data collection and patient care, while maintaining HIPAA standards.
5. Apply therapeutic communication skills to relate effectively with all patients/families, including culturally diverse patients/families, and other members of the health care team.
6. Apply principles and concepts from natural, behavioral, social, and nursing sciences to deliver safe and quality nursing care to patients and families.
7. Demonstrate clinical judgement, problem-solving skills, critical thinking, and demonstrate professional behavior based on ethical principles when providing patient/client/family care in the clinical setting.
8. Utilize a combination of both laboratory and clinical experiences, in conjunction with related classroom theory instruction, to build confidence, skill, knowledge, and abilities, as the students work with diverse patient/families' populations in various healthcare settings.
9. Demonstrate and apply appropriate and approved level of medication, including IV therapy, in a safe manner that is consistent with the eight (8) rights of the administration of medication.
10. Learn how to effectively communicate, contribute to, and work as a viable member of a healthcare team.
11. Demonstrate competency in performing basic nursing skills, such as taking vital signs, dressing and wound care, inserting and monitoring urinary catheters, and collecting sputum, urine, and other specimens.

Conceptual Framework

The Valley College Practical Nursing (PN) diploma program has been built using multiple theories to shape the conceptual framework and organizing theme of the program. The theories that make up this framework focus on the sequence of our classes, the core content used to deliver the PN program to ensure an appropriate medical education program, and the educational theories that will drive our instructional strategies.

Course Sequence

First, Valley has organized its courses into a sensible sequence of classes that will enable its faculty to establish key foundational skills that begin with Communication, Medical Terminology, Technology, and Mathematical concepts. Building on these key foundational medical professional competency areas, Valley's PN program takes a step forward into our key core Nursing courses that take the student through the patient life cycle and further, provide them with essential pharmacology and intravenous therapy concepts and competencies that they can then apply through each stage of the patient life cycle. Once the student has been exposed to the patient's life cycle, the PN program continues with a focus on decision-making, clinical judgment, and the mental health issues surrounding patients that they will encounter in their scope of practice. Finally, Valley's PN program will culminate with a focus on a full transition to the nursing field.

Valley feels that this approach for course sequence leads to a sensible, logical, and organized delivery of content where students can build on key concepts in a progressive manner. Each level of courses are meant to complement one another and place the student in a position where they can apply skills gained in one section of courses immediately to the next level so as to ensure that they are working at a level commensurate with their location of the program and further, to ensure that the student can develop the self- confidence in their knowledge level, effectively communicate with a wide range of patients and co-workers, and develop the clinical judgement and decision-making to effectively work within their scope of practice as a Practical Nurse. To successfully complete these requirements and gain the skills to function as a competent Practical Nurse, our students will be focused on Evidence-Based Practice using a well-rounded and student-centric curriculum that incorporates conceptual principles, technology, role-play, and practical based competencies.

Rotation Schedules (Class Progression)

The Practical Nursing program is divided in "Tiers." The tiers are built to consider any pre-requisites. Students must successfully pass all courses in a tier (including general education courses) between moving onto the next tier. Unless a student has a credit transfer for the scheduled course in a tier, a student must take all courses in a tier simultaneously as scheduled. If a student must have a modified rotation schedule, the Valley College Registrar determines the best schedule after considering all pre-requisites and course availability. A modified schedule may alter the number of weeks/months a student attends school. The Registrar may also change a student's schedule for optimization due to class size. For blended (hybrid) programs, even though the College has identified specific courses to be taught online, it reserves the right to modify the list of courses that will be taught either online/blended or at the campus on a temporary or permanent basis.

Practical Nursing Schedule and Course Rotation

The following table represents the Practical Nursing Program Outline. This document illustrates a list of each course in the Practical Nursing program along with a breakdown of all instructional hours and credits. HW is out of class assignments (or homework).

Course Number	Course Name	Lecture Hours	Lab Hours	Clinical Hours	HW Hours estimated	Credits
NUR100	Introduction to Practical Nursing/ Medical Terminology	30	30	0	15.0	2.5
MAT125	College Math	30	30	0	15.0	2.5
NUR119	Nursing Anatomy & Physiology (Lecture & Lab)	30	30	0	15.0	2.5
ENG116	College Writing (Online)	60	0	0	15.0	2.5
NUR115	Nursing Fundamentals - Adult Health & Patient Care I	35	28	21	21.0	3
NUR105	Pharmacology/IV Therapy	30	30	0	15.0	2.5
NUR125	Nursing Leadership, Clinical Judgement & Decision Making	30	30	0	15.0	2.5
NUR130	Medical-Surgical Nursing	28	28	28	21.0	3
ISD205	Ethics (Online)	60	0	0	15.0	2.5
NUR110	Maternity and Child Nursing	42	21	21	21.0	3.5
NUR120	Geriatric Nursing	28	28	28	21.0	3
NUR135	Mental Health/Geriatric Psychiatric Nursing	35	28	21	21.0	3
NUR140	Transition to Practical Nursing	84	0	0	21.0	3
	Total Hours: 924	**522**	**283**	**119**	**231**	**36**

Instructors may use either on-site experience at a clinical site or simulations at the campus. Simulations are used on a limited basis and only when approved by Valley College Administrators. Simulations follow the same rules as clinicals.

Practical Nursing Program Clinical Requirements

In addition to the admissions requirements for all students, the Practical Nursing students must also meet the following requirements (at a minimum) to participate in clinical experiences in actual medical settings before they start their clinical experiences. Clinical sites do not always have the same requirements and recommendations. Valley College strives to provide students with the most up-to-date requirements for clinical sites at Orientation and at different checkpoints during the students' program.

1. Valid photo identification demonstrating United States citizenship or permanent residency status of the United States.
2. The student is also required to hold a CPR certification prior to their first clinical class. Valley College hosts workshops periodically throughout the year. The classes are held outside of normal class hours.
3. Age Requirement: A student must be 18 years old or older to participate in the program.
4. Criminal Background Check: Students in the Practical Nursing (PN) program are required to submit to the Ohio Bureau of Criminal Investigation (BCI) and FBI national criminal background check. Valley College will have a designated time where the student can complete the required initial paperwork and be fingerprinted for the BCI/FBI background check that must be submitted. This will be prior to Orientation. The results of the BCI/FBI checks must be sent directly to the school. **If the background comes back with a record that will disqualify the student from participating in the clinical portion of the program, the student will not be able to continue in the program.** The student must be aware that even if the initial paperwork has been submitted to an approved third-party background company, the student cannot be placed in a clinical course until the school has received the student's background report. A delay in receiving the results may push the student's graduation date beyond the date on the enrollment agreement.
5. Observed drug screen: All enrollees in the Practical Nursing program are required to submit to an observed rapid 10-panel drug screen. Valley College will notify the designated time the student will be scheduled to complete the required drug screen, so it is submitted prior to Orientation. The results are returned to the school. Valley College must receive an acceptable report prior to the enrollee starting the program. The estimated cost of criminal background checks and drug screens is noted in the Enrollment Agreement.
6. Physical and Common Communicable Disease Immunization Record: All students in the Practical Nursing program are required to provide documentation that they have had a recent physical and met the requirements for common communicable disease immunizations. The physical may be performed by the students' healthcare provider. Information about the physical will be given to the student during the enrollment process or at orientation. are met prior to the start of the first clinical course that the student is scheduled to take. The student is responsible for all necessary fees associated with the physical and immunization and other health-related requirements.

All students are to provide proof of:
- Two step Mantoux TB Test/Negative TB blood test. If positive, a clear chest x-ray must be submitted. TB tests are good for one year. If a student's TB test results expire before they finish the program, the student must repeat the test.
- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination/Booster or (b) a serum titer confirming immunity. Hepatitis B series: **Dose 1:** The student is strongly advised to start the series by the program's start date. The student is required to show proof that they have initiated the series. **Dose 2:** The second injection is given one month after the first dose. **Dose 3:** The third injection is completed six months after the first **dose.** The student must sign a **waiver** acknowledging they may not be fully immunized if the Hepatitis B series is not complete.
- Proof of (a) two (2) Measles, Mumps and Rubella Vaccination (MMR) or (b) a serum titer confirming immunity to each disease (and/or) Proof of booster (revaccination) if no immunity is shown or (c) one adult MMR revaccination.
- Proof of T-Dap (Tetanus) vaccination within the last 10 years.
- Proof of one (1) Varicella immunization, or (b) a serum titer confirming immunity and proof of Booster if there is no immunity shown, or (c) one Varicella revaccination.
- Proof of Influenza immunization (This may be a seasonal requirement and is good for one year.)
- COVID 19 Vaccination: Student must provide documentation of vaccination and boosters or documentation for an exemption.

- Students may provide documentation if any of the vaccines are medically contraindicated for the student.

Students who do not provide proof that they have the recommended vaccinations, titers and/or boosters may be required to follow different protocols or procedures while performing certain medical proficiency checkpoints in the classroom or at a clinical site. For example, if a student can't get the flu vaccine due to allergic reactions, then they may be required to wear a mask and or other PPE deemed necessary by the clinical site throughout their rotation. If a clinical site establishes additional specific requirements to participate at the site, including all requirements associated with the COVID-19 virus, failure to adhere to requirements may prevent the student from participating at the clinical site and thus the student may be withdrawn from the program.

The student is reminded that the physical and any vaccinations and/or immunizations or additional clinical specific requirements are not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by each student. Graduates from other Valley College programs will be required to complete the programmatic requirements listed above to be considered for entry into the PN program.

Applicants should make an informed decision about whether to participate in a program that requires state criminal background check (BCI) and an FBI national criminal background check, an Observed 10-panel rapid drug screen(s), and immunizations/titers/boosters records. In addition, due to the physical requirements (able to lift and/or carry over 50 pounds frequently), attendance and academic standards, Valley College strongly recommends that applicants who have physical limitations (including but not limited to physical disabilities, pregnancy in cases where physical limitations may be advised or prescribed, or other physical constraints), learning disabilities, or any other restrictions that would prevent the student from participating fully and successfully completing the program, not enroll in the program unless they provide documentation from their healthcare provider that states that the individual can complete all of the required class procedures without restrictions.

Delays in receiving the results of the background checks, drug screening or required medical records may result in Valley College having to change the student's rotation schedule. If no classes are available, the student will have to sit out of rotation. This action will result in the student not completing the program by the scheduled contracted date. The school reserves the right to terminate the enrollment of any student who is not responsive to Valley College's request for documentation in a timely manner.

Valley College may share the results of the background check, drug screening and immunization and/or vaccination records with the designated contact person at the clinical site. Based on the guidelines of the site, a student may or may not be accepted at their site. If the student is not accepted by the site or if while the student is participating in clinicals, the assigned site denies the student's participation for any reason, the student will be removed from the site at least temporarily until the situation has been investigated by the College and the issue has been resolved. If the student cannot return to a clinical site and be allowed to make up missed time, the College has no other choice but to terminate the student. The student would have the opportunity to appeal the decision in writing to the campus' Practical Nursing Program Administrator. Students who are terminated from the program should refer to the Refund Policy.

General Break Schedule

Valley College reserves the right to change the schedule. Should a change be made to the schedule, students will be notified prior to the upcoming change. A typical day does not include days when students are at a clinical site or completing simulations on the campus. Clinical sites' hours may vary. Students may be required to report to a clinical site before 8am or leave after 4:00pm. Simulations follow the same rules as clinicals.

Attendance & Make-Up Policy

Regular and timely attendance in class (classroom/lecture) lab or clinicals is essential to complete the required course objectives and requirements to achieve success in the Practical Nursing Program. Therefore, students are encouraged to meet with their instructor or (her designee) immediately regarding any concerns that may hinder their attendance and thus their potential for academic success. Taking responsibility for attendance is one of the first steps students can take to develop professional accountability.

Classroom Attendance & Make-Up Class Assignments & Consequences of Missing Class

Lecture attendance: Students are responsible for any lecture learning material that is missed due to an absence of tardiness. Students with or without an excused absence will lose participation points for the entire lecture when any part of the lecture is missed. Assignments will not be accepted if late for either excused or unexcused. The student must be aware that the loss of participation points could decrease the student's overall grade in the course.

Excused Absence (Planned or Emergency)
On occasion, a student may miss a scheduled test, because of unavoidable or extenuating circumstances such as personal injury or illness, death in the immediate family, court appointed dates, and military service. These types of genuine circumstances are considered an excused absence.

- ☐ **Bereavement**: If a student must miss class to attend a funeral, the student must bring in a document of verification of the funeral. Time absent for bereavement may not exceed three days.

- ☐ **Court and or Legal Appearance**: When a student is subpoenaed to appear in court, the time missed from class/clinical/lab will be counted as being absent. The documentation may be any paper form of documentation there is/was a court order requirement for that may include, but not limit to, Jury Duty, Order to Appear, Subpoena.

- ☐ **Medical Emergencies**: A doctor note demonstrating that the student had to personally see a healthcare provider, or, if a parent, spouse, child, or other dependent required medical care that also required the student's attendance and/or transportation to the medical facility.

- ☐ **Work Related Mandatory Training**: If a student is required to attend a work-related mandatory training or event, they will be required to provide documentation from their direct supervisor explaining the reason and date for the mandatory attendance.

- ☐ **Military Related Training**: If a student is either in an active or inactive military status and are required to attend a mandatory military training activity and can provide written documentation attesting to the start and end dates of the training.

- ☐ **Other:** If the student missed class hours for any other reason, a written explanation may be submitted to the instructor. (Faculty may exercise their right to deduct points for assignments, quizzes, or tests.)

Importance of submission of written (paper format) documentation: This applies to classroom, lab, and clinical portions of the program. Supporting documentation is due on the day that the student returns to school. If the student does not have the paper formatted documentation that day, they may submit an electronic copy of the documentation until the next school day.

Submitting documentation does not automatically guarantee that the instructor (or a designated staff member) will determine that the absence will be classified as an excused absence. However, failing to provide the documentation will most likely result that the attendance will be classified as an unexcused absence.

PROCESS
- ☐ When a student realizes that they will be tardy or absent from class, the student must notify the Instructor or Front Desk as soon as it safe/feasible to do so. (School opens at 7am. Do not use the cell phone to call if you are driving to contact the school.)

- ☐ Attendance is recorded at the beginning of each class as directed by the instructor. The instructors have the right

to update the attendance if a student leaves class early (or does not return from a break/lunch)

☐ When a student is tardy or absent from class, it is the student's responsibility to obtain any missed notes or handouts from a missed class.

☐ The student is to meet with the course instructor to discuss the absence, hours, and present supporting documentation. The instructor and student will come together on an agreed upon plan for the student to make-up the hours and missed class work.

☐ The student will attend the scheduled make-up hours. It is required that all hours are made up before the student can enter their final course (NUR140). And any missed hours during NUR140 must be made up before the student can qualify for completion for the program. All hours must be made up within the designated Satisfactory Academic Progress (SAP) timeframe.

☐ The student will submit the designated make-up assignments, tests, and/or quizzes.as required by the instructor. Valley College may use simulations as part of the student's (make-up work) academic plan.

Consequences for Classroom Absences

☐ Instructors are not required to admit students into the classroom after class has started. Students will be considered late if they arrive more than five (5) minutes after the start time. This grace period only applies to the beginning of class each day from 8:00am to 8:05am. For example, if class starts at 8:00 am, at 8:16 the student is considered late.

☐ Instructors will not allow late students into class during an exam/quiz even if it is within fifteen minutes. Students will be required to wait to enter the class until the next break. Time missed will be counted as absent and may be required to be made up. Depending on documentation submitted, the time missed may be counted as unexcused.

☐ Participation points will be deducted which will likely affect the student's overall grade.

☐ There may be stricter requirements for missed tests than assignments or quizzes.

☐ The instructor will consider if the student has an excused or unexcused absence when making the decision to accept missed class work, quizzes, tests, or skill competencies that were assigned/due on the dates the student was absent from class. The instructor has the right to impose point deductions for any work submitted after the original submission date regardless of an excused or unexcused absence classification. If the student is provided with a new submission date and fails to turn the work in by that date, the instructor may award a zero for the work. Two consequences for an unexcused absence are that students may not submit homework for the missed day and the student will lose participation points.

Clinical and Lab Attendance & Make-Up & Consequences of Missing Clinicals or Labs

(In this section, the general term absences or missed time is used. The process is the same as notifying the school or instructor. The instructor or designee will verbally or electronically notify the student if the time off was classified as an unexcused absence.)

Lab Attendance requirements: Students are required to attend 100% of their lab experience to pass the course. If a student is late or leaves early during a lab experience, on or off campus, they must make up the time during the time the College provides for completing makeup time. This generally will be a Friday or Saturday. If the student misses Lab time, the student must make up the time during the course schedule. If a student misses less than 59 minutes of lab the student will be scheduled for 1 hour of makeup time. Instructors will determine what assignments the student must complete. If a student misses more than one scheduled day of class (5 or 7 hours), The student will fail the course.

Clinical Attendance requirements: If a student misses time for Clinical: 1day), the student must make-up the time during the monthly clinical makeup date that has been designated by the college. Instructors may use either simulations (at the campus) or on-site experience at a clinical site. Make-up time for these courses will be scheduled on a Friday or Saturday and may be restricted or not available. It is scheduled based on faculty/clinic site availability. Even though make-up hours may be made up at the campus by using simulations, the student loses the value of working in the clinical setting. Clinical experiences and simulations have a maximum limit of 10 to 1

student to faculty ratio that Valley College must abide by. **If a student misses two or more days of clinicals, the student will fail the course.**

- □ Attending clinical orientation is mandatory. Missing clinical orientation will result in failure of the course. Patient safety is a high priority and a student who misses orientation to the facility misses valuable information needed to provide safe and effective care to their patients and therefore will not be able to attend clinical.

- □ When reporting for a clinical, students are expected to come prepared: name badge, proper clean uniform (scrubs), stethoscope, pen, watch with second hand (and/or other items the clinical instructor deems necessary for that clinical site) and any homework that might be due. Students who show up unprepared or late will be sent home and this will count as an unexcused absence. Students will have to make up for the missed hours and assignments.

- □ Students must arrive at the clinical on time and stay the duration of the entire clinical. Students sign in and out of the clinical site just like they do in the classroom. Being late or leaving a clinical site early will be considered missed clinical hours/day and the student may fail the course. Clinicals are set up well in advance and Valley cannot guarantee clinical make-up time. The student must follow the same protocols for contacting the instructor and/or school if they know they will be tardy or absent from the clinical experience.

- □ For clinicals, the College will allow a 5-minute grace period at the beginning of clinicals. The instructors will notify their students when the clinics start. If the start time is 7am. If the grace period is from 7:00am to 7:05am and the student arrives at 7:06, the student is late. The instructor will make the final determination on the time. Excused absence from a clinical site must have proper documentation or it will be considered unexcused. Even with excused documentation students must make-up clinical time for successful completion of the class/program.

- □ Clinical assignments are important for administering safe nursing care to the assigned patients and are necessary to measure student's attainment of the course and clinical objectives. Failure to hand in these clinical assignments when due may result in an unsatisfactory clinical grade and potential failure of the course.

- □ If the student fails the clinical aspect of a course, for any reason, the student must repeat the theory and clinical component to successfully pass the course. After two tiers in which the student fails any nursing course, the student will be considered to have failed the Practical Nursing program. There are NO REFUNDS for completed course work.

- □ Simulations are used on a limited basis and only when approved by Valley College Administrators. Simulations follow the same rules as clinics.

Excused Absence (Planned or Emergency)

On occasion, a student may miss a clinical/lab because of unavoidable or extenuating circumstances such as personal injury or illness, death in the immediate family, court appointed dates, and military service. These types of genuine circumstances are considered an excused absence.

- □ **Bereavement**: If a student must miss class to attend a funeral, the student must bring in a document of verification of funeral. Time absent for bereavement may not exceed three days.

- □ **Court and or Legal Appearance**: When a student is subpoenaed to appear in court, the time missed from class/clinical/lab will be counted as being absent. The documentation may be any paper form of documentation there is/was a court order requirement for that may include, but not limit to, Jury Duty, Order to Appear, Subpoena.

- □ **Medical Emergencies**: A doctor note demonstrating that the student had to personally see a healthcare provider, or, if a parent, spouse, child, or other dependent required medical care that also required the student's attendance and/or transportation to the medical facility.

- □ **Work Related Mandatory Training**: If a student is required to attend a work-related mandatory training or event, they will be required to provide documentation from their direct supervisor explaining the reason and date for the mandatory attendance.

- □ **Military Related Training**: If a student is either in active or inactive military status and is required to attend a

mandatory military training activity and can provide written documentation attesting to the start and end dates of the training.

☐ **Other:** If the student should miss hours for any other reason, a written explanation may be submitted to the instructor. (Reminder, faculty may exercise their right to deduct points for assignments, quizzes, ortests.)

Consequences of Absence

Core Nursing Classes – with the NUR prefix and have Clinical hours have strict attendance policies and make-up time may be restricted or not available. A student must contact their instructor prior to their expected absence or if they will be late. The Clinical sites dictate when (if any) clinical hours can be made up at their sites. Even though in certain circumstances make-up hours may be made up at the campus by using simulations, the student loses the value working in the clinical setting. Points may be deducted from the student's final course grade for missed time at the Clinical site.

Effects on the final grade of the course: To help the student avoid possible failure, the school will do its best to schedule lab and/or clinical make-up once a month. Make-up time is based on faculty availability. The student may be awarded an Incomplete (I letter grade) if the make-up time is scheduled after the course has ended. If the student fails to appear during the scheduled make-up time, the student will fail the course. Once the make-up time is completed, the student will receive a grade for the course.

Grading and Evaluations

Grading for NUR Courses

The Practical Nursing program's NUR prefixed courses use a more rigorous grading scale compared to non-nursing courses in the program. All tests, quizzes, in-class assignments, and homework are graded out of 100%. A minimum score of 78% is required to pass. Students who do not achieve this passing grade must repeat the entire course and will be subject to a Course Retake fee (refer to Tuition and Required Fees in the Student Catalog). Certain courses have prerequisites. If a student fails a prerequisite course, their rotation schedule will be updated accordingly and sent to them. This will extend the student's projected completion date beyond what is stated in their enrollment agreement.

Each student will receive a syllabus detailing the various assessments for each course. These assessments may include tests/quizzes, in-class assignments, out-of-class assignments, class participation, lab competencies, and clinical competencies. Additionally, students must pass all skills test-outs with a satisfactory rating within three attempts and must pass all Clinicals. **To successfully pass a course with a NUR prefix, students must achieve a score of 78% or higher.**

PN Failed Courses Policy

o Two Failed NUR courses: In the Practical Nursing diploma, any student who fails two NUR courses (receives a grade of "F") will be involuntarily (administratively) removed from their program. Students considering readmissions should consult the PN Student Handbook for detailed information on the Readmission process. Readmission is not guaranteed.

o Exception for Tier 1 Courses NUR100 and NUR119.
  o NUR100 and NUR119 are exempt from the general "two failed NUR courses" dismissal policy. Students are permitted two attempts for each of these courses. A second failure in NUR100 or a second failure in NUR119 will result in dismissal from the Practical Nursing program, regardless of performance in other courses.

o NUR140: The final course in the PN program is NUR140 which features a rigorous curriculum. If a student fails NUR140, they may be eligible to retake the course. Should a second attempt also result in failure, the student may be permitted a third and final attempt. Course retake fees will apply for both the second and third attempts. No formal appeal is required to qualify for these retakes for NUR140.

o The PN Academic team reserves the right to deny the student's retake opportunity, including but not limited to, if it is mathematically impossible for the student to finish the course within their 150 SAP Max timeframe or to achieve a 2.0 final GPA. The Director of Academic Affairs oversees the retake process for the NUR140 course.

o If a student fails NUR140 on their third attempt, they will be dismissed from the program. At that point the student will be ineligible to reapply to the program for a minimum of six months considering readmissions should consult the PN Student Handbook for detailed information on the Readmission process. Readmission is not guaranteed.

Grade	Pts.	Description	Counts in Calculation for GPA
A	4.0	93 to 100%	Yes
B	3.0	85 to 92%	Yes
C	2.0	78 to 84%	Yes
F*	0.0	Less than 78%	Yes

All other courses follow the traditional grading scale (These courses do not have the NUR prefix)

Grade	Pts.	Description	Counts in Calculation for GPA
A	4.0	90 to 100%	Yes
B	3.0	80 to 89%	Yes
C	2.0	70 to 79%	Yes
D	1.0	60 to 69%	Yes
F*	0.0	59% or less	Yes

Laboratory Evaluations

All Lab Skills Test Outs are graded on a pass/fail basis. Students will be given 3 attempts to pass. If a student does not pass by the third (3$^{rd.}$) attempt, before the end of class, the student will fail the course. The student must remediate after each failed attempt, up to the third attempt. Practice is essential before testing out and peer to peer practice is highly recommended.

Clinical Evaluations

Students will be evaluated at each clinical. Clinical evaluations are graded as follows:

P + Pass Plus	The student performance exceeds expectations for passing the clinical based nursing procedure, which could include patient care, fundamental, base, and specialized nursing skills. Student teamwork, professionalism, patient and nursing team communication, patient education, and empathy exceeds expectations. Finally, student growth and the ability to execute nursing processes, procedures, and activities associated within the scope of practice of an PN exceeds expectations.
P Passing Performance	The student performance demonstrates capable, safe, sanitary, empathetic, and patient-centric care based on previously learned skills. The student also demonstrates capable and effective levels of fundamental, base, and specialized nursing skills. The student demonstrates effective and capable levels of teamwork, professionalism, patient and nursing team communication, patient education, and empathy. Finally, the student demonstrates growth and an increasing ability to execute the process, procedures, and activities that are within the scope of practice of an PN.
I Improvement Required	The student performance is below satisfactory levels of capable, safe, sanitary, empathetic, and patient-centric care based on previously learned skills. The student demonstrates below satisfactory levels of fundamental, base, and specialized nursing skills. The student demonstrates below satisfactory levels of effective and capable levels of teamwork, professionalism, patient and nursing team communication, patient education, and empathy. Finally, the student demonstrates minimal to below satisfactory levels of growth and an increasing ability to execute the process, procedures, and activities that are within the scope of practice of an PN.
F Failing	The student does not perform any level of capable, safe, sanitary, empathetic, and patient-centric care based on previously learned skills. The student does not demonstrate any level of fundamental, base, and specialized nursing skills. The student does not demonstrate effective and capable levels of teamwork, professionalism, patient and nursing team communication, patient education, and empathy. Finally, the student does not demonstrate growth or an ability to execute the process, procedures, and activities that are within the scope of practice of an PN.

Academic Integrity Policy

At Valley College, we are committed to honest practices, communications and relationships that honor each

other and our students. The College may use cameras and/or a lockdown browser in the testing room. We expect academic honesty from our students. Academic honesty means to neither give nor receive unauthorized aid on tests and graded assignments. It is the responsibility of the students to avoid all forms of cheating and plagiarism. Plagiarism is defined as "the unauthorized use of the language and thoughts of another author and the presentation of them as one's own". Academic integrity applies equally to electronic media and print, and involves text, images, and ideas. Violations include but are not limited to the following examples:

Cheating
1. Offering another person's work as one's own.
2. Tampering with an examination after it has been graded and then returning it to earn more credit.
3. Continuing to work on an examination or project after the time specified for the student has elapsed.
4. Using unauthorized materials, prepared answers, written notes, or other information during an examination.
5. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
6. Using electronic devices, including but not limited to phones, iPads, smart watches, etc. during the examination.
7. PN Only: If unauthorized pop-ups or additional tabs or screens open on the computer while testing.

Dishonest Conduct
1. Stealing or attempting to steal and examination or answer key from the instructor.
2. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
3. Falsifying or forging academic documents or records.

Plagiarism
Plagiarism is intellectual theft. It means the use of the intellectual creations of another without proper attribution. Plagiarism may take two main forms, which are clearly related:
1. To steal or pass off as one's own ideas or words, images, or other creative works of another.
2. To use a creative production without crediting the source, even if only minimal information is available to identify it for citation.
3. Unauthorized use of artificial intelligence (AI) tools or submission of AI-generated content without proper citation constitutes plagiarism
(see Valley College Institutional Statement on Artificial Intelligence for further information)

Collusion
Any student who knowingly or intentionally helps another student perform any of the above acts of cheating, dishonesty or plagiarism is subject to discipline under the Academic Integrity Policy. Examples of collusion include but not limited to:
1. Allowing another student to copy one's own work during a test or take-home assignment.
2. Writing a paper or other project for another student.

Valley College Institutional Statement on Artificial Intelligence (AI)

At Valley College, we recognize the transformative role Artificial Intelligence (AI) is playing across industries, education, and everyday life. As an institution committed to preparing students for the future, we embrace the responsible integration of AI as a tool that can enhance learning, foster innovation, and support the development of critical 21st-century skills.

Our Approach to AI at Valley College:
· Educational Use
AI tools may be used to support instruction, streamline administrative functions, and assist students in their academic journey when used appropriately and ethically. Students and faculty are encouraged to explore AI's potential in alignment with course objectives and professional standards.

· Academic Integrity:
While AI can be a valuable resource, it must not replace original thought, effort, or learning. Unauthorized use of AI to complete assignments, exams, or other academic requirements will be treated as a violation of our academic integrity policy. Students are expected to clearly disclose any use of AI tools in their academic work when permitted

by instructors. AI should be a thought partner but not a sole provider of produced submissions.

· Faculty Guidance:

Instructors have the discretion to determine when and how AI tools may be used in their courses. Expectations around AI usage will be communicated in the course of expectations. When in doubt, students should consult their instructors for clarification.

· Ongoing Learning & Adaptation:

As AI technologies continue to evolve, Valley College will review its policies and practices to ensure they reflect current realities, support academic success, and align with our mission of empowering students for career success.

We believe that when used responsibly, AI can be a powerful partner in education, one that complements human creativity, critical thinking, and personal growth. Valley College remains committed to preparing students not just to keep pace with innovation, but to lead with integrity in a changing world.

Please note: As technology continues to evolve, we will be adapting with a purpose to meet the needs of an ever-changing world.

Valley College Testing Policy (new 2025)

The proctor monitors the tester takers and room. The proctor will walk around in the room to ensure that all test takers are adhering to the Valley College Academic Integrity policy and the rules written below. The proctor will assist the students during the exam and in cases of mitigating circumstances, may speak to students. Valley College may monitor via camera by the proctor.

Electronic Devices

- Using electronic devices, including but not limited to phones, iPad, smart watches, etc. during the examination is prohibited. The College strongly urges test takers do not to bring electronic devices in the testing room. The College reserves the right to collect the devices prior to or during the exam. Valley College is not responsible for any device that is collected.

- Any additional electronic devices are prohibited from being connected to the computer during testing (i.e. electronic mouse, headphones, etc.).

Privacy

- Testing **will occur in a classroom setting.** The proctor will try to limit all distractions such as not allowing others to enter the room once the exam has begun.
- There is no talking during the exam – Students **may not talk** to anyone but the test proctor during the test. Only the test proctor can talk to a student.

Tabletop and Seating

- The desk or table used for testing must be clear of all items, test takers are only allowed to have sheets of scratch paper or whiteboard, a standard pen/pencil, and their acceptable identification. Test takers may be asked to show both sides of their scratch paper/whiteboard to the proctor at the beginning and end of the test session.
- The test taker's computer and keyboard must be on a desk or other tabletop surface.
- The tabletop and surrounding area must be clear of all items not approved for use during the test.
- The test taker **must be** seated in a chair for the entire duration of the test and may not leave their seat without permission from the proctor.
- The test taker must be seated in an upright position.

Clothing and Appearance

- The test taker must be dressed appropriately. Valley College students must wear their Valley College uniform including their student ID.
- Unless for religious reasons, hats and hoods may not be worn on the head during testing. The test taker's ears must remain visible throughout the test, not covered by hair, a hat, or other items.
- Avoid wearing such items as jewelry, tie clips, cuff links, ornate clips, combs, barrettes, headbands, and other hair accessories.
- Watches (whether digital or analog) are not permitted during testing.
- Headphones (including air pods) are not allowed during testing.
- Test takers will be required to show the contents of their pockets to ensure they are not carrying any prohibited items. This is a visual check conducted by the proctor or Valley College faculty or staff member

and does not involve a physical pat-down. If a student is found with a prohibited item during this check, Valley College reserves the right to take appropriate disciplinary action, including, but not limited to, immediate dismissal from the test, a zero on the exam, and further disciplinary proceedings according to Valley College's Academic Integrity Policy. The severity of the action may vary depending on the nature of the item and the circumstances of its possession. This ensures fairness while maintaining the integrity of the examination process.

Arrangements must be made for all personal items, including purses and backpacks, to be left outside of the classroom. Jackets and coats may not be worn in the testing room, however, Valley lab jackets are acceptable. Electronic devices may be collected upon entry.

Prohibited Items Policy- Any other unauthorized testing aids are prohibited to be in the testing room. These items may include but are not limited to:

Books including dictionaries	Mp3 player
Cellular devices and smartphones	Nonmedical electronic devices
Digital or video cameras	Pagers and beepers
Digital or analog watches	Pamphlets & reference materials
Flash/thumb drive or any other portable electronic storage device	PDAs
Food and beverages	Tablets

Test Violation Policy

If Valley College's faculty or staff member has information that a violation of academic integrity may have occurred during the test, they will inform the student of the information they have, the specific incident and the aspect of academic integrity that is alleged to have been violated. The student will be provided with the opportunity to explain the circumstances and the action. Based on circumstances in any given situation, the Valley College faculty/ staff member together with the Campus Director or his/her designee will then determine if an explanation by the student is accepted as being adequate or whether to proceed to impose disciplinary and/or academic sanctions for the violation of the Academic Integrity Policy as may be appropriate.

In cases of technological glitches or any anomalies during the test, which may or may not be due to the student's actions, the student may be required to retake the test to ensure the integrity of the examination process.

Valley College reserves the right to invalidate the entire test for all participants if there is suspicion of widespread cheating. This measure is taken to protect the integrity of the examination process and the validity of our qualifications. This action is necessary even if it may impact test-takers who were not involved in any misconduct, as it serves to uphold the standards and reputations of all students and the institution. Affected students will be informed of the reasons for such decisions and will have the opportunity to discuss the implications with a program administrator.

When a student is found to have violated Academic Integrity Policy and/or school's procedures on tests/examinations, various disciplinary and/or academic sanctions may be imposed by Valley College on such student, including but not limited to giving a zero on a test, test retake, warning, disciplinary probation, as well as an immediate dismissal from the program. Readmission after dismissal may be granted only under exceptional circumstances. Any sanction imposed will take into consideration the context and seriousness of the violation.

Academic Integrity Violation Policy

If Valley College's faculty or staff member has information that a violation of academic integrity may have occurred during the test, they will inform the student of the information they have, the specific incident and the aspect of academic integrity that is alleged to have been violated. The student will be provided with the opportunity to explain the circumstances and the action. Based on circumstances in any given situation, the Valley College faculty/ staff members together with the Campus Director or his/her designee will determine if an explanation by the student is accepted as being adequate or whether to proceed to impose disciplinary and/or academic

sanctions for the violation of the Academic Integrity Policy as may be appropriate. Possible consequences for violating the policy may include but are not limited to receiving a "0" for the assignment/test; failing the course; being terminated from the program.

Student Code of Conduct

Valley College's Code of Conduct can be viewed in its entirety in the Catalog (Valley College website at https://www.valley.edu).

The College expects mature behavior. Regulations governing student conduct and activities are based on the premise that attending class in an environment conducive to learning is the right of each student. A student is subject to suspension or termination for conduct that disrupts the teaching or administrative activities of the College or interferes with the rights of the campus community. Examples of conduct considered unsatisfactory under these standards include but not limited to dishonesty, failure to comply with college policies, procedures, and regulations, or with the directions of college officials acting in performance of their duties, harassment, physical or verbal abuse of any person on campus or at college functions, and theft of or damage to college property or to property on campus belonging to any member of the campus community.

Valley College aims to provide students with comprehensive training and education necessary for entry into professional employment. In accordance with the Valley College Values of Integrity, Effectiveness, Leadership, Teamwork, and Growth, students are expected to adhere to the following code of conduct to ensure a professional atmosphere and positive learning experience.

Rules and regulations governing student conduct are based on the premise that attending class in an environment conducive to learning is the right of each student. The Student Code of Conduct is the set expectations regarding professionalism, attitude, appearance, academic integrity, attendance, classroom conduct, and course expectations. Students have the right to a professional, non-discriminatory, non-violent, harassment free, and drug, alcohol, and smoke- and vape-free environment. Adherence to the Student Code of Conduct is expected of all students, and any violation will be subject to disciplinary action.

Students are expected to interact with colleagues and peers in a polite and respectful manner. Students are expected to display characteristics such as respect, organization, prioritization, efficiency, and positivity. Students are also required to follow classroom rules established by their instructor. These rules could address, but may not be limited to, communication, format and structure of assignments, formal assessments, remote learning guidelines, and conduct. Abiding by the following rules and meeting the required expectations will result in the professional appearance and conduct required at Valley College.

Classroom Rules

In addition to the statements above, each instructor will distribute or post specific class rules and expectations for their class. For courses with require more specific lab-based activities and assignments (skill-based procedures), the instructor will distribute or post more specific standard operation procedures or safety procedures that must be followed. In remote learning settings, the instructor may distribute or post rules specific to any live sessions.

Classroom Rules and Expectations that are commonly observed in all Valley College campus' programs include:

Students are expected to:

- Be present for the entire class.
- Keep cell phones off or on vibrate.
- Beverages and food are not permitted in any lab classes.
- Beverages may be allowed in lecture rooms if they are in a container with a lid.
- Tobacco products, including cigarettes, cigars, smokeless tobacco, and electronic smoking devices (e.g., e-cigarettes, vapes, JUULs) are prohibited in classrooms, at school events, and in all areas except designated smoking zones at each campus.
- Take all personal and valuable items when leaving the room.
- Refrain from profane or obscene language and any unprofessional verbiage in the classroom, lab, or clinical setting.
- Follow verbal and written instructions in the classroom, lab, and clinical settings.
- Communicate and exhibit a positive attitude, good judgment, and respect for faculty, staff, and peers.
- Display professional behavior and demeanor when offsite at school sponsored functions such as field trips, community service activities or other school functions.
- If in a remote learning setting and participating in a live session, the student must be in an environment conducive to learning. The student cannot be at work, be driving a car, or otherwise not fully participating in class.

Clinical Rules

In addition to the statements above, students participating in off-site clinicals are expected to:

- Follow requirements of each clinical site regarding parking, storing of belongings, utilizing designated rooms for pre- and post-conference, usage of staff break rooms, cafeterias, microwaves, and refrigerators. If students fails to follow the clinical site rules on parking, or facility usage, that jeopardizes the relationship that Valley College has with the clinical site, the student may be removed from the program.
- Students are not permitted to leave the premises until the clinical has been concluded. Lunch is to be eaten on premises in approved locations only. Food is not permitted to be delivered to the site or dropped off by an outside visitor.
- Students are not permitted to leave the floor without getting prior approval from the instructor.
- Smoking or vaping is prohibited while on the grounds of a clinical site.
- Cell phone use is prohibited on the floor and can only be used with instructor approval in designated locations. If the student is *caught* using a cell phone without approval/permission, at clinicals, the student may be asked to leave the site for that day. This will be marked as an unexcused absence.
- Refusal to perform any type of patient care as directed by the instructor will result in dismissal from the clinical site and count as an unexcused absence. This refusal will reflect in the student's clinical grade and may result in further disciplinary action at the discretion of the Practical Nursing Administrator.
- If students exhibit any behaviors of speech that jeopardizes the relationship that Valley College has with the clinical site, the student may be removed from the program.

Student Dress Code

Valley College students are preparing for various careers in the workforce. Students are encouraged to portray the proper image of their future careers by dressing appropriately and should also be aware that excessive visible body piercing, and extreme hairstyles may inhibit their career opportunities. Valley College also considered student and patient safety when establishing their dress code standards. Students are expected to wear the appropriate Valley College Uniforms during normal class times. The Valley College uniform (scrub top and bottom) is light blue in color with a white lab coat. The uniform is purchased through the College during the first weeks of class 2. Failure to adhere to the Dress Code upon warning may be grounds for termination. Questions pertaining to the Dress Code should be addressed to the Campus Director and or the Practical Nursing Program Administrator.

Classroom and Lab: Students will promote a professional atmosphere in the nursing program and will be

required to follow the rules:

- Uniform scrub attire must fit properly so the midriff and buttocks are not shown while engaging in normal activities and exercises. Bottoms should not excessively touch the floor. Tops should not expose cleavage.
- Students are to always wear school identification badges when in the school, lab/classroom and at the clinical setting.
- Leather tennis shoes or sneakers of any color are permitted for classroom attire, provided they have minimal mesh and no fabric material. (Boots, slides, and crocs are not acceptable.)
- Lab coats are the acceptable article of clothing that is worn over the uniform, including during testing. Students are permitted to wear any white scrub jacket, but other school logos are not allowed. If the student wants to wear an additional layer of clothing with long sleeves. such as a sweater or sweatshirt, it must be worn under the lab coat. NO HOODIES are permitted. Students must follow the dress code policy at their clinical sites.
- Jackets/coats: Exclusively during lectures sessions, students may wear jackets or coats. However, jackets and coats are prohibited during lab sessions or during tests, only Valley lab jackets are permitted. (Please note that robes, blankets, hoodies, and similar items are not permitted. Valley College will determine what items are not permitted.
- Hair: While hair may be worn down during lecture class, it must be securely tied up and contained during labs and clinicals without exception.
- The only permitted head-coverings are nursing or surgical caps and hair-wraps that in no way resemble a bonnet, du-rag or outside hat. Head coverings worn consistently for religious reasons are acceptable. Faculty has the final decision on the appropriateness of head-coverings.
- In accordance with professional workplace expectations, offensive tattoos, not covered by appropriate clothing, will need to be covered with either a sleeve, band aid or bandage material so they are not visible in the classroom, lab, clinical setting, or any other function organized by Valley College.
- Any facial piercings and jewelry of the dangling style, such as bracelets, necklaces, dangle earrings or chain piercings, must be removed and/or plugged while in the classroom, lab, clinical setting, and any other function organized through Valley College. Small stud style earrings and piercings are acceptable.
- False eyelashes or extensions are not permitted, of any style.
- The CDC (Center for Disease Control) recommends NO artificial nails or extensions. Nail polish, including nude colors or clear, is also prohibited as per CDC guidelines. Valley College Practical Nursing Diploma Program will also adhere to these recommendations.
- Furthermore, nails must be kept short and not extend beyond the tips of the fingers.
- Please be respectful of perfume, oils and or cologne in the classroom regarding other students with allergies.
- Clinical: In addition to the above dress code.
    - Students not wearing a Valley College school identification badge at clinical sites, unless specifically directed otherwise by the clinical site, will be sent home and this will be counted as a missed day.
    - No perfume or cologne or oils are to be worn at clinical.
    - When reporting for a clinical, students are expected to come prepared: name badge, proper clean uniform/scrubs, stethoscope, pen, watch with second hand (and/or other items the clinical instructor deems necessary for that clinical site) and any homework that might be due. Students who show up unprepared or late will be sent home and this will count as an unexcused absence. Students will have to make up for the missed hours.
    - Smoking/ vaping is prohibited on Clinical grounds. Coming to clinicals smelling like smoke will result in you being dismissed from clinical that day and receiving a failing grade for the day.

Casual Days: The Campus Director may allow students to have casual or themed dress days. Safety and professionalism are always considerations. The wearing of torn or badly frayed jeans, shorts, t-shirts (or other shirts/sweatshirts) with messages, tank tops, and open-toed shoes, open-heel shoes or shoes with holes are never permitted.

Code of Conduct – Ohio Board of Nursing

Students must also follow the behavior guidelines outlined by the Ohio Board of Nursing as listed below:

The following information represents an excerpt on student behavior guidelines. This information can be found on the OBN website at www.nursing.ohio.gov.

OBN rule 4723-5-12 OAC Program Policies:

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

12. A student shall not:
    a. Engage in sexual conduct with a patient;
    b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
    c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
    d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.
13. For the purposes of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
14. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
    a. Sexual contact, as defined in section 2907.01 of the Revised Code;
    b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
15. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued

for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

16. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
17. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
18. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
19. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
20. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
21. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
22. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

23. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
24. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

25. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
26. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
27. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
28. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non- health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Confidentiality Requirements

Students in the PN program may have access to confidential patient and management information. Students are required:

- To abide by all laws, regulations, and agency policies and procedures relating to the confidentiality of the patient's/client's business and management information
- To use patient/client business and management information only as it relates to their nursing duties
- To continue to maintain the confidentiality of all patients/client's business and management information after the termination of student clinical placements and refrain from accessing the same records or computer system after the termination of their education
- To sign a Confidentiality Statement for Student Clinical form which is provided to the student at the time of their New Student Orientation.

Disciplinary Measures for Conduct Violations

The Practical Nursing Administrator makes all final decisions regarding what constitutes a Code of Conduct violation. If a student violates a code conduct rule, the results of that infraction may include but is not limited to:

- The student will have points deducted from their participation grade and/or be sent home. (The student will have to make up any missed time.)
- The student will receive verbal counseling/coaching.
- The student may receive a written warning/coaching which may include an action plan.
- The student may be subject to suspension or dismissal from the program.

The Practical Nursing Administrator can administer any of these consequences depending on the seriousness of the conduct violation. Any student behavior that has directly resulted in the loss of a clinical site for Valley College will face immediate dismissal from the program. In cases involving more serious consequences, such as suspension or dismissal, the PA may still recommend immediate action; however, the Dismissal Committee will convene as soon as possible following the incident to review the circumstances and make a final decision.

Appeal Process for Code of Conduct Withdrawals

Valley College (VC) strives to provide the best learning environment possible. VC has established this Code of Conduct policy and procedure to ensure students and employees are treated in a fair and consistent manner. See the Valley College Student Catalog https://valley.edu/catalog/ or on the Consumer Information web page. https://valley.edu/consumer-information/ for more details regarding the policy and process.

Returning or Reentering Practical Nursing Students

Valley College has two readmission statuses, re-entry status and return status. The explanation of the two statuses is defined in more detail in the Valley College Student Catalog.

Re-entry Status: If a student has withdrawn, either voluntarily or involuntarily, from one of Valley College's diploma or degree programs and wants to return to the same program within 180 days from the student's last day of attendance (LDA). The student who is re-entering their program will return under the same terms as their original contract; however, they are required to follow the most recent Practical Nursing Handbook and Student Catalog rules. The students will maintain their attendance rate and GPA from when they withdrew from the program.

Return Status: A student who has withdrawn, either voluntarily or involuntarily, from a degree or diploma program and returns to the same program 181 days after their last day of attendance will enter under a new contract and be considered a new student.

The Readmission process for the PN program Readmission to the nursing program is not guaranteed. Students who have been withdrawn from the program, whether voluntarily or by administrative action, may request readmission in accordance with the College's standard procedures. A maximum of two readmission requests will be considered. If a first request is not approved, a second request may be submitted only if it includes new, relevant information for the Readmission Committee to review. Requests that do not include new and substantive information will not be considered.

1. Practical Nursing (C&F): The student should contact the Director of Academics Affairs (C&F) as their first step in the process.
a. The student will be individually interviewed by an Academic Staff Member.
b. The student will complete a Student Request Form. The form requests that the student provide a reason for the withdrawal from the program and what has changed in the student's life circumstances that will allow the student to be successful this time.
c. The College may require that the student agrees to the terms of a written Academic Plan. The student's GPA and attendance may be addressed in the plan. Repeating courses may also be discussed along with any associated costs.
d. The returning or re-entry student is only required to retake the HESI entrance exam if the student's HESI exam score is dated over 24 months. The student will also need to take the Online Readiness Assessment regardless of the time from withdrawal to readmission.

e. The Academics Team (and Student Records Department) will perform a credit evaluation and review the student's rotation schedule. The date of return may be delayed until a course is available for the student to take. Any official transcripts for credit evaluations must be available at the time of the course evaluation.

f. The student must be cleared (acceptable documentation must be on file) for their vaccinations and/or immunizations and other health-related entrance requirements. The student will follow the school's policy for BCI/FBI background checks and drug screening processes.

g. The student must be in good financial standing as determined by the College.

h. The student will meet with a Financial Aid Advisor and agree to the terms as written on the Reentry Form.

i. Courses that must be retaken because of "F" or "WF" grades are subject to a Course Retake fee and may not be eligible for Student Financial Aid (Title IV funds). "WP" courses will also be discussed.

j. Students who are returning to retake NUR140 may be required to retake courses, even though the students have passed those courses with a letter grade of "C" or higher. Retake Course Fees apply for all courses that the College requires that the student retakes.

k. Final approval of the return enrollment is demonstrated by a new enrollment agreement signed by the authorized Valley College staff member.

Practical Nursing program students: depending on the length of time a student has been out of the program, and regardless of the letter grade they received for the courses, Valley College may require students to retake preselected classes to ensure that they have the skills necessary for clinical courses. The Financial Aid department will determine if the student is responsible for any costs associated with courses they are required or elect to retake. This requirement may delay when a student may return to their program. The student should meet with a Financial Aid Advisor and agree to the terms of the financial aid packaging appointment.

Re-Entry After Failing Two NUR Courses
Students who are re-entering the program after failing two or more NUR courses must successfully pass all NUR courses during their re-entry period. No additional NUR course failures are permitted. Prior NUR course attempts remain on record.
Any NUR course failure during the re-entry period will result in withdrawal from the program. NUR140 is exempt from this policy.

Re-Entry After One or No NUR Course Failures (e.g., withdrawal, personal leave)
Students who re-enter the program after withdrawing or leaving with one or no NUR course failures return under standard Re-Entry status. Their prior NUR course attempts remain on record, and any previously failed NUR course must be passed on the next attempt. Standard progression policies regarding NUR course attempts and failures apply.

General Information
Non-Discrimination, ADA, and Equal Opportunity

Valley College does not discriminate against any student or applicant based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or disability. The College abides by these policies in the administration of its student admissions, financial aid and scholarships, career placement programs, as well as in all other student-related services and educational programs and opportunities.

The Campus Director serves as the campus' Equal Opportunity Officer. Contact information is posted on the campus' Student Bulletin Board.

Students at Valley College can expect a campus free of discrimination based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or disability. Valley College does not tolerate discrimination towards faculty, staff, students, or any other individuals associated with the company. Students are required to adhere to the campus nondiscrimination policy.

Valley College is committed to upholding the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 (together, the "Disability Laws"), and similar

state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Valley College provides equal opportunity for qualified individuals with disabilities. Valley College will make reasonable accommodation for a qualifying student with a disability, as appropriate. Accommodations must be formally requested by the student in writing. For Practical Nursing students, such requests, along with supporting documentation, should be directed to the Director of Academic Affairs.

Student Resource Center and Virtual Library

The student and staff Resource Room provides access to the internet, Pro Quest (Virtual) Library and the Virtual Librarian. Students are requested to comply with the Resource Center rules. The College subscribes to the Pro Quest Internet Library and the Virtual Librarian services. Log on information is provided to the students at Orientation. All students, faculty and staff have free access to these library services. Online training is available for users. Students who have suggestions for additional resources or comments or its operation should address their comments to the Campus Director.

Valley College also offers the services of a 24-hour a day 7-day a week Virtual Librarian. The following list of items represents the services provided to Valley College students:

- □   Act as the qualified Librarian for Valley College students.
- □   Provide an asynchronous 7-day library online reference service by email, live-chat or web meetings, to all students, instructors and staff.
- □   Work with the college to ensure the purchase of appropriate e-resources to support the course content.

Tutorial Services

Tutoring services are available to all students. It is the student's responsibility to seek out opportunities for tutoring services from the classroom instructors.

Emergencies, Medical Conditions, and Illness

Students are expected to become familiar with all fire and other emergency evacuation routes and procedures. Evacuation routes are diagrammed and posted in each classroom. The locations of fire extinguishers are also shown. A discussion of emergency procedures is conducted during class orientation.

Incident Reporting Procedure

The college reserves the right to call for emergency medical assistance for medical assistance if an emergency, accident, or illness occurs during class hours, clinical hours, or school events. Students are encouraged to immediately report any non-emergency incidents such as accidental needle sticks, animal bites, or other injuries sustained while at Valley College to a faculty/staff member. The faculty/staff member who will complete an incident report. *Proper first aid procedures will be followed.* Valley College recommends that students see/talk to their healthcare provider about the non-emergency incident. The student is responsible for payment for any treatment rendered and all costs that may result from injury and/or illness. Valley staff members may also call an emergency contact number that the student provides to the school at the student request.

Pregnancy

Students who are pregnant are encouraged to inform their clinical instructor to ensure a safe learning environment and if any accommodation may be necessary.

Clinical Health and Safety Policy/Sudden Illness or Exposure to Communicable Disease

All cases of illness or injury should be reported promptly to the instructor. The college reserves the right to call for emergency medical assistance or refer the student for medical assistance if an emergency, accident, or illness occurs during class hours. Any expense incurred shall be the sole responsibility of the student and/or parent or guardian.

Contagious Respiratory Illness Guidelines

Valley College is obligated to abide by the requirements imposed by our off-site partners used for clinical, externship, field trips, or other Valley College sponsored events. The off-site partners may require vaccinations for contagious respiratory illness. Any waivers or exemptions are set by the off-site partners. We cannot guarantee alternate site placement for students who do not meet the sites' requirements. This is the reason why vaccinations may be required for students who are in health-related programs.

Substance Use and/or Abuse

If the instructor determines the student's ability to function safely in the clinical area is impaired (for any reason), the student is expected to immediately leave the clinical site. If alcohol or drugs are suspected, the student may be escorted for an immediate drug screen at their expense according to our policy. The instructor will document the incident and report it to the nursing program director. A copy of the incident, reporting the violation, will be placed in their student file.

Social Media Policy

Students are held to a high standard of professional conduct, including via social media. Students are prohibited from posting information pertaining to classroom, laboratory, simulation, and clinical experiences on social networking websites or any other type of internet, computer, or technology-based social networking site, or equivalent media outlet. At no time may students use any personal electronic devices to take photographs, video or voice recordings of any patient, or any part of a medical record or other protected health information. Violation of this policy is grounds for immediate dismissal.

Policy on Student Recording of Classroom Lectures Using Personal Devices

At Valley College, we value the academic experience and the rights of both students and faculty. In our classrooms, the recording of lectures by students is permitted only under specific conditions to support educational goals. Students who wish to record class lectures for personal academic use must first obtain the express permission of the instructor. This policy is in place to respect the intellectual property rights of our faculty. Recordings are for personal educational purposes only and should not be shared or distributed outside of the classroom without additional approval. Unauthorized sharing, distribution, or publication of recorded lectures, in any form, is strictly prohibited. This includes posting on personal websites, social media platforms, or any other public or private forum. Faculty members reserve the right to restrict or deny recording in situations where it might inhibit open academic dialogue or infringe upon privacy. We encourage students to communicate openly with their instructors and seek guidance regarding this policy to ensure a respectful and effective learning environment. Students who require the use of recording devices as disability accommodations should coordinate with the appropriate campus personnel to ensure compliance with this policy and the ADA. Failure to adhere to this policy may result in disciplinary action in accordance with the Valley College's Code of Conduct.

Title IX Notice of Non-Discrimination and Policy

Title IX Notice of Non-Discrimination and Policy Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, Valley College:

- Does not discriminate on the basis of sex, including but not limited to admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation.
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law.
- Is committed to promoting fairness and equity in all aspects of its operations. Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect for the rights of all parties involved.

Valley College prohibits retaliation against any individual who in good faith makes a complaint or assists a complainant in the filing of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other College policy, it is also a violation of a federal law.

Valley College has adopted Valley College Title IX Non-Discrimination & Grievance Process Policy that

can be found on Valley College's website at the following link: http://www.valley.edu/consumer-information/

Valley College has two Title IX Coordinators. The Title IX Coordinator for Cleveland and Fairlawn locations is identified below and may be contacted with questions about Valley College Title IX Non-Discrimination & Grievance Process Policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the educational programs or activities in compliance with Title IX.

> Title IX Coordinator:
> Ms. Shannon McManamon
> Director of Institutional Effectiveness
> Valley College - Cleveland
> 8700 Brookpark Rd.
> Cleveland, Ohio 44129
> T: (216) 453-8201
> Email: smcmanamon@valley.edu

Student Grievance Procedure

Please refer to the Valley College Catalog section "Student Complaint Procedure" to see the entire student grievance procedure. Or visit the Consumer Information web page - http://www.valley.edu/consumer- information/ Click on Student Grievance Procedure

Valley College strives to ensure that its students are fully satisfied with their education program. Valley College has established this policy and procedure to ensure that it addresses student complaints in a fair and consistent manner. To afford full consideration to students' complaints or concerns, Valley College has established both an informal and formal grievance procedure as the framework for problem resolution. It is Valley College's policy that no retaliatory action will be tolerated against students who lodge a complaint.

These procedures are not the same process as the Title IX or Violence Against Women Act's policies.

Informal:
In today's environment where emails and text messages are used for daily communication between students and faculty or staff, Valley College considers emails/text messages to campus staff or faculty to be an informal way to communicate a concern or an informal complaint.
1. The student is encouraged to first attempt to clarify/explain the issue and resolve the situation with the faculty or campus staff member involved. It may be necessary for the student to set up an appointment with the faculty or staff member.
2. If the issue remains unresolved, the student should then:

Beckley and Martinsburg Campuses
- For Academic Concerns: discuss the issue with the program department head.
- If the issue is not resolved, discuss the issue with the Campus Director.
- For Other Concerns: discuss the issue with the Campus Director.

Cleveland Campus and Fairlawn
- For Academic Concerns: discuss the issue with the program department head.
- If the issue is not resolved, discuss the issue with the Director of Academic Affairs.
- For Other Concerns: discuss the issue with the Campus Director or Associate Campus Director.

100% online programs
- For Academic Concerns: contact the program department head to discuss the issue.
- If the issue is not resolved, contact the Online Director of Academic Affairs to discuss the issue.
- For Other Concerns: contact the Director, Online Division to discuss the issue.

All complaints will be reviewed thoroughly and impartially to ensure a comprehensive and fair evaluation of

each case.

Formal:
If informal attempts to resolve complaints do not lead to satisfaction, the matter will be referred to in the next stage of the process outlined below.

If the student feels that the complaint is still unresolved, the student should submit a written letter that includes the complaint and why the student feels that the compliant has not been resolved to the one of the following Administrative Vice Presidents:

- Academic Concerns: Shelly Smith, J.D., Interim Provost and Vice President of Academic Affairs
  Valley College Administration, 287 Aikens Center, Martinsburg WV 25404 or ssmith@valley.edu

- Other Concerns: Lynn M. Mizanin, M.S.Ed., Executive Vice President of Operations
  Valley College -Cleveland, 8700 Brookpark Road, Cleveland, Ohio 44129 or lmizanin@valley.edu

The student will receive an acknowledgement of receipt within ten (10) calendar days. After, the Vice President reviews/investigate the circumstances, and student will be notified in writing of the final decision. The decision will be made within thirty (30) calendar days. Records are maintained for at least five years.

If a student has a complaint or concern, they may contact the Accrediting Commission oof Career Schools and Colleges or any other regulatory or oversight entity at any time, regardless of whether they have first addressed the issue with the school .All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to: **Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 (703) 247-4212 or compliants@accsc.org.** A copy of the ACCSC Complaint Form is available at the school or online at www.accsc.org. The form can be submitted to this email address: at complaints@accsc.org The student may submit a complaint to ACCSC any time during the complaint process.

Please contact the following designated person at the school to obtain the ACCSC Complaint Form:

Cleveland Campus	Fairlawn Satellites	Martinsburg Campus	Martinsburg Online Division
Amanda Long Campus Director along@valley.edu	Erik Lamb Associate Campus Director elamb@valley.edu	Marianela Alberto Campus Director malberto@valley.edu	Peter Perkowski Campus Director- Online pperkowski@valley.edu

Ohio Students may contact Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, Phone 614-466-2752 or toll free 877-275-4219. https://scr.ohio.gov/information-for-students/file-a-complaint

Practical Nursing Students Only: The student may contact the Ohio Board of Nursing, 17 South High Street, Suite 660, Columbus OH 43215 ATTN: Complaints. Phone Number: (614) 466-3947. Web site: https://nursing.ohio.gov/

NC-SARA: Students taking courses online have the right to file a complaint in either their state of residence OR the state where the host campus is located using the following address: https://www.nc-sara.org/student-complaints

Some of the agencies that provide funding for Valley College students may have separate Grievance procedures. Students receiving Veterans Benefits or Military Personnel Benefits may visit https://www.benefits.va.gov/GIBILL/Feedback.asp

Completion and Graduation Requirements

A Candidate for Graduation has achieved the following:

1. Passed all required courses in the student's program.
2. Earned an overall cumulative 2.0 GPA ("C" average) or better on a 4.0 scale
3. Met or surpassed the programmatic attendance requirement
4. Completed the program within the time frame as defined by Satisfactory Academic Progress (SAP)

If a student meets the requirements for graduation, but is delinquent in payments to the college, the student will be considered a graduate but may not be eligible to walk at their scheduled graduation ceremony or will not receive their diploma until their account is in good financial standing according to Valley College policies.

Valley College may combine the Graduation and Pinning Ceremony. The Pinning ceremony is a meaningful tradition that honors nursing graduates as they transition from students to professionals in the healthcare field.

NCLEX Prep

Students are encouraged to review the Saunders NCLEX-PN Examination book throughout their student career during the Practical Nursing Diploma Program. Students will culminate their studies in the Practical Nursing program in NUR140 by preparing for their HESI Exit Exam and NCLEX-PN Exam. To prepare for the exam, students will be presented with a series of essential nursing principles and skills that were presented throughout the program. NUR140 will focus on the patient life cycle and through each stage, students will be asked to describe and demonstrate how to assess a patient, analyze their needs, evaluate options, and deliver safe, ethical, and patient-centered care and on-going education.

Based on individual progress, students will be provided with a series of remediation activities that will be focused on improving their knowledge, critical thinking, problem-solving, clinical judgment, and patient-care skills. This course will also provide a student with the opportunity to enhance their study skills, note-taking, and test-taking skills to successfully prepare for the HESI Exit Exam and NCLEX Exam.

Requirements for Application for LPN Licensure

☐ Once a student has completed the above completion and graduation requirements, the Program Administrator must then submit a Letter of Completion to the Ohio Board of Nursing.

☐ For each applicant who has successfully completed an Ohio nursing education program approved by the Board, the Board must receive a written notification of the applicant's completion of the program, submitted directly by the education Program Administrator or designee to the Board. Rule 4723-7-02, Ohio Administrative Code (OAC).

☐ The Program Administrator is responsible for certifying to the Board, in a format prescribed by the board, for each student who is an applicant for licensure in Ohio that each applicant successfully completed the requirements of a program and the date the applicant completed the program requirements. Rule 4723-5-09 (B) (9), OAC.

☐ The student is then responsible for obtaining the Criminal Records Checks Required for Licensure. Directions may be found at www.nursing.ohio.gov

☐ The process of taking the NCLEX exam can be broken down into eight steps, covering registration and scheduling, eligibility, identification requirements, and results processing. This information (The eight steps of the NCLEX-flyer) can be found on the Candidate Bulletin and Information page of NCSBN's web page. (ncsbn.org). National Council of State Boards of Nursing.

Participation Rubric & Dress Code

	Nails/Lashes *2	Inappropriate Head Garment, Hair Hanging Past Shoulders, Not Secured *3	Cell Phone Use	Improper Uniform *4	Tardy More Than 5 min. Or Leaving Early – or In/Out of Class	Disruptive, Sleeping, Behaviors, Excessive Talking, etc.
Result of Infractions	**1st Infraction-** Remove lashes or nails immediately (25 point deduction) or Sent home and make up lab hours (100 point deduction) **2nd Infraction** – Removed from class and sent home. Make up lab hours (100 point deduction)	**1st Infraction-** Correct infraction immediately (possible point deduction *5) or Sent home and make up lab hours (100 point deduction) **2nd Infraction** – Removed from class and sent home. Make up lab hours (100 point deduction)	**1st Infraction-** 100 point deduction **2nd Infraction** – Removed from class and sent home. Make up lab hours (100 point deduction)	**1st Infraction-** Correct infraction immediately (25 point deduction) or Sent home and make up lab hours (100 point deduction) **2nd Infraction** – Removed from class and sent home. Make up lab hours (100 point deduction)	**Tardy more than 5 minutes and less than 30 minutes, or in/out of class** (deduction of 10 points per occurrence) **Tardy or leave early 30 min to 59 min.** (deduction of 25 points) **Tardy or leave early 1 hour to half class time** (deduction of 50 points) **Tardy or leave early ½ class time or more** (deduction of 100 points)	**Depending on Severity 1st Infraction** – Deduction of 100 points **2nd Infraction** Removed from class and sent home. Make up lab hours. Deduction of 100 points.

A student will receive verbal counsel or written coaching after the first infraction; however, a written coaching will be required after the second infraction. Program Administrator will be notified of any 2nd infractions or if a student is sent home.   Revised: 8/2025

[2] Nail polish, including nude colors, is prohibited as per CDC guidelines.

[3] While hair may be worn down during class, it must be securely tied up and contained during labs and clinicals without exceptions.

[4] Jackets/coats: Exclusively during lectures sessions, students may wear jackets or coats. However, jackets and coats are prohibited during lab sessions or during tests. (Please note that robes, blankets, hoodies, and similar items are not permitted.) Leather tennis shoes or sneakers of any color are permitted for classroom attire, provided they have minimal mesh and no fabric material. (Books, slides, and crocs are not acceptable.)

[5] The instructor determines the infraction, and the value of points deducted.

Participation Rubric & Dress Code

When on Valley College premises, a dress code will be enforced.

Dress Code: **Uniform Scrubs** **Lab Coat –** Students are permitted to wear any white scrub jacket, but other school logos are not allowed. Lab coats are permitted during testing. **Under - long sleeve t-shirt for warmth** **No hoodies** Jackets/coats: Exclusively during lectures sessions, students may wear jackets or coats. However, jackets and coats are prohibited during lab sessions or during tests. (Please note that robes, blankets, hoodies, and similar items are not permitted.)	**Grooming:** **No artificial nails** **No nail polish** **No artificial lashes No** **dangling facial piercings** Nail polish, including nude colors, is prohibited as per CDC guidelines.
Shoes: Leather tennis shoes or sneakers of any color are permitted for classroom attire, provided they have minimal mesh and no fabric material. (Boots, slides, and crocs are not acceptable.)	**Head garments / Hair:** **Acceptable head garments are scrub caps, head wraps (no bonnets, du-rags, outside caps/hats are permitted)** **Hair: natural color** While hair may be worn down during class, it must be securely tied up and contained during labs and clinicals without exceptions. Revised: 8/2025

Student Resolution Request Procedure

Valley College has adopted a form called "Student Resolution Request Form," which is designed to facilitate structured communication of student concern/grievances. This form requires students to suggest up to three possible resolutions to their issue, promoting proactive involvement in the problem-solving process.

The student should first attempt to clarify or explain their concerns and resolve the matter with the faculty or campus staff member involved either in person or via email communications. It may be necessary for the student to set up an appointment with the faculty or staff member to discuss the issue thoroughly.

If the issue remains unresolved, the student should then:

- Obtain a Student Resolution Request Form, from either the faculty member or the PN Administrator (PA) and/or PN Assistant Administrator (APA).
- The student completes the form (signature and date are required) and submits the form in the locked box located near the PA and/or APA's office.
- The PA and/or APA will review the form. If action is warranted, the PA and/or APA will arrange a meeting with the student, generally within three school days. Some resolutions requests may be handled through emails. The PA and/or APA **WILL** let the student know either verbally or in writing of the decision within three school days.
- If the student does not feel that the concern/grievance has been resolved, the student may contact the Campus Director and schedule a meeting to discuss the issue. The Campus Director **WILL** let the student know either verbally or in writing of the decision within three school days.
- If the student still does not feel that the concern/grievance has been resolved, the student may contact the Director of Academic Affairs (DOAA) and schedule a meeting to discuss the issue. The DOAA will let the student know either verbally or in writing of the decision within three school days. The decision of the DOAA is final unless the student exercises their right to follow the Valley College

Complaint Policy that is describe in this handbook, the Valley College Student Catalog https://valley.edu/catalog/ or on the Consumer Information web page. https://valley.edu/consumer-information/