



CITY COLLEGES OF CHICAGO

SCHOOL OF NURSING

ASSOCIATE IN APPLIED SCIENCE IN NURSING

STUDENT HANDBOOK

2026-2027

Disclaimer: The contents of the Nursing Student Handbook are effective as of Fall 2026. Any information contained herein is subject to change. Policies in this handbook supersede CCC policies to comply with regulations and accreditation standards. For questions about information contained herein, please contact the School of Nursing at 312-850-7159.

Content

Mission.....	2
Core Values.....	2
Philosophy.....	2
CCCSO Conceptual Framework	2
PROGRAM INFORMATION	4
Non-Discriminatory and Diversity Practices.....	4
Title IX Related to Disability.....	4
AMERICAN NURSES ASSOCIATION STUDENT NURSE CODE OF ETHICS	5
STUDENT RESPONSIBILITIES IN THE NURSING PROGRAM.....	5
General Responsibilities/Student Policy Manual	5
General Responsibilities/Professionalism.....	7
Faculty and Student Relationship.....	7
Student and Client Relationship.....	7
Program Commitment.....	7
Student E-mail Communication Policy.....	7
GUIDELINES OF STUDENT CONDUCT	7
Student Conduct	8
Required Technology, Mobile Devices, and Computer Use and Responsibilities.....	8
The nursing program requires the use of computers and access to the internet for every class, lab, and clinical. We require nursing students to utilize various software such as Assessment Technologies Institute (ATI), Course Point plus, and other resources to navigate and be successful in the courses.	8
Please review the links below addressing technology at City Colleges of Chicago.....	8
https://www.ccc.edu/site/Pages/Student-Resources.aspx	8
ccchelp@ccc.edu – help desk email.....	8
SOCIAL MEDIA POLICY	9
Use of Electronics.....	9
Health Insurance Portability and Accountability Act (HIPAA) of 1996 Compliance.....	9
Penalties and Consequences.....	9
Social Media Etiquette	10
Maintain confidentiality	10
PROGRAM DRESS CODE STANDARDS	10
CCCSO Program Dress Code Standards.....	11
ACCESS CENTER.....	11
END OF PROGRAM OUTCOMES	12

Associate in Applied Science Nursing Program Outcomes	12
EFFECTIVENESS MEASURES STATE LICENSE EXAM PERFORMANCE	13
Program Exit Exams and Assessments	13
ADMISSION AND POLICY REQUIREMENTS	13
A.A.S Degree Program in Nursing	13
A.A.S - LPN Bridge	14
<i>*Credit by Assessment</i>	15
ASSOCIATE IN APPLIED SCIENCE NURSING GRADING SCALE	16
PROGRESSION POLICY	17
EXAMS	20
REMEDATION POLICY	20
INDIVIDUALIZED REMEDIATION PRESCRIPTION PLAN (IRPP)	20
NON-ACADEMIC FORMAL COMPLAINT FILING PROCEDURE	21
REINSTATEMENT POLICY	21
Ineligibility for Reinstatement	22
VETERANS READMISSION POLICY	22
Medical Leave	23
Students requesting leave for medical reasons any given semester should follow the CCC district policies and complete the applicable paperwork document:	23
https://www.ccc.edu/menu/poli	23
PREGNANCY POLICY	23
POST COMPLETION POLICY	23
HEALTH AND CLINICAL REQUIREMENTS	24
Vaccinations/Titers	25
Drug Screen	25
Healthcare Provider Basic Life Support (BLS)	26
Criminal Background Check	27
Student Health Coverage Insurance	27
Student Malpractice/Liability	28
ATTENDANCE POLICY AND ACTIVE PURSUIT	28
CLINICAL POLICY	28
CLINICAL ATTENDANCE POLICY	28
STUDENT RESPONSIBILITIES AND CONDUCT IN THE CLINICAL AGENCIES	29
Blood-borne Pathogen Exposure	30
Infectious Disease Quarantine policy (includes COVID-19)	31
Student Practice Regulations	31
UNUSUAL OCCURRENCE GUIDELINES	32

TRANSPORTATION	32
ONLINE CLINICAL ORIENTATION	32
NURSING SKILLS LAB REQUIREMENTS AND POLICIES	33
NURSING SKILLS LABORATORY ORIENTATION INFORMATION	33
Nursing Students Responsibilities in the Skills Lab:	34
Laboratory Activities Preparation:	34
Safety/Environmental Consideration:	34
Mannequins:.....	34
Beds:	34
Laboratory Resources:.....	35
Open Lab Hours:	35
REMOTE/Hybrid LEARNING	35
Student Remote General Expectations:.....	35
Attendance Policy	35
Professional Conduct Behavior Policy	36
Academic Integrity	36
<i>Late Assignments</i>	36
<i>Exams</i>	36
<i>Faculty Assigned Points</i>	37

Dear Student Nurse:

The nursing administration, faculty, and staff welcome you to the City Colleges of Chicago School of Nursing (CCCSN). We are committed to providing assistance as you proceed through the nursing program to certification. You will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) upon successful completion of the nursing program.

In addition to the day-to-day interaction with the faculty, the college provides a broad range of services to assist students in achieving their academic and life goals. We encourage you to become familiar with all the services and resources Malcolm X College has to offer.

The City Colleges of Chicago Associate in Applied Science in Nursing program offers quality, affordable education and exposure to real-world industry experience that will prepare you for the evolving discipline of nursing. The CCCSN administration, faculty, and staff have developed the student nurse handbook to provide guidance and assistance as you navigate through your nursing program journey. The student handbook includes the nursing program description, curriculum, policies, procedures, and other vital information. Please use this handbook as a reference throughout your program to facilitate the achievement of academic and professional excellence.

Welcome to the City Colleges of Chicago School of Nursing. We wish you success throughout your course of study.

Sincerely,

Tammy Scott-Brand, MSN-ED, BS, RN
Dean of the School of Nursing

Patricia Nabal, DNP, BS, FNP, RN-BC
Associate Dean of the School of Nursing

Tanisha Rufus, DNP, RN
Associate Dean of the School of Nursing

Susan Neal, DNP, RN
Associate Dean of the School of Nursing

Mission

The City Colleges of Chicago provides exceptional learning opportunities and educational services for diverse student populations in Chicago. We enhance knowledge and skills, collaboration, community service, and life-long learning by providing a broad range of quality, affordable courses, programs, and services to prepare students for success in a technologically advanced and increasingly interdependent global society. We work proactively to eliminate barriers to employment and to address and overcome causal factors underlying socio-economic disparities and inequities of access and graduation in higher education.

The nursing administration, faculty, and staff embrace the City Colleges of Chicago School of Nursing (CCCSN) mission:

The mission of the City Colleges of Chicago School of Nursing is to provide students with an evidence-based education, to prepare transformational and compassionate nurses in the delivery of culturally competent patient care in a caring and healing environment.

Core Values

The nursing administration, faculty, and staff embrace the City Colleges of Chicago's core values. Please refer to the core values adopted from the Chicago City College academic and student policy manual:

[Academic and Student Policy Manual March 2026](#)

Philosophy

The philosophy of the CCCSN is to provide high quality, accessible, affordable educational opportunities, and services to all members of the community. The educational environment of the college is designed to promote individual development and to improve the overall quality of life in a multicultural community.

CCCSN Conceptual Framework

The CCCSN encompasses nine concepts: critical thinking, caring, professionalism, communication, person, partnership, community, health, and leadership. The concepts provide the framework of the nursing program intended to move the students to achieve the end of program outcomes. The concepts are defined as:

Critical Thinking: Essential to the provision of safe, competent, and quality nursing care. The importance of critical thinking is directly related to the complexity of healthcare and the ever-changing issues involving society. Critical thinking in nursing includes analyzing, applying standards, seeking information, logical reasoning, predicting, and transforming knowledge into application.

Caring: A nursing quality that influences client care. The process involves empathetic and compassionate interactions with a multidisciplinary team, clients, their families, and the community.

Professionalism: The values, attitudes, and practices that competent nurses exemplify. It is demonstrated in nursing as a scholarly discipline with academic qualifications, licensure, quality, and competent care. Nursing achieves professionalism through evidence-based practice, research, and publication.

Communication: The foundation of professional relationships between the nurse and client, family, peers, and the multidisciplinary team. The process of therapeutic communication occurs through active listening, nonverbal, verbal, and written communication.

Person: Includes the participants in the healthcare delivery system. The person is a unique holistic being with physical, emotional, intellectual, social, spiritual, and environmental needs. These needs are common to all human beings regardless of culture, race, or gender, which exist throughout a person's lifespan and are influenced by levels of health and interaction with the environment.

Partnership: Provides opportunities for sharing nursing knowledge between colleagues globally. Nursing partnerships include a transfer of knowledge and services. The goal of nursing partnerships is to promote sustainable and long-lasting positive outcomes for the client, community, and society.

Community: The nurse recognizes the socio-political and economic issues in the community that affect the client's health and serves as an advocate. Nursing incorporates nursing practices, which demonstrates respect for ethnic and cultural diversity and socio-cultural practices of clients in the community. The CCCSON community provides service to Chicago and its surrounding areas.

Health: State of balance of the physical, emotional, social, spiritual, environmental, and intellectual components of the person. Healthcare needs vary throughout the lifespan, and nurses have a crucial role in assessing and providing healthcare needs.

Leadership: Encompasses a distinctive set of personal qualities: integrity, courage, initiative, and influence. Nursing leaders play a key role in shaping the nursing profession to be more responsive to an evolving healthcare system.

PROGRAM INFORMATION

Registered Nurses (RN) function as members of the healthcare team and are concerned with client care throughout the life span. Within the Illinois Nurse Practice Act of 2017, the Registered Nurse provides client care and teaches under the supervision of a licensed registered professional, advanced practice nurse, or medical provider. Nursing education correlates with clinical experiences and theoretical knowledge from nursing, communication, biologic, and social sciences. Refer to the IL Nurse Practice Act at <http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1312&ChapterID=24>

City Colleges of Chicago School Associate in Applied Science in Nursing is a two-year degree program, preparing individuals to function in the registered nurse role. Individuals completing the Nursing program meet the education requirements and are eligible to sit for the NCLEX-RN exam to become a Registered Nurse (RN). 

Non-Discriminatory and Diversity Practices

CCCSO is a premier first choice educational destination, which is highly accessible to a diverse student population in Chicago and globally. CCCSO is widely recognized for excellence and leadership. The CCCSO's position is that diversity enriches an institution and society. The CCCSO appreciates diverse perspectives and values collective differences and similarities.

Discrimination based on age, national origin, ancestry, race, color, religion, sex, sexual orientation, disability, genetic information, military status, or veteran status is absolutely prohibited. Any violation may result in disciplinary action, up to and including dismissal from the program.

To report discrimination or harassment, please contact the City Colleges of Chicago District Office at 312-553-2500.

The following link provides the policy and procedure for filing a complaint:

[http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-\(EEO\).aspx](http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx)

Title IX Related to Disability

In addition, the College's Title IX (related to disability discrimination) and section 504 and Title II of the Americans with Disabilities Act (related to disability discrimination) Coordinator is the director of Inclusion, Diversity, and Equal Opportunity Compliance.

The coordinator can be reached at 312-553-2500.

Student Handbook Responsibility Statement

Students are responsible for the content of the handbook and adhering to the policies and procedures contained herein. Information contained herein is subject to modification, deletion, and change. Changes in the program or policy will be communicated to the student via the student's City Colleges of Chicago (CCC) email address, written correspondence, and learning management system postings.

AMERICAN NURSES ASSOCIATION STUDENT NURSE CODE OF ETHICS

Nursing students have a responsibility to society in mastering the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities. The Code of Academic and Clinical Conduct (CACC) is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements within the CACC provide guidance for the nursing students in their personal and professional development and are as follows:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate with client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
8. Cooperate with the academic faculty and clinical staff to ensure the highest quality of client care.
9. Refrain from performing any technique or procedure for which the student has not been adequately trained.
10. **Refrain from deliberate actions or omissions** of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
11. Assist the staff nurse or instructor in ensuring that there is full disclosure, and that proper authorization is obtained from clients regarding any form of treatment or research.
12. Abstain from the use of any substances in the academic and clinical setting that impair judgment.
13. Strive to achieve and maintain an optimal level of personal health.
14. Uphold policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy
<https://catalog.ccc.edu/academic-student-policy>

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

STUDENT RESPONSIBILITIES IN THE NURSING PROGRAM

General Responsibilities/Student Policy Manual

In addition to the rules and regulations contained in the handbook, students are expected to adhere to the CCC policies, rules, and regulations as well as adherence of policies, rules, and regulations of any facility or institution to which the student nurse is assigned. The City Colleges of Chicago handbook may be reviewed at:

<https://catalog.ccc.edu/academic-student-policy/>

General Responsibilities/Professionalism

Professionalism implies respect and courtesy for others in the educational setting. Nursing students must maintain the highest standards of professionalism in all learning environments. Students enrolled in the nursing program learn the importance of establishing and maintaining professional relationships and boundaries.

Faculty and Student Relationship

Faculty and students will maintain a professional relationship. If an issue is unable to be resolved professionally, the student must follow the grievance procedure or grade appeal process as applicable. Failure to adhere to this standard may result in disciplinary action.

Student and Client Relationship

Students will maintain a professional student nurse and client relationship. Students must treat clients with dignity and respect and advocate in the best interest of the client. Students may not decline the care of clients.

Program Commitment

Considerable time, effort, and commitment are required for successful completion of the CCCSON program. Personal and work commitments must be considered and require balance to meet the rigor of the nursing program.

Student E-mail Communication Policy

The City Colleges of Chicago (CCC) has established email as an official means of communication with students. An official CCC email address is issued to each student upon admission to the college. Students are required to check their CCC email regularly as the communication disseminated may be time sensitive. Failure to read college communication sent to CCC email accounts does not absolve students of its contents. Only official CCC email will be accepted. Personal email is not allowed for correspondence. Correspondence must be professional. Failure to adhere to a professional email standard may result in disciplinary action, up to and including dismissal from the nursing program. Please refer to the CCC Responsible Computer Use Policy https://www.ccc.edu/departments/Documents/Responsible_Computer_Use_Policy0712.pdf.

GUIDELINES OF STUDENT CONDUCT

The CCCSON upholds integrity, truth, and honesty. Students are expected to adhere to exacting standards of honesty in their academic and professional endeavors. Plagiarism and cheating of any nature, including the use of any recording devices such as smart glasses or smart watches, are not tolerated and will result minimally in receiving an “F” to the related assignment and/or exam. Refer to the Academic Integrity and Dishonesty policy in the Academic and Student Policy manual.
<https://catalog.ccc.edu/academic-student-policy/>

Student Conduct

CCCSON students are expected to behave in a way that respects others' rights and supports the mission, vision, and values of the CCC. Misconduct will result in disciplinary action, which may lead to up to and including dismissal from the CCCSON program. Violations include but are not limited to:

1. Disrespectful behavior to administration, faculty, and staff
 - a. Escalating voice in an aggressive or threatening manner
 - b. Profanity or any inappropriate language expressed verbally or via email
 - c. Dissemination of negative written or social media correspondences
 - d. Defamation of character
2. Physical and/or verbal abuse, threats, intimidation, harassment, and other misconduct that threatens or endangers the health or safety of any person
3. Possession of weapons, ammunition, and/or explosives
4. Obstruction or disruption of teaching, research, administration, and/or disciplinary Proceedings
5. Dishonesty, stealing, or forgery
6. Possession or consumption of alcohol, marijuana, or controlled substances

Please refer to the Standards of Conduct in the Academic and Student Policy manual for complete information on the code of conduct and disciplinary process.

https://www.ccc.edu/menu/Documents/Academic_Student_Policy/AcademicStudentPolicy.pdf

Required Technology, Mobile Devices, and Computer Use and Responsibilities The nursing program requires the use of computers and access to the internet for every class, lab, and clinical. We require nursing students to utilize various software such as Assessment Technologies Institute (ATI), Course Point plus, and other resources to navigate and be successful in the courses.

Please review the links below addressing technology at City Colleges of Chicago

<https://www.ccc.edu/site/Pages/Student-Resources.aspx>

ccchelp@ccc.edu – help desk email

Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops, or other electronic devices. These may be used only when authorized by faculty and for clinical activities, and not for personal use. Students must adhere to the following:

1. Cell phones and mobile devices must be on “airplane mode” or “silent” during class or clinical experiences.
2. Personal phone conversations or texting are not allowed while in a client area. A clinical warning will be given for the first violation of using the mobile device during clinical time. A second violation will result in the nursing student being dismissed for the day and receiving an unexcused absence. A third violation may result in dismissal from the clinical rotation resulting in a course failure. Mobile devices can be utilized only in designated areas and only during a designated break. Students violating patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency.
3. Students may not take photographs in the clinical or lab setting nor make copies of client records. Use of facility computers for personal use is prohibited.

SOCIAL MEDIA POLICY

Students must adhere to the social media Policy. Students must abide by the Standards of Conduct listed in the Academic and Student Policy Manual.

Use of Electronics

Students are prohibited from recording, and taking photos or videos of classroom, exams, skills lab, or clinical. Recording devices are to be off and put away and cannot be displayed or worn during exams. Interactions or formal sessions or meetings with nursing administration, faculty, and staff may not be audio or video recorded without prior consent.

Health Insurance Portability and Accountability Act (HIPAA) of 1996 Compliance

Clients have a legal right to confidentiality about their health, and nurses have a legal obligation to safeguard patient confidentiality. Students may not provide information about client(s) to anyone who is not directly involved with the patient’s care. Conversation related to clients is only allowed in the clinical area, clinical conference area, and the classroom for the purposes of furthering nursing education.

Discussion related to clients, or any clinical occurrences, is prohibited in public places such as the cafeteria, lounge, or at home. Any materials or documents identifying patient information may not be removed from the clinical setting and must be discarded in a confidential manner.

Students are required to strictly adhere to HIPAA regulations. Students may be required to sign a HIPAA form.

Learn more about HIPAA. <https://www.hhs.gov/sites/default/files/privacysummary.pdf>

Learn about HIPAA and Professionals. <https://www.hhs.gov/hipaa/for-professionals/index.html>

Penalties and Consequences

Students in violation of the social media Policy and HIPAA laws are subject to disciplinary measures from the nursing program, up to and including dismissal from the program and/or college.

The judicial process as outlined in the Academic and Student Affairs Policy Manual will be followed for disciplinary matters.

Social Media Etiquette

The key to success in social media is being thoughtful before posting, and respectful of the purpose of the social media community.

Maintain confidentiality

Posting confidential or proprietary information about City Colleges of Chicago, clinical affiliates or its students, faculty, and staff is prohibited.

Ethical judgment should be used, and college policies and federal requirements followed. Students are prohibited from posting, publishing, or distributing any class or course material (including notes, PowerPoint presentations, handouts, or recordings) without written permission from the instructor. When contributing to a social networking site, there is a digital footprint that can be traced. Interactions should be professional, and students should err on the side of caution when placing written communication or posting pictures.

Additional information on appropriate use of social media can be found in the guidelines from the National Council of State Boards of nursing https://www.ncsbn.org/NCSBN_SocialMedia.pdf

PROGRAM DRESS CODE STANDARDS

Student nurses are expected to comply with the dress and behavior standards of the CCCSON program. Required uniforms are to be worn in all nursing classrooms, clinical, testing areas, and skills lab settings. Failure to adhere to the nursing uniform standard will result in the nursing student being dismissed for the day.

Uniforms The uniform is a symbol of the profession of nursing and important in nursing student identification. Uniforms are purchased through an approved uniform vendor. The uniform standards are as follows:

1. The CCCSON Student ID is to be worn
2. Students are required to purchase a minimum of two uniforms with CCCSON patch
3. Students must wear approved navy-blue scrub attire
4. The CCCSON patch must be applied to the upper left sleeve of lab coat and uniform top
5. A long lab coat must be worn at specified clinicals (For example in OB, when leaving the unit for any reason)
6. Students may wear long white or black sleeve shirts under the CCCSON uniforms
7. Students must wear all white leather or black enclosed uniform or athletic shoes
8. Students must wear neutral solid color stockings or socks

9. Uniforms are to be clean and free of wrinkles.
10. Students may only wear nursing program scrubs for nursing program clinicals

**Failure to adhere to the nursing uniform standard will result in an unexcused absence.*

CCCSO Program Dress Code Standards

1. Hair must look neat, groomed, and off the shoulder and/or restrained.
2. Jewelry is limited to a watch with a second hand, wedding metal band without stones, and one set of small post earrings.
3. Visible body piercings are not allowed.
4. Tattoos must be covered. Tattoos may be covered with a long white or black sleeve top if not in conflict with clinical agency regulations.
5. Nails must be no longer than fingertip length.
6. Nail polish, artificial nails or nail ornaments are not allowed.
7. Students must be clean-shaven or have neatly trimmed facial hair.
8. Perfume, cologne, or scented lotions should not be used.

Required Clinical Equipment

1. Watch with second hand.
2. Bandage Scissors
3. Stethoscope
4. Pen Light
5. Student ID badge
6. Notepad
7. Black ink pen

ACCESS CENTER

The Access Center provides coordination and supportive services for students with documented disabilities.

In accordance with the Americans with Disabilities Act and Section 504 of the Federal Rehabilitation Act of 1973, the City Colleges of Chicago makes every effort to integrate students with disabilities into all courses and programs. Accommodations, based on the documentation received and the needs of the student, are designed to ensure that students, who are otherwise qualified, receive equal access to all CCC's programs and services. CCC does not alter fundamental academic requirements, but it makes reasonable accommodations for students with documented disabilities.

The Access Center serves as CCC's point of contact and coordination for students with disabilities. The Access Center provides a wide range of services and assistance to ensure students with disabilities can achieve their maximum potential. The short-term goal is to help students with disabilities succeed in their academic pursuits. Long-term, Access Center services are designed to assist students in making the transition from college to work.

Information about the Access Center can be found at the following link

<https://colleges.ccc.edu/accessibility/>

Students with disabilities should request services by scheduling an appointment with the Access as early as possible prior to the beginning of class.

The procedure for requesting accommodations can be accessed at:

<https://www.ccc.edu/malcolm-x/departments/access-center/>

END OF PROGRAM OUTCOMES

Associate in Applied Science Nursing Program Outcomes

Upon completion of the **Associate in Applied Science in Nursing Program**, the graduate will be prepared to:

1. Be a manager of care for clients and their families in a variety of healthcare settings.
2. Utilize information from multiple sources for managing safe, effective, and quality nursing care.
3. Utilize critical thinking to apply evidence-based practice in managing care.
4. Apply effective communication skills to establish and maintain therapeutic and professional relationships.
5. Integrate the concepts of life span when providing nursing care.
6. Encompass cultural and socioeconomic factors in the management of nursing care.
7. Integrate information technology to assist with the effective delivery of nursing care.

EFFECTIVENESS MEASURES STATE LICENSE EXAM PERFORMANCE

To achieve NCLEX-RN pass rates at the national average or higher is a CCCSON program goal.

Program Exit Exams and Assessments

The CCCSON RN curriculum incorporates established professional standards, guidelines, and competencies in which the desired goal of a Level 2 proficiency or higher for Assessment Technologies Institute (ATI) exams and 90% Predictability or higher for the ATI exam. The list of ATI exams are as follows:

1. Fundamentals
2. Adult Medical-Surgical
3. Maternal Newborn
4. Nursing Care of Children
5. Mental Health
6. End of Program Comprehensive
7. Leadership

ADMISSION AND POLICY REQUIREMENTS

A.A.S Degree Program in Nursing

Eligibility for admission to the Associate in Applied Science Nursing Program requirements include:

1. Complete program prerequisite courses
2. Submit official high school or GED transcripts to the Office of the Registrar at Malcolm X College.
3. Submit official college transcripts to the Office of the Registrar at Malcolm X College. City Colleges of Chicago Transcripts do not require submission.
4. Complete the ATI TEAS exam with the required scores.
5. Calculate admission cumulative GPA. (See College Advisor). Must have a cumulative minimum G.P.A of 2.5 for the Advance Certificate in PN and a cumulative minimum G.P.A of 2.75 for the A.A.S in Nursing.
6. Certified/Licensed: C.N.A. for A.A.S Nursing Degree program; Pathway.

View Gainful Employment Disclosure in Student Portal [my.ccc.edu] for Practical Nursing.

Apply to Program in Student Portal [my.ccc.edu]

Prerequisites

Credit Hours

English 101 with a final grade of "C" or higher.	3
Math 118 or 125 (or higher) with a final grade of "C" or higher. <i>Math pre-requisites to include Math 118 and higher the following courses: 118, 125, 140, 141, 143, 144, 146, 204, 207, 208, 209, 210, 212, 216, 899</i>	4
Biology 121 with a final grade of "C" or higher (completed within the past 10 years)	5
Chemistry 121 with a final grade of "C" or higher (completed within the past 10 years) <i>Chemistry pre-requisites to include Chem 121 and higher the following courses: 121, 201, 203, 205,</i>	4

Total Prerequisite Credit Hours	16
--	-----------

Corequisites (must complete prior to registering for N210 and N208, N209)

Biology 226 with a final grade of "C" or higher (completed within the past 5 years)	4
Biology 227 with a final grade of "C" or higher (completed within the past 5 years)	4
Microbiology 233 with a final grade of "C" or higher (completed within the past 5 years)	4
Total Corequisite Credit Hours	12

Required Core Courses

Semester 1

Fundamentals of Nursing (N101)	7
--------------------------------	---

Semester 2

Introduction to Medical Surgical (N102)	7
---	---

Semester 3

Intermediate Medical Surgical (N210)	6
*Maternal-Newborn/Mental Health N208/N209	6

Semester 4

*Gerontology/Pediatrics N214/N215	6
Advanced Medical Surgical Nursing (N213)	6
*Nursing Leadership N216	3

Total Core Credit Hours	41
--------------------------------	-----------

Total Program Credit Hours	69
-----------------------------------	-----------

A.A.S - LPN Bridge

Eligibility for admission to the Associate in Applied Science in Nursing program-LPN Bridge requires a minimum cumulative G.P.A. of 2.75 or higher, and completion of the prerequisite coursework. LPN Bridge applicants must complete all 100-level prerequisites and at least two of the 200-level science prerequisites to be considered for the nursing program. The one remaining 200-level science prerequisite can be completed prior to taking Nursing 210 and Nursing 208, 209. Accepted LPN students must self-enroll in Nursing 102 during the fall semester.

<u>Prerequisites</u>	<u>Credit Hours</u>
English 101 with a final grade of "C" or higher	3
Math 118 or 125 (or higher) with a final grade of "C" or higher	4
Biology 121 with a final grade of "C" or higher (completed within the past 10 years)	5
Chemistry 121 with a final grade of "C" or higher (completed within the past 10 years)	
	OBJ4
Biology 226 with a final grade of "C" or higher	
Biology 227 with a final grade of "C" or higher	
Microbiology 233 with a final grade of "C" or higher	
Total Prerequisite Credit Hours	28
<u>Required Core Courses</u>	
Semester 1	
Introduction to Medical Surgical (N102) LPN Bridge	7
*Credit by Assessment (Please see below)	7
Semester 2	6
Intermediate Medical Surgical (N210)	
Maternal-Newborn/Mental Health N208/209	6
Semester 3	
*Pediatric/Gerontology N215/N214	6
Advanced Medical Surgical Nursing (N213)	6
*Nursing Leadership N216	3
Total Core Courses Credit Hours	41
Total Program Credit Hours	69

***Credit by Assessment**

After successful completion of Nursing 102, credit for Nursing 101 will be recommended by the Office of Testing and Assessment to the College Registrar contingent upon the following:

1. Student successfully completes Nursing 102 with a minimum grade of "C".

2. Upon successful completion of Nursing 102, students must complete an Application for Assessment by Portfolio form. The form can be obtained from the Nursing Department. The completed form is submitted to the Office of the Registrar with payment of a \$75 processing fee for previous learning assessment fees.
3. The recommendation to award credit for Nursing 101 is issued by the Office of Testing and Assessment upon completion of Nursing 102.
4. The credit for Nursing 101 shall be listed on the student's transcript as "credit only;" no grade is awarded for this assessment. (The course is not to be used in calculating the student's GPA)

ASSOCIATE IN APPLIED SCIENCE NURSING GRADING SCALE

A=92-100%

B=85-91%

C=80-84%

D=75-79%

F=74% and Below

Only the final course grade percentage will be rounded to the nearest whole number. For example: 79.5 will be rounded up to equal 80, while 79.49 will remain at 79.

When a student achieves less than a passing grade in any course or standardized specialty examination, the course faculty member will contact the student regarding remediation. A referral will be made to the Nursing Education Specialist. A mandatory remediation plan between the Nursing Education Specialist and student will be developed.

Clinical Grading Terms: Each student will actively participate in a midterm and final clinical evaluation. The definitions of terms of the grading process, which are used to evaluate the clinical experience, include: satisfactory, needs improvement, unsatisfactory, unsafe and are as follows:

Satisfactory: Clinical performance is defined as the ability to meet the clinical objectives of the course, as outlined in the clinical objectives and clinical evaluation tool. Examples of behaviors that demonstrate satisfactory performance are listed on the clinical evaluation tool for each course.

Needs Improvement: Clinical performance is defined as the inability to fully meet the clinical objectives of the course as outlined in the clinical objectives and clinical evaluation tool. Examples of behaviors that demonstrate the need for improvement in clinical performance are listed on the clinical evaluation tool for each course. Students must convert a grade of "needs improvement" to a satisfactory grade by the end of the course in order to successfully pass the course. The assigned clinical instructor will write a clinical contract to identify successful measures to address student learning needs. The student must successfully meet the outcomes identified in the clinical contract to successfully pass the clinical component of the course.

Unsatisfactory: Clinical performance is defined as the inability to satisfactorily meet the clinical objectives of the course. Examples of behaviors that demonstrate unsatisfactory clinical performance are listed on the clinical evaluation tool for each course. A student must achieve a satisfactory grade in all clinical behaviors by the end of the clinical session. Skill performance is evaluated per the level of the

learner and reflective of the specific clinical objective as outlined in the clinical evaluation tool.

Unsafe: Clinical performance is defined as the inability to safely meet the needs of the client. Client endangerment is a failure to act in a reasonable and prudent manner when delivering care or responding to clients. Irresponsible actions towards clients are unsafe behaviors.

- i. Violations of professional conduct
- ii. Diversion of medication and/or supplies
- iii. Failure to communicate serious changes in patient health status
- iv. Major violations of agency policy
- v. Failure to ensure safe environment
- vi. Inability to follow safety guidelines
- vii. Lack of accountability for own actions

The student must maintain health, safety, and ethical standards of the affiliates and adhere to the City Colleges of Chicago Conduct Policy.

Patient endangerment, incompetence, unethical conduct, or disruptive behavior will result in removal from the clinical education setting and/or dismissal from the program.

PROGRESSION POLICY

All nursing courses required for the CCCSON will be evaluated based on satisfactory completion of class, lab, and clinical competencies, ATI end of course specialty exams, ATI end of program Comprehensive Predictor, and the Virtual ATI (VATI) Capstone. In addition, a three-day mandatory ATI live review is required for program completion.

The VATI Capstone content review is a part of the Leadership N216 course and designed as a review of content that will enhance your knowledge level and skills in preparation for the NCLEX and practice in the field of nursing. The successful completion of VATI Capstone is required prior to the completion of N216 and submission of the NCLEX paperwork. The VATI Capstone is a tailored online program that the student will begin prior to the end of the last semester of the CCCSON program.

Virtual ATI is an innovative online review that is executed with an assigned virtual coach. Each student will receive content with practice assessments that are designed to prepare the student for the NCLEX examination. The student will receive feedback, guidance, and encouragement from the VATI coach in preparation for the VATI predictor exam.

Deficiencies in any of the following will delay progression in the CCCSON's program:

1. Students must complete the nursing curriculum using the sequence outlined within the CCC Academic Catalog.
2. Students must complete all co-requisites prior to enrolling in the third semester of the nursing program. Students who fail to successfully complete the co-requisites prior to the third semester will be dismissed from the nursing program.
3. Students must earn a minimum of 80% in each course to receive the minimum passing letter grade of "C".
 - a. Students are only allowed one attempt to repeat a course. Each course failure is considered a failure. Therefore, if a student fails two separate courses or the same course twice, this will result in dismissal from the A.A.S program. A failure is an earned "D" or "F" in a course or a course withdrawal when grades are below 80%.

Example:

Nursing 210 and Nursing 210 (same course equals two failures). Nursing 102 and Nursing 214, 215 (two different courses equal to two failures).

- a. Students who obtain a final letter grade of a “D” or “F” in a nursing course must repeat that course the next term it is offered and if it is the student’s first and only failure of a course.
- b. Students have a maximum of one year to repeat the failed course.
- c. Students who obtain an unsatisfactory lab and/or clinical evaluation for a nursing course will receive a final grade no higher than a “D” to the course it is assigned.
- d. Students who do not successfully pass a nursing course must consult with faculty to formulate an Individualized Remediation Prescription Plan (IRPP).
- e. Students who withdraw due to lack of academic success (less than 80% in the course) twice for the same or two different nursing courses, will be dismissed from the CCCSON A.A.S program.

4. Assessment of medication dosage calculation will be evaluated in the first and second levels of the nursing program.

- a. Medication dosage calculation assessments will be administered during each semester.
- b. Medication dosage calculation assessments may be administered outside of regular class times.
- c. During the first year of the program, a student is allowed THREE attempts to pass the medication dosage calculation test. If unsuccessful, a score of less than 90%, after the third attempt, the student will not receive a final grade higher than a “D” in their present course.
- d. During the second year of the program, a student is allowed TWO attempts to pass the medication dosage calculation test. If unsuccessful, a score of less than 90%, after the second attempt, the student will not receive a final grade higher than a “D” in their present course.
- e. Students will not be allowed to participate in medication administration in the clinical setting until competency has been shown in Medication dosage calculation and administration.

5. Students who receive less than 80% on any unit assessment for a nursing course must develop an Individualized Remediation Prescription Plan (IRPP) in collaboration with his/her instructor and the Nursing Education Specialist.

6. Students must sit for the ATI Fundamentals exam at the end of N102. Please refer to the course syllabus for the grade breakdown and percentage.

- a. Students are allowed two opportunities to earn a Level 2 proficiency or higher on the ATI Fundamental exam.
- b. Any student who fails any course in the last semester of the program will need to repeat the ATI Live Review & the ATI end of program Comprehensive Exam when they re-enroll in the course.

7. Students will successfully complete the ATI end of program Comprehensive Predictor exam with a 90% predictability or higher score during the last semester of the nursing program.

- a. Students are allowed a total of two opportunities to earn a 90% predictability or higher score on the ATI end of program Comprehensive Predictor exam.
- b. Students who do not achieve a 90% Predictability or higher score on the second attempt of

- the ATI end of program comprehensive exam will earn points in alignment with the course syllabus in the course to which the end of program Comprehensive exam is assigned Nursing 216.
- c. Any student who fails any course nursing 216, 214, 215 in the last semester of the program will need to repeat the ATI Live Review & the ATI end of program Comprehensive Exam when they re-enroll in the course.
 - d. Students who only have Nursing 214/215, or 213 to finish in their last semester of the nursing program can only register for the course in the 2nd eight weeks of the semester. This is independent of their 216 status in the last semester.
8. Students must sit for ATI Specialty exams at the conclusion of each of the following nursing courses: Nursing 102, 216, 214, 215, and 213. Students are allowed two opportunities to earn a proficiency level 2 or higher on the ATI Specialty exams. Please refer to the individual course syllabus for the grade breakdown and percentage.
9. Students must enroll in and successfully complete the Virtual ATI Capstone NCLEX-RN Review program prior to completion of Nursing 216, during the last semester of the second year of the Nursing Program.
- a. Registration for the VATI program will begin in Nursing 216, in the CCCSON program.
10. All students must successfully complete the VATI Capstone program by achieving the VATI “Green Light” within the course of N216
11. Students who have successfully completed all the program requirements, including the ATI LiveReview, will be eligible to apply for the NCLEX-RN exam.
- a. Students must obtain an original fingerprint receipt from a fingerprint vendor approved by the Illinois Department Professional Regulation of Financial and (IDFPR).
 - b. Students must submit required documents to the nursing office including but not limited to:
 - 1. Proof of completion of the VATI Capstone requirements
 - 2. Proof of payment for Continental Testing and Pearson Vue
 - 3. Original Healthcare Worker Charged with or Convicted of Criminal Acts (CCA) Form
 - 4. Original fingerprint receipt

EXAMS

Students must notify faculty at least 24 hours in advance of any inability to complete a scheduled course examination and at least 1 week for ATI end of course assessment exams and ATI end of program Comprehensive Predictor. In the event of an unforeseen circumstance occurring less than 24 hours prior to the start of the examination, the student (or a representative if the student is unable) should notify the faculty as soon as possible. Extenuating circumstances for make-up assessments include, but are not limited to, the following.

- Death of immediate family member, critical illness of self or immediate family member, military duty, circumstances of serious, unpredictable, or uncontrollable nature, such as a car accident involving the student, or natural disasters.
- Verifiable documentation must be provided for any extenuating circumstance that is to be considered.
- Technical issues in the campus testing environment will be considered if proctors were appropriately notified during the examination and in accordance with proctoring procedures.
- If a student needs to take a make-up exam, they must contact the faculty. Make-up exam appeals must be approved by nursing leadership.

REMEDIATION POLICY

Remediation is mandatory for: 1) a course examination score of less than 80%, 2) less than a Level 2 on ATI Specialty assessments, 3) less than 90% predictability on the ATI end of program Comprehensive assessment, 4) unsatisfactory or unsafe clinical or lab performance, and 5) factors that may contribute to poor student performance. The completion of the mandatory remediation is required prior to sitting for the 2nd attempt on any ATI assessment. Non-compliance with the remediation policy may result in student failure in the course.

Using supplemental instruction and remediation, the Nurse Education Specialist helps nursing students attain the following four goals:

1. Remediate nursing content areas identified as needing improvement.
2. Achieve a Level 2 proficiency or higher on ATI standardized specialty examination.
3. Achieve a 90% predictability or higher on the ATI Comprehensive assessment.
4. Prepare for the NCLEX-RN examination.

INDIVIDUALIZED REMEDIATION PRESCRIPTION PLAN (IRPP)

An IRPP is required for unsatisfactory course exam scores and ATI assessments, clinical or skills lab

performance, and/or factors that may contribute to unsatisfactory student performance. The IRPP outlines the nature of the problem, recommendations and plans for remediation, and schedule for completion.

GRADE APPEAL POLICY

A nursing student who wishes to appeal a final grade must:

1. Submit a Grade Appeal Form and provide rationale and supporting documentation for the appeal.
2. The student should refer to the CCC Student Policy Manual for additional steps in the appeals process.

The Grade appeal process and form are accessed in the following links:

[City Colleges of Chicago - Malcolm X - Appeal a Final Grade \(ccc.edu\)](http://ccc.edu/malcolm-x/appeal-a-final-grade)

NON-ACADEMIC FORMAL COMPLAINT FILING PROCEDURE

The Complaints/Compliments Management System (CMS) is an online portal, whereby City Colleges of Chicago (CCC) students, faculty, staff, and community members can submit a formal complaint or compliment regarding an academic or non-academic matter. Complaints and/or compliments can be submitted [here](#):

<https://applications.ccc.edu/compliments-and-complaints>

REINSTATEMENT POLICY

Any student who exits the nursing program must complete an Exit Interview with an Associate Dean of Nursing.

Request an extended absence.

Life events may require a student in good academic standing to interrupt their sequence of nursing courses. A student's reinstatement will be contingent on the following:

1. A request for an extended absence must be submitted in writing to the Associate Dean of Nursing prior to the absence. An appointment must be scheduled with the Associate Dean of Nursing to discuss the request.
2. The student must complete an exit interview with an Associate Dean of Nursing, which will include a study plan for the period not enrolled in the program.
3. Reinstatement is contingent upon the availability of space in the Nursing Program.

Students who are unsuccessful, achieving a final composite score of less than 80% on the first attempt of a nursing course may not progress in the CCCSON program. A request for reinstatement must be

submitted to the nursing department within 30 days of notification of academic status. The following is required:

1. The student must complete an exit interview with an Associate Dean of Nursing.
2. The student must meet all program admission and progression requirements.
3. The student must complete the mandatory remediation plan developed with the Nursing Education Specialist.
4. Applications for reinstatement will be reviewed by the Progression and Readmission Committee. Students are allowed for one application and reconsideration by the Progression and Readmission Committee.

Ineligibility for Reinstatement

Students who are dismissed for a clinical violation/incident or unprofessional behavior/conduct will not be readmitted to the CCCSON program. Violations of the following CCC Policies include but are not limited to:

- a. Academic Integrity
- b. Equal Opportunity in Employment (EEO), Programs, Services, Activities
- c. Drug and Alcohol and Smoke Free Campus
- d. Safety and Security
- e. Responsible Computer Usage

VETERANS READMISSION POLICY

Limited Admission Programs Higher Education Act of 2008 – Public Law 110-315 ensures entitlement to readmission of military service members returning from active duty who have completely withdrawn from Malcolm X College.

1. Limited Admission Programs include:
 - Basic Nursing
 - Dental Hygiene
 - EMT Paramedic
 - Health Information Technology
 - Medical Assisting
 - Mortuary Science
 - Nursing AAS
 - Pharmacy Technology
 - Phlebotomy
 - Physical Therapy Assistant
 - Practical Nursing
 - Radiography
 - Respiratory Care
 - Surgical Technology
2. Readmission requirements apply to those students who perform service under Federal authority under a call to order to active duty.

3. Readmission requirements apply to those students who have completely withdrawn from an institution.
4. Readmission requirements do not apply to a service member's absence from class to attend training.
5. The service member who is eligible for readmission will be readmitted into the next class or classes in the service member's program beginning after the service member provides notice of his or her intent to reenroll to the director and registrar.
6. The cumulative length of absences due to service must not exceed five years.
7. A service member's eligibility for readmission terminates upon the occurrence of a dishonorable or bad conduct discharge.

Non-Attendance Due to Military Service In accordance with Illinois Statute (330 ILCS 60/5.2) a service member enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student's absence. Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit Malcolm X College's Veterans Services Center <https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Veterans-Services.aspx> If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be readmitted in the next class or classes in their program after giving notice to re-enroll. Students may contact the program director for additional information.

Medical Leave

Students requesting leave for medical reasons any given semester should follow the CCC district policies and complete the applicable paperwork document:

<https://www.ccc.edu/menu/poli>

PREGNANCY POLICY

Below is the link to the collegewide pregnancy and parenting policy
<https://www.ccc.edu/services/pregnancy-and-parenting/>

POST COMPLETION POLICY

A student who has completed all program requirements will be eligible to sit for the NCLEX-RN exam. The nursing department will forward the student's information to Continental Testing Services (CTS)

providing completion of the following but not limited to:

- Verification of success in completion of all requirements of the CCCSON program
- Verification that all CCC financial obligations have been met
- Students must have the VATI "Green Light to apply for ED-Nur
- Proof of fingerprints from an approved vendor
- Proof of payment to Continental Testing Services
- Proof of payment to the National Council State Board of Nursing (Pearson VUE) must be submitted to the CCCSON program to show student's intent to register for the NCLEX- RN
- Once all program requirements have been satisfied all appropriate documentation will be submitted to CTS by CCCSON
- NCSBN rules for exam, see link below
- [NCSBN NCLEX Examination Candidate Bulletin](#)

HEALTH AND CLINICAL REQUIREMENTS

Each student is required to submit an up-to-date health record. The health requirements are necessary to meet the expectations of each clinical agency. Changes in student health status may warrant medical clearance to ensure safety in the clinical setting.

It is the responsibility of the student to ensure that the college receives all required health information. Students are required to keep copies of health information submitted. Failure to comply with providing required and updated medical documents may result in a clinical absence. If a clinical absence occurs because of medical noncompliance, no make-up opportunity will be provided. Students who incur a clinical absence for medical noncompliance will receive a failing grade in the clinical course.

All students entering nursing courses must continuously meet health and safety requirements to maintain enrollment in the CCCSON program. If the required health records are not up to date, a student will not be allowed to continue with the nursing courses. Health and safety records must be submitted by the established deadline. Requirements include but are not limited to as follows:

1. Students will provide a completed and signed Health and Safety Documentation Checklist with required documentation, and the Healthcare Provider Signature Form to the Nursing Department.

2. Students will not be allowed to continue with nursing courses without documentation of health compliance.
3. A healthcare provider's note or other documentation will not negate the health and safety documentation requirements.
4. If a student incurs an illness, injury, or other health limitation, clinical agency, CCC and CCCSON health policies must be upheld. An incident report or witness statement must be submitted to security and the Associate Dean.
Students who are not physically able to perform student nursing duties in a safe manner or require utilization of assistive devices, such as crutches, foot braces or boots, and casts of any type will not be allowed to participate in clinical experiences. Therefore, the student will be required to withdraw from the nursing course.

Vaccinations/Titers

Nursing students are required to have and maintain records of immunization and vaccinations.

1. Titers required to verify immunity.
 - a. Measles
 - b. Mumps
 - c. Rubella
 - d. Varicella
 - e. Hepatitis B
2. Two-step PPD skin test, T-spot, QuantiFERON Gold, or chest x-ray is required to verify the student tested negative for tuberculosis (TB).
3. Tetanus diphtheria vaccination/booster received within ten years.
4. Influenza vaccination is required annually.
5. COVID-19 Vaccination is required based on current Centers for Disease Control & Prevention guidelines for healthcare workers.

Drug Screen

Area healthcare agencies and the CCCSON program are drug-free environments. The CCCSON enforces a zero-tolerance policy concerning student impairment from drugs or alcohol at the clinical site or any CCCSON facility and institution. Violation will result in dismissal from the program. Drug testing is a requirement of the clinical facilities, and results may be required within 30 days of clinical attendance at specified sites.

Students are required to obtain a minimum 9-Panel substance abuse drug screening within 30 days prior to the start of class each semester. Urine drug screen testing must be purchased and performed through Castle Branch; no dipsticks, no rapid or point-of-care testing will be allowed.

The 9-10 -Panel drug screening must include but not limited to:

- Amphetamine (AMP)
- Barbiturates (BAR)
- Benzodiazepine (BZD)
- Cocaine (COC)
- Methadone (MTD)
- Methaqualone
- Opiates (OPI)
- Phencyclidine (PCP)
- Propoxyphene
- Tetrahydrocannabinol (THC)

The results are essential for clinical rotations and entrance into the program. Positive or invalid results must be accompanied by healthcare provider documentation. If no healthcare provider documentation is provided or the documentation is unacceptable, students will be required to re-test and provide evidence of a negative 9-10 panel for drug screening through Castle Branch within 48 hours. Failure of a second drug screen during the period will result in failure of the clinical due to *“absence for medical non-compliance”*. See handbook policies for clinical absences.

CCCSO follows the Federal law related to marijuana use. There is a zero tolerance for marijuana use whether it is recreational or medicinal. Students who have a positive marijuana drug test will be dismissed from the nursing program. Students suspected of marijuana use will be required to re-test and provide evidence of a negative 9-10 panel for drug screening through Castle Branch within 48 hours. Please see handbook policies regarding *“absence for medical non-compliance”*. The nursing program and clinical affiliates reserve the right to randomized drug testing. If a clinical absence occurs because of medical non-compliance, no make-up opportunity will be provided.

Students will be allowed the opportunity to retake the failed course next semester after meeting with the nursing administration. If this is the second course failure, they would be dismissed from the program according to the failure policy. Failure of a second drug screen during or after re-admission will result in immediate dismissal without the opportunity to return to the program.

Healthcare Provider Basic Life Support (BLS)

A student must possess a valid American Heart Association Healthcare Provider Basic Life Support (BLS) certification card throughout the entire nursing program. There should be no lapse in certification. Renewal of Healthcare Provider BLS certification must be completed prior to the expiration date on the BLS card. If a student fails to comply with this requirement, they will not be allowed to report to clinical.

Please review the clinical attendance policy.

Criminal Background Check

Illinois statute prohibits healthcare employers from knowingly hiring, employing, or retaining any individuals who have been convicted of various criminal offenses in a position with duties involving direct patient care or the care of residents in long-term care facilities. Also prohibited is hiring these same individuals in positions that provide access to the medical, financial, or living quarters of a patient or long-term resident (225 ILCS 46.25).

CCCSO has affiliate agreements with clinical agencies and other health care institutions to provide clinical experiences for nursing students as part of the nursing curriculum. Nursing students must submit to the following:

1. A criminal background check prior to entering the program
2. Annual Criminal Background (at minimum)
3. Criminal background as specified by a clinical agency for the student to continue their clinical rotation at that particular clinical site.
 - a. Clinical sites may also request an expanded criminal background check, which may conflict with the student's original background check result. The expanded criminal background check will be at the student's expense.
 - b. Review Illinois State Law 225 ILCS 46/25 and Ill. Adm. Code 955 Section 955.160 for disqualifying conditions related to expanded criminal background check. <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1303>

A criminal background check is required to participate in clinical portions of the program. A positive criminal background check may prohibit a student from completing the program due to inability to participate in clinical placements. A positive criminal background check may prohibit a student from obtaining licensure and/or positive employment placement.

Failure to follow the above guidelines may result in immediate clinical "Unsatisfactory" or dismissal from the program.

Student Health Coverage Insurance

CCCSO recognizes that certain courses of study and specific classes may place a student at greater risk given the nature of the curriculum and associated laboratory, practicum or applied task required by the class syllabus. CCCSO administers a Student Accident Health Plan (SAHP) for students enrolled in certain courses of study during the period the student is engaged in official activities associated with the class, laboratory, practicum, or applied task. Students are encouraged to have healthcare insurance coverage that will ensure the appropriate level of coverage should the student be injured while engaged in any official course, lab, or clinical activities on Malcolm X College premises and/or while engaged in such activities at an assigned clinical facility. SAHP coverage may not cover the full amount of health costs associated with an injury incurred while performing program related tasks associated with a

course, lab or clinical. Students are required to report any injury immediately to the instructor present and to the Dean of the program.

Student Malpractice/Liability

CCCSON recognizes the need for students enrolled in healthcare curriculum to apply skills and techniques garnered in the classroom in a practical and professional setting. Malcolm X College contracts with healthcare institutions, health service agencies and community organizations to accept its students in clinical practice as required by programs of study.

Students are responsible for any malpractice claims levied against them [personally] for actions that occur outside of scheduled clinical practice time.

*For both individual health insurance coverage, and student malpractice/liability insurance, students must adhere to the policies of the program and for any clinical site at which they are placed.

ATTENDANCE POLICY AND ACTIVE PURSUIT

Students are required to attend all in-person or hybrid class sessions. Students are meeting the criteria for active pursuit by completing required coursework and assessments. The last day that a student attends a class, submits an assignment, logs in to Brightspace and performs an academic task, or engages in an academic related interaction with the instructor will be considered the last date of Active Pursuit.

An unofficial withdrawal occurs when a student stops attending classes without notifying CCC. The unofficial withdrawal date is determined by the last date of active pursuit.

CLINICAL POLICY

Students must be able to provide direct client care without restrictions. Students will be required to assist in lifting clients, standing for several hours, and performing bending activities. Additionally, the clinical experience may place the student in stressful situations as they undertake responsibilities and duties that have a major impact on clients and their families.

CLINICAL ATTENDANCE POLICY

Clinical attendance is **required**. Students must attend all clinical sessions, including clinical orientation, to meet the objectives and clinical hour requirements of the course. Clinical hours include pre- clinical laboratory practice, pre- and post-conferences, scheduled clinical days, alternative clinical learning activities, and simulations. Clinical absences lead to an “Unsatisfactory” in clinical and failure of the course to which the clinical rotation is attached.

Students must adhere to the following guidelines:

1. Students must comply with the dress and behavior standards of the CCCSON program. Required uniforms are to be worn in all nursing classrooms, clinical, and skills lab settings. Failure to adhere to the nursing uniform standard may result in the nursing student being dismissed for the day.
2. Students must complete the clinical orientation requirements and attend the agency's specific orientation prior to all clinical rotations. Clinical orientation may occur two weeks prior to the start of the semester or on a day of the week other than the assigned clinical day. It is the student's responsibility to adjust their home or work schedule to accommodate the clinical orientation. Any student who fails to complete these requirements or is absent on a day of orientation without prior instructor approval may not continue in the clinical rotation.
3. Late arrival or leaving early from the clinical experience may result in a student conference with faculty or place the student at risk for failing to achieve the course competencies.
 - a. A student may be dismissed for the day from the clinical site for late arrivals. However, adverse weather conditions will be taken into account.
 - b. A plan of action must be developed with the instructor and followed by the student to meet the clinical requirements.
4. Students are advised to remain home if experiencing symptoms of illness to ensure the safety of the clients.
5. The student must notify the clinical instructor of their absence.
 - a. Any absence can jeopardize successful achievement of course competencies; therefore, consequences of any absences will be determined at the time of the occurrence.
 - b. The instructor, in consultation with the Associate Dean of Nursing, individually evaluates emergency circumstances.
6. No Call/No Show to clinical
 - a. A clinical absence for "no call/no show" will result in immediate failure of the clinical course.
 - b. No clinical hour make-up opportunities will be extended in the instances of no call/no show.

STUDENT RESPONSIBILITIES AND CONDUCT IN THE CLINICAL AGENCIES

As a healthcare professional, the student is expected to act professionally. Students are guests of the clinical site. Inappropriate behavior or actions will not be tolerated and may jeopardize the student's standing in the Nursing Program and may adversely affect the availability of the clinical site for the CCCSON. The following are guidelines for acceptable behavior and conduct. Responsibilities and conduct at the clinical site are as follows:

1. Students must follow the administrative policies, standards, and practices of the agency.
2. Students must obtain medical care at their own expense for any injuries or illnesses sustained as a direct or indirect result of affiliation with the agency.
3. Students must provide their own transportation to and from the clinical agency.
4. Students must report to the agency on time and follow all established regulations during the regularly scheduled operating hours of the agency.
5. Students must conform to the standards and practices established by the school and agency prior to publishing any material relating to the clinical learning experience.

6. Students must comply with ethical and professional standards required of employees of the agency and be consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.
7. Smoking, food, or drink, cell phones, iPods, MP3 players, smart glasses or air pods or other listening/recording devices are not allowed in the clinical area at any time.
8. Clients, families, and coworkers are addressed formally or by their preferred titles.
9. Client confidentiality must be maintained and respected. Discussion regarding the client should be conducted in the appropriate designated areas and with healthcare personnel responsible for the client.
10. Students are not permitted to consume or bring alcoholic beverages to the campus or clinical site or be under the influence of alcohol. A student violating this policy will be immediately dismissed from the program.
11. Controlled substances are prohibited from being brought into or possessed on clinical grounds. A student violating this policy will be immediately dismissed from the program.
12. Gum chewing is not permitted in any clinical unit, simulation, or nursing skills lab unit.
13. Students will be immediately dismissed for falsification of any client records.
14. Breaks/lunches should coincide with that of the instructor. Students must not leave the clinical unit without the instructor's approval. Leaving the unit/facility without approval may result in dismissal from the program.
15. Social conversations between students should be avoided and conversation should be Professional.
16. The learning experience is conducted in English. Alternative languages should be avoided except where necessary to render client care.
17. Students may only report to the clinical agency during their scheduled clinical days.
18. Students are accountable for their behavior during their clinical experience.
19. Students are under the direct supervision of the clinical faculty members.

Blood-borne Pathogen Exposure

Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids. Any direct exposure to body fluids occurring while functioning as a student must be reported immediately to the clinical instructor. Students exposed to body fluids should follow facility protocols and adhere to the following:

1. Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water.
2. Report the incident to the clinical instructor.
3. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. It is recommended that students have insurance to cover such instances and should check with their insurance provider regarding coverage.
4. The clinical instructor and student will notify the agency department supervisor and the CCCSON.

5. The student will complete a clinical site incident report.
6. The student will complete the college student incident report.
7. If an event of an exposure occurs in the CCCSON nursing lab, the student must report the incident immediately to the supervising faculty.

Information from the U.S Department of Labor, Occupational Safety & Health Administration (OSHA) is available at: <http://www.osha.gov/SLTC/bloodbornepathogens/index.html>

Infectious Disease Quarantine policy (*includes COVID-19*)

Students are allowed to quarantine once (5 days total) during an 8-week course and twice (10 days total) during a 16-week course before being given a grade of "I" incomplete. There are no clinical make-up options for students missing more than the guidelines previously stated.

<https://prepare.ccc.edu/?Ga=2.177977313.577177594.1643%20986575%20-%20health>

Tracking of quarantine absences will be conducted by the nursing department's compliance team.

Student Practice Regulations

Students practice within the boundaries of the Illinois State Board of Nursing Nurse Practice Act. The ANA Code of Ethics for Nurses, the guidelines of the CCCSON, and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Inappropriate practices include, but are not limited to the following:

1. Refusing an assignment based on client's race, culture, religious preference, or medical Diagnoses
2. Denies, covers-up or does not report own errors in clinical practice
3. Ignores and fails to report dishonest or unethical behavior in others
4. Practices skills that have not been assigned, taught, or are checked off prior to independent Performance
5. Lacks information processing ability necessary for making appropriate clinical judgements or decisions
6. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty resulting in miscommunication, disruption of the learning and/or patientcare environment
7. Violates principles of confidentiality (HIPAA)
8. Presents unprepared for clinical practice
9. Fails to respect client rights and dignity
10. Solicits, borrows, or removes property or money from a client or client's family
11. Assumes client care tasks for which the student lacks the education or competence to Perform.
12. Removes drugs, supplies, equipment, or medical records from the clinical setting
13. Abandonment: Leaves clinical agency or patient assignment without notification

UNUSUAL OCCURRENCE GUIDELINES

An unusual occurrence is any event that has the potential of harm while in the nursing program in classes, laboratories, or clinical agencies. Adherence to the following guidelines is warranted:

1. The student must notify the instructor immediately upon an unusual occurrence.
2. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence as defined will be subject to disciplinary actions including course failure and program dismissal.
3. Upon notification of the occurrence, the instructor will meet with the student to determine the nature of the occurrence. The faculty member will subsequently determine the necessary actions and steps to be taken.

TRANSPORTATION

Classroom and clinical experiences are provided at various settings around Chicago and surrounding areas. Students are required to arrange their own transportation to and from these settings.

ONLINE CLINICAL ORIENTATION

Online and Clinical Orientation

Electronic online and onsite clinical orientation must be completed prior to the beginning of clinical practicum. Attendance or evidence of completion is required. Students missing a clinical orientation session or if online orientation materials are not completed will not be allowed to attend clinical, resulting in an unexcused clinical absence. At times, clinical agencies will schedule a mandatory orientation at the agency's site. This may or may not fall on the clinical day assigned. It is the student's responsibility to attend and make any scheduling adjustments.

Clinical Performance Measures

Students are expected to report to the clinical site prepared to perform optimal clinical skills. If the student exhibits any of the following deficiencies, the student will be removed from the clinical site, participate in required remediation, or including, up to dismissal from the CCCSON. A student prepared to perform clinical skills may be dismissed from clinical that day and

directed to the skills lab for remediation. Proof of remediation and skills practiced must be submitted to the assigned clinical instructor.

1. Alteration of physical and/or emotional status of a student that may negatively impact delivery of client care will result in dismissal of the student from the clinical site that day.
 - a. The student must arrange a meeting with the clinical instructor and Associate Dean of Nursing prior to the next assigned clinical day.
 - b. The student will not be allowed to return to the clinical site until it is deemed safe for the student to return.
2. A student must be with faculty to pass a medication. A student that does not complete the seven rights of the medication administration will have an IRPP form completed for the occurrence. The

student is required to arrange remediation sessions. Proof of remediation and skills practiced must be submitted to the assigned clinical instructor.

3. A student who incurs a medication error will have an IRPP form completed. The student will be dismissed from the clinical that day and must arrange for remediation sessions. Validation of remediation and skills practiced must be submitted to the assigned clinical instructor.
 - a. A plan of action and remediation will be developed for clinical behavior deemed deficient. The student must successfully meet all terms of the plan of action in order to satisfy the requirements of the clinical experience.
 - b. Clinical errors require remediation and may result in dismissal from the program.

NURSING SKILLS LAB REQUIREMENTS AND POLICIES

The Nursing Skills Lab is a mandatory and integral part of the CCCSON program. The faculty collaborate in conjunction with the Nursing Lab Manager and Lab Coordinators to develop competencies for student's clinical skills. The team assists students in developing nursing skills that are utilized in clinical settings. The purpose of the skills lab is to provide an environment for students to learn, practice, and reinforce nursing skills, and confidence in performing skills necessary for client care in the clinical setting. This is accomplished through demonstration, activities, and practice utilizing equipment and simulated learning experiences.

Faculty and Clinical Instructors may refer students to the Skills Lab for skill remediation and practice required for safe clinical practice.

Open Lab Policy

[Student Responsibilities in Open Lab.docx](#)

NURSING SKILLS LABORATORY ORIENTATION INFORMATION

As a nursing student at City Colleges of Chicago School of Nursing, a considerable amount of time will be spent in the Nursing Skills Lab. Learning new skills, and practice of skills, along with simulation will be activities for evaluation of student knowledge and psychomotor skills.

The skills lab is an integral part of nursing education. Utilizing the laboratory will facilitate the student's ability to perform essential nursing skills. The goal of the nursing skills lab is to provide an opportunity for the student to develop clinical and critical thinking skills needed to engage in safe practice while

working towards excellence in nursing.

Students could practice independently with their peers, lab coordinators, and faculty to develop clinical and critical thinking skills. How much time is needed by students to practice is dictated by how quickly one learns and by the difficulty level of the skills. Students have their own style and pace of learning, therefore time in the lab has to be planned by the student accordingly. Additional practice is available during open lab sessions.

Nursing Students Responsibilities in the Skills Lab:

1. Report to Skills Lab as scheduled; punctuality is critical
2. Adherence to CCCSON Uniform Policy
3. Stethoscope and clinical equipment are required
4. Refrains from Smoking, food, or drinks
5. Refrains from using Cell phones, smart glasses, iPods, MP3 players, or recording devices, unless needed for a skills assignment.
6. Children or visitors may not attend.
7. Ensure Skills Lab work area is left neat.

Laboratory Activities Preparation:

1. Review assigned readings and skills videos.
2. Have and review the skills check-off list when demonstrating a skill.

Safety/Environmental Consideration:

1. Internet usage is for learning purposes.
2. Coats and book bags should be stored in designated areas.
3. Refrain from bringing valuables, as the Nursing department is not responsible for any lost or stolen items.
4. Use equipment as directed and under supervision. Report any damage or malfunctions Immediately.

Mannequins:

1. Use gloves when handling mannequins and parts as appropriate for the skill.
2. Mannequins/parts may only be moved by lab personnel or instructors.
3. Betadine or ink should not be used on or near the mannequins.
4. Clean mannequins as instructed after each use.

Beds:

1. Use beds for practice and testing purposes. Refrain from sitting or placing personal belongings on the beds.
2. Shoes should be removed when lying on bed when serving as a patient for a demonstration.

Laboratory Resources:

Computer laboratory	Room 5015 and Room 6010
Simulation Labs	Room 5001 and Room 5002
Skills Lab A	Room 5000
Skills Lab B	Room 5006
Skills Lab C	Room 5008
Pediatrics Lab	Room 5011
Virtual Hospital	8th Floor

Open Lab Hours: The full schedule is available on Brightspace.

REMOTE/Hybrid LEARNING

Remote/Hybrid learning may be necessary at times. Classroom and clinical requirements must be completed for progression.

Student Remote General Expectations:

- All policies and expectations reviewed below are based on CCC and CCCSON policies.
- Additional information can be found in the Student Handbook, Academic Catalog, Course Shell, and Course Syllabus. Students are expected to be familiar with student policies and expectations as written in the Student Handbook.
- Students should be wearing scrubs and ready to participate in remote classes and clinicals and anticipate being on camera at a minimum at the start, during (midway), and at the end of class, lab, or clinical. **It is highly recommended that students are on camera throughout the entire class, clinical, or skills lab.**
- Students should be in a space that allows them the ability to concentrate and actively engage and participate in class (i.e.: dining room table, desk, etc.)
- Students are expected to attend remote classes and clinicals and actively participate.

Attendance Policy

Attendance and participation are required within all classrooms, labs, and clinical experiences (including simulation). Students must arrive on time and stay for the duration of the class, lab, and clinical experiences (including simulation, pre- and post-conference/briefing/assignment). Tardiness and absences from didactic, lab, and/or clinical may result in a failure in the course.

Attending class while at work is not conducive to a successful learning environment and is inappropriate for students. It also allows for potential conflicts with employers. Class engagement is expected, and students are to be prepared for the virtual environment in the same way as they would on campus or in clinical.

Professional Conduct Behavior Policy

It is our campus expectation that students at CCCSON will uphold the expectations set forth in the CCC and CCCSON Standards of Conduct (campus and clinical). Sanctions are imposed in cases where there is a violation of the Code of Conduct. Depending on the extent of the violation and the number of violations, sanctions can be as minimal as an official warning, up to dismissal from the program.

Academic Integrity

The CCCSON upholds integrity, truth, and honesty. Students are expected to adhere to standards honesty in their academic and professional endeavors. Plagiarism and cheating of any nature are not tolerated and will result minimally in receiving an “F” on the related assignment and/or exam. Academic dishonesty – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials.

Nursing students have the right to appeal any disciplinary decision. Please refer to the Academic Integrity and Dishonesty policy in the City Colleges of Chicago Academic and Student Policy manual (Section 8.17 and Section 8.18).

https://www.ccc.edu/menu/Documents/Academic_Student_Policy/AcademicStudentPolicy.pdf

Monitors, lockdown browsers, and plagiarism detection may be used in any given course. These products are provided by a third-party vendor.

Late Assignments

Students are expected to submit assignments on or before the due date. At the discretion of the instructor, late submission of assignments may result in a percentage score deduction or may not be accepted.

Exams Students must notify faculty at least 24 hours in advance of any inability to complete a scheduled course examination and at least 1 week for ATI end of course assessment exams and ATI Comprehensive Predictor. In the event of an unforeseen circumstance occurring less than 24 hours prior to the start of the examination, the student (or a representative if the student is unable) should notify the faculty as soon as possible. Extenuating circumstances for make-up assessments include but are not limited to the following.

- Death of immediate family member, critical illness of self or immediate family member, military duty, circumstances of serious, unpredictable, or uncontrollable nature, such as car accident involving the student, or natural disasters.
- Verifiable documentation must be provided for any extenuating circumstance that is to be considered.
- Technical issues in the campus testing environment will be considered if proctors were appropriately notified during the examination and in accordance with proctoring procedures.
- If a student needs to make up an exam, they must contact the faculty. The opportunity to

complete a make-up examination is not guaranteed and is granted at the discretion of the course faculty. Make-up exam appeals must be approved by nursing leadership.

Faculty Assigned Points

1. Quizzes

- a. Quizzes may be given at any time during the class or clinical session at the discretion of the faculty.

2. ATI/Brightspace Troubleshooting

- a. Students are responsible for contacting ATI, Brightspace support, or CCC Helpdesk (depending on application used) for technical difficulties encountered. If unresolved, faculty should then be notified.

3. Simulation

- a. Preparation for simulations, pre-briefing questions should be completed and submitted to the faculty facilitating the simulation prior to the start of pre-briefing. If not completed and submitted by the student, the student may not be permitted to participate in the simulation and will be marked absent for the day.

4. Clinical

- a. Make-up clinical experiences/hours are not guaranteed, and any requests for clinical make-up must include relevant documentation to support the request. Any clinical absence should be reported as soon as possible, with at least two hours' notification before starting clinical shift. Only mitigating circumstances will be dealt with on an individual basis once documentation is provided.

The City Colleges of Chicago School of Nursing supports you in your journey through the Nursing Program.

Last Update: 8 /2026: Fall 26 A.A.S in Nursing Handbook