



# **ASSOCIATE OF SCIENCE NURSING PROGRAM**

## **Student Handbook**

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\*Ameritech College of Healthcare reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations in this publication. Currently, all nursing courses are available at the Draper campus only.



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## ABOUT THIS PUBLICATION

The *Student Handbook* of the Ameritech College of Healthcare Associate of Science Nursing Program is intended to be an overview of guidelines and policies for prospective and current nursing students. Official statements of policy and procedure can be requested through the Associate of Science Nursing Program Director. When policies are interpreted, they are interpreted in a light most favorable to Ameritech College of Healthcare. All students enrolled in the Associate of Science Nursing Program are expected to read and follow the guidelines and policies that appear in this document. Ameritech College of Healthcare and the Nursing Program may need to make changes in guidelines and policies from time to time. Students will receive or have access to information concerning such changes or revisions to the student handbook or course policy as they occur.

## ACCREDITATION

### Institutional Accreditation

Ameritech College of Healthcare is institutionally accredited by The Accrediting Bureau of Health Education Schools (ABHES) ABHES is listed by the U.S. Department of Education as a nationally-recognized accrediting agency under the provision of Chapter 33, Title 38 of the U.S. Code and subsequent legislation.

ABHES provides Ameritech College of Healthcare institutional accreditation for the delivery of diploma programs as well as Associate of Science Degree, and Bachelor of Science Completion Degree programs. Ameritech College of Healthcare programs are designed to lead a graduate directly into the workforce at an entry-level position.

**Accrediting Bureau of Health Education Schools (ABHES)**  
7777 Leesburg Pike, Suite 314 N.  
Falls Church, Virginia 22043  
(703) 917-9503  
[www.abhes.org](http://www.abhes.org)

### Programmatic Accreditation

The Accreditation Commission for Education in Nursing (ACEN, formerly NLNAC) is one of two national bodies whose service provides programmatic accreditation to professional nursing programs. Emphasis in the accreditation is placed upon program compliance with established professional standards and criteria in the context of our mission/philosophy.



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Ameritech College's Associate of Science Nursing program has been granted programmatic accreditation from the Accrediting Commission for Education in Nursing, Inc. (ACEN, formerly NLNAC).

**Accrediting Commission for Education in Nursing, Inc. (ACEN, formerly NLNAC)**  
**3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 (404) 975-5000 Voice**  
**(404) 975-5020 Fax**  
**[www.acenursing.org](http://www.acenursing.org)**

## **COMMUNICATION TO ASSOCIATE OF SCIENCE NURSING STUDENTS**

Communication to students will be through the Ameritech email system. Email should be checked at least once daily and students will be held responsible for all information transmitted through the email system. Students should only use their assigned Ameritech address when emailing faculty, administration, or staff.

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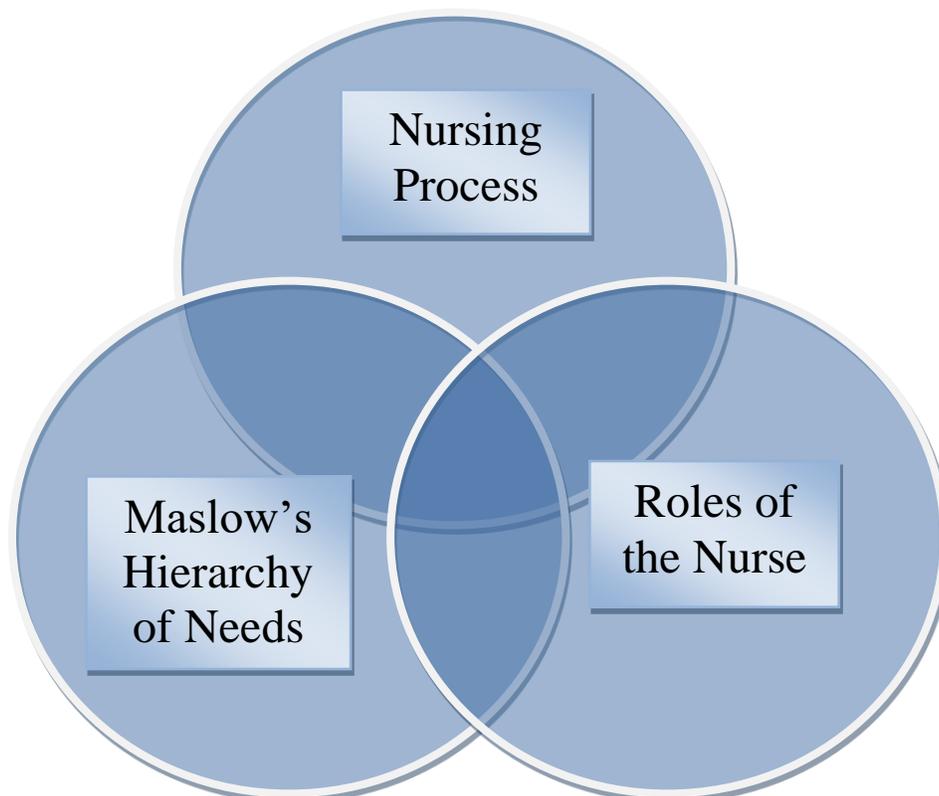
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## ORGANIZING FRAMEWORK

The Ameritech Nursing Program (Associate of Science) Curriculum is based upon three main concepts:

- The Nursing Process
  - The Nursing Process is a systematic method that the student will learn to utilize when planning, implementing, and evaluating nursing care.
- Maslow's Hierarchy of Needs
  - The Hierarchy of Needs assists the student to understand priorities for care given to a single patient as well as groups of patients.
- Roles of the Nurse
  - The Associate Degree Nurse will be a Provider of Care, Manager of Care, and Member of the Profession. Through coursework within the Program, the student will become prepared to assume these roles.

Figure 1. Organizing Framework





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## ASSOCIATE OF SCIENCE NURSING PROGRAM VISION, MISSION, AND PHILOSOPHY

### Mission

**The mission of the Ameritech Associate of Science Nursing Program is to provide a quality nursing education to students that will prepare them with the requisite knowledge and skills to practice nursing competently.**

The program, as guided by this mission statement, provides students with a foundational education that enables career-oriented or baccalaureate bound students to accomplish their personal and professional goals. The Associate of Science Nursing Program prepares a nurse generalist for beginning-level practice using knowledge derived from the liberal arts, biological sciences, physical sciences, social sciences, and behavioral sciences. Students that successfully complete the Associate of Science Nursing Program will be prepared for success in taking the National Council Licensure Exam (NCLEX-RN).

### Philosophy

The philosophy of the Associate of Science Nursing Program supports its mission and goals. The concepts of Persons and Environment, Health, and Nursing, as defined by the Ameritech faculty, are implemented through vertically integrated curricular strands and support the three main components of the Organizing Framework. The Associate of Science Nursing Program has also defined the concept of “Learning” to guide the teaching and learning experience for faculty and students.

- A. Persons and Environment:** In the Ameritech College of Healthcare Associate of Science Nursing Program, “Persons” are unique, dynamic, holistic entities who interact with their “Environment” in a way that is consistent with their individual values, beliefs, experiences, and needs. The curricular strands of “Interpersonal Relationships”, “Communication”, and “Lifespan and Developmental Influences” emphasize the need for nurses to consider and respect the unique and individual nature of each person.
- B. Health:** Health is a dynamic life experience that, in its ideal state, results in an integrated wholeness of the person. The curricular thread of “Health” within the Ameritech College of Healthcare Associate of Science Nursing Program emphasizes the continuum of health ranging from optimal wellness to illness or death.
- C. Nursing:** Nursing is viewed as both an art and a science. The “Art” of nursing is the ability to account for the needs and perceptions of individuals as the nurse assists them to move toward a state of health. “Science” may be viewed as the evolving body of theoretical and empirical nursing knowledge. Students in the Ameritech College of Healthcare Associate

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of Science Nursing Program will learn about nursing as they explore the three main concepts of Maslow's Hierarchy of Needs, Roles of the Associate Degree Nurse, and the Nursing Process. Additional support for the learning of "Nursing" comes through the curricular threads of Legal/Ethical Principles, Psychomotor Skills, Professionalism, and Critical Thinking/Clinical Reasoning.

**D. Learning:** Learning is both an individual and social process. It produces changes in the cognitive, affective, and psychomotor domains. Through learning, the mission statement and vision of the program can be fulfilled. Learning takes place over time, starting with simple concepts and moving to advanced knowledge.

Faculty members utilize several principles when preparing learning experiences for students.

- Students need to be intrinsically motivated and responsible for their own development as a professional.
- Students learn best when they are engaged in the process
- Students need a non-judgmental environment to explore feelings, thoughts, and ideas.

Students are encouraged to utilize faculty members as guides and mentors throughout their learning experience. Faculty members will assist students by reinforcing their unique strengths and assisting them to set realistic goals for improvement.



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## **PROGRAM OUTCOMES**

**The Ameritech College of Healthcare Associate of Science Nursing Program will:**

1. Serve the community by admitting, supporting, and graduating a diverse student body prepared to fill the projected need for nurses.
2. Graduate students who are successful on the national licensure examination.
3. Prepare nurses with the requisite skills to practice as generalists in today's healthcare setting.
4. Emphasize responsibility and continuous quality improvement in nursing practice.
5. Provide a foundation for baccalaureate nursing education.

## **END OF PROGRAM STUDENT OUTCOMES**

**At the completion of the Ameritech College of Healthcare Associate of Science Nursing Program, graduates will have demonstrated ability to:**

1. Partner with clients and the healthcare team to formulate plans of care that are consistent with the realities, experiences and values held by diverse populations.
2. Use the nursing process to prioritize, plan, and carry out independent and collaborative nursing interventions.
3. Apply critical thinking and evidence based practice when implementing nursing interventions.
4. Facilitate client-centered education in response to client's needs across the life span.
5. Exhibit respect for self and others while providing responsible, safe nursing practice.
6. Participate in professional organizations, community involvement and lifelong learning.
7. Use technology to deliver client-centered care that improves clinical outcomes and promotes safety.

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8. Implement therapeutic communication skills when interacting with clients and members of the healthcare team.

### PROGRAM OF STUDY

#### SEMESTER 1:

##### General Education:

<b>BIO 210 Anatomy &amp; Physiology</b>	<b>6.00 credits</b>
<b>ENG 220 English Composition and Professional Writing (Online Course)</b>	<b>3.00 credits</b>
<b>TRM 102 Medical Terminology</b>	<b>1.00 credit</b>

##### Nursing Core Courses

<b>NUR 100 Introduction to Nursing Practice</b>	<b>2.00 credits</b>
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##### Other required courses:

<b>MAT 112 Clinical Mathematics</b>	<b>2.00 credits</b>
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<b>TOTAL:</b>	<b>14.00 credits</b>
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Semester One is a preparatory semester that will give students admitted to the Associate of Science Nursing Program the theory base necessary to succeed in their clinical nursing courses. An introductory course will familiarize students with medical terminology, the history of nursing and the nursing process, and the theoretical foundations underlying the Ameritech Associate of Science Nursing Program. Students should utilize this time to establish excellent study skills, become acquainted with their fellow students, and learn time management. Time spent in the courses as outlined above will be 14 credit hours over 2 to 4 days per week; students should expect to study 25-35 hours per week outside of class. Some students may not have a full load due to transfer credits. They may register for other General Education courses as directed by the Campus Registrar.

The ENG 220 course is a fully online course. Assistance is available for students who are unfamiliar with online education; the workload is the same as a comparable course taught in the traditional classroom.

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### SEMESTER 2:

#### General Education:

<b>BIO 240 Pathophysiology I</b>	<b>3.00 credits</b>
<b>PSY 212 Principles of Human Psychology (Online course)</b>	<b>3.00 credits</b>

#### Nursing Core Courses

<b>NUR 112 Essentials of Nursing I</b>	<b>5.00 credits</b>
<b>NUR 131 Pharmacological Principles</b>	<b>3.00 credits</b>

**TOTAL: 14.00 credits**

During Semester Two, students start their first clinical nursing courses with Essentials of Nursing I, which will introduce them to the application of the nursing process, Maslow’s Hierarchy of Human Needs, and the Roles of the Associate Degree Nurse. In the Essentials I course, students will have the opportunity to practice hands-on nursing skills in the clinical practice laboratory. Students will also begin clinical experiences in acute, rehabilitation, and/or long-term care settings. The Pharmacological Principles course teaches students the essence of pharmacology, giving them the knowledge to safely administer medications to a variety of clients. Students will also be taking their first pathophysiology course, which covers disease processes as well as basic principles of chemistry and microbiology as they apply to alterations in health. The Principles of Human Psychology course will teach students the basic principles behind mental health and illness. This course is a fully online course.

Students in this semester will usually spend two to three days per week on campus, and generally one day per week in the clinical practice laboratory or at a clinical site. Outside study time ranges from 30-35 hours per week or more. Students in the Associate of Science Nursing Program are encouraged to devote full-time hours to their studies, if at all possible, in this semester and for the rest of the program. **If outside employment is necessary, students are strongly encouraged to work a part-time schedule (20-24 hours or less).** Full-time employment with this course load (now and through the rest of the program) is difficult to maintain and may keep students from being successful in the Associate of Science Nursing Program.

### SEMESTER 3:

#### General Education

<b>NTR 110 Nutrition</b>	<b>2.00 credits</b>
<b>BIO 250 Pathophysiology II</b>	<b>2.00 credits</b>

#### Nursing Core Courses

<b>NUR 120 Essentials of Nursing II</b>	<b>5.00 credits</b>
<b>NUR 141 Pharmacological Principles II</b>	<b>2.00 credits</b>
<b>NUR 171 Psychiatric/Mental Health Nursing</b>	<b>3.00 credits</b>

**TOTAL: 14.00 credits**

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In Semester 3, the student will be very busy with three nursing core classes as well as general education requirements. Students can expect to spend two to three days per week on campus for class and one to two days a week for clinicals, which will accompany two of the three nursing core courses. NUR 120 will build upon the skills learned in NUR 112; students will have the opportunity to learn about the care of acutely ill adult clients in the classroom, skills laboratory, and clinical experiences. NUR 141 will build upon the information learned in NUR 131. In NUR 171, students will learn about the role of the nurse in psychiatric care, with observational experiences in the mental health setting. The student must be prepared to spend 35 to 40 hours outside of class studying and preparing during this challenging semester.

### **SEMESTER 4:**

#### **General Education:**

**SOC 212 The Study of Sociology (Online course)**  
**3.00 credits**

#### **Nursing Core Courses:**

**NUR 193 Care of the Adult Client** **6.00 credits**  
**NUR 213 Maternal-Child Nursing** **6.00 credits**

**TOTAL:** **15.00 credits**

Students in Semester 4 will have the opportunity to expand their skills in caring for the acutely ill adult client and learn about the care of clients in obstetric and pediatric settings. During this semester, students will spend a significant amount of time in simulation experiences and clinical placements for their two nursing courses. Students should plan for 2 to 3 days on campus and 1 to 2 clinical days per week. Success in coursework will depend on the student devoting enough time to preparation and study; this semester generally requires 35 to 40 hours per week outside of class, simulation, and clinical obligations. The SOC 212 course is a fully online course.

### **SEMESTER 5:**

#### **Nursing Core Courses:**

**NUR 253 Care of the High-Acuity Client** **4.00 credits**  
**NUR 273 Transition to the Professional Role** **5.00 credits**  
**NUR 290 NCLEX Review** **3.00 credits**

**TOTAL:** **12.00 credits**

During this final semester, the student will have their most difficult but rewarding coursework as they prepare for graduation and taking the NCLEX-RN examination. The NUR 253 course is a classroom-only overview of complex disease processes and the nursing care required in highly technical and acute environments. The NUR 273 class assists students to ready themselves for

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graduation and job placement with a great deal of focus on the transition from student to novice nurse. Part of this course is a capstone experience where students will have a one-on-one experience with a registered nurse preceptor. The school arranges capstone placements in a variety of clinical areas. Students should be prepared to be extremely flexible because their capstone hours may be during any shift and any day, depending on their preceptor's schedule. Additional hours may be spent in a community setting, learning about the role of the nurse in the outpatient environment. The third nursing course for students in the fifth semester is NUR 290, a classroom experience which prepares students to take and pass the National Council Licensure Examination (NCLEX-RN), a requirement for licensure as a registered nurse. The final examination for NUR 290 is a standardized national test that will assist students in evaluating their readiness to take the NCLEX -RN. Students will also be scheduled during the final exam week to take a more intense preparation and review course in order to maximize their chance for success on the NCLEX examination.

In the fifth semester, students will spend 2 to 3 days in the classroom with additional hours in their capstone experience that can add 2 or 3 more days to their school time each week. Additionally, these challenging courses will require 35 to 40 hours (or more) of preparation outside of class each week. Students will find that outside employment during this semester is extremely difficult to maintain due to the rigor of study and variability of capstone hours, so they need to plan accordingly.

*Please see the Ameritech catalog for further course information.*

## **PREPARING FOR THE ASSOCIATE OF SCIENCE NURSING PROGRAM**

### **Time and Commitment**

The Associate of Science Nursing Program demands perseverance, stamina, and time devoted to a rigorous course of study. Students should be expected to devote at least two hours of outside work for every hour spent in the theory classroom. Preparation for theory classes, skills labs, simulation experiences, and clinicals requires full-time concentration. Successful students understand this time commitment and prepare for this focused course of study, making course requirements and clinical performance a priority.

Other time requirements are part of the nursing program. Time is required to travel to and from clinical experiences which may be scheduled any day of the week (including weekends), and may include day, evening and/or night shifts. Scheduled times for courses, labs, simulations, and/or clinicals do sometimes change with little advance notice. It is the responsibility of the student to



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maintain a flexible schedule in order to accommodate necessary changes. Absolutely NO guarantees are made to students regarding days, shifts, or hours of schedule.

As noted above, several general education courses (English, Psychology, and Sociology) are taught online only. The amount of time needed to complete the course is comparable to what would be spent in the classroom plus outside preparation; for a 3 credit course this is equivalent to about 9 hours per week.

### Outside Employment Recommendations

The coursework of the Associate of Science Nursing Program is designed to be a full-time college experience. Any outside work adds to the already strenuous load of the student. It is highly recommended that students discontinue or at least minimize hours spent at any type of employment during their course of study.

Students who have outside employment obligations should be careful to ensure that they are able to get adequate sleep prior to attending clinical, laboratory, simulation, and classroom sessions. In particular, students who are unable to safely perform in clinical experiences due to lack of sleep will be sent home and may risk being discharged from the program.

### Clinical Experiences

A number and variety of facilities are utilized for clinical experiences, with changes in facilities and scheduling a frequent occurrence from one semester to the next. Clinical and capstone assignments will be made by the program as designated by the program director. These assignments are subject to change at any time, and cannot be guaranteed to any student. Occasionally, it may be necessary for a student to be assigned a clinical experience in a facility that is some distance (may be up to 100 miles one way) from the Ameritech campus. Flexibility of time and arrangements for transportation remain the responsibility of the student. Students MUST attend the clinical to which they have been assigned; they may not trade with other students.

## LEGAL IMPLICATIONS FOR STUDENT EXPERIENCE AND STATE LICENSURE

The Ameritech College of Healthcare Associate of Science Nursing Program is designed to meet the educational requirements for licensure as a registered nurse in the state of Utah. All states, including Utah, have multiple requirements for licensure beyond completion of an educational program. Admission to the Ameritech nursing program and ability to attend clinical experiences **DOES NOT GUARANTEE** that the student is eligible for licensure in Utah or any other



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state. For example, certain criminal offenses may prevent a student from being able to obtain a nursing license, even if the student was allowed at clinical sites after a background check and drug testing. It is the responsibility of the student to ensure that they are personally eligible for licensure before, during, and after their course of study, as laws may change from time to time. Prospective and current students are encouraged to review the Utah Nurse Practice Act to determine if they are eligible for licensure. The Utah State Board of Nursing operates under the Department of Commerce, Division of Occupational and Professional Licensing (DOPL), and information may be accessed through their website at <http://www.dopl.utah.gov> or by calling (801)530-6628.

Students who wish to obtain licensure in another state must check with the Board of Nursing in that state regarding their eligibility for licensure. Educational and other requirements vary from state to state, and there is no guarantee that the Ameritech College of Healthcare Associate of Science Nursing Program will meet education requirements in states other than Utah. Students are encouraged to work through the Career Services department early in their program if they anticipate out-of-state licensure.

Background checks and drug testing are conducted through the program in order to comply with clinical site requirements, which may differ from state licensing requirements. Students may be prohibited from attending clinical sites based on criminal background check, drug testing, and other issues, even if they are eligible for licensure. Admission to the nursing program does NOT guarantee that the student is eligible to participate in clinical requirements. If a prospective or current student is concerned about their ability to attend clinical experiences based on these issues, they are strongly encouraged to speak to the Associate Degree Nursing Program Director regarding their individual situation.

All clinical site participation and coursework is conducted in compliance with the Utah State Board of Nursing Nurse Practice Act and Rules. Students must be aware of and compliant with the rules and guidelines set by the state, clinical institution, and Ameritech program regarding the practice of nursing care and procedures. Clinical procedures that students perform under the direct or indirect supervision of Ameritech faculty and/or clinical staff may only be performed in accordance with each course syllabus and rules, and may not be performed outside of scheduled coursework. Students employed in clinical settings must obey all rules of their employer while they are work and are not granted additional privileges to perform clinical procedures outside the scope of their employment even if they perform the same procedure during a clinical rotation. Additionally, students who perform certain procedures during their employment outside of the normal student role are not permitted to perform those procedures during their clinical coursework.



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## COURSE CHALLENGE POLICY

Ameritech allows students to demonstrate competency in general education courses for which they have earned post-secondary level credit, advanced placement (AP) credit, IB credit, or military credit when transfer credit cannot be awarded. Official transcripts or certificates must be supplied for a student to be eligible to schedule a challenge exam for general education courses. Challenge exams are administered by an approved outside testing entity except for MAT 112, Clinical Mathematics

Students bringing in transfer credit for MAT 112, Clinical Mathematics, must take a comprehensive challenge examination through Ameritech. If passed, the awarded credits are listed as "T" on the student transcript. The in-house math test examination requires the payment of a non-refundable \$50.00 fee prior to test administration. Students must score at least 76% to successfully pass the math challenge exam.

If students fail an exam, they must enroll in and pass the course to establish credit in that course. Students may attempt a challenge exam in a course only once. Scores are not rounded up for partial percentage points. (For example, if a student earns 79.8% the score on the exam will stand at 79%, not 80 %.) The math challenge exam must be scheduled through the Registrar's Office and testing dates and times are subject to testing center availability. It is therefore strongly recommended that arrangements are made early in the semester to ensure a testing date is available.

Challenge exam scores must be received by Ameritech prior to the beginning of the semester in which a student will be taking the course. If a student attends a course or does not successfully complete a course, the student may not subsequently attempt a challenge exam for the course. Students may not delay taking courses to extend the available challenge exam period. (For example, if a student would like to challenge the English exam, they may not take another GE class in the place of English with the intent of challenging the English exam in the future.) Passing a challenge exam does not necessarily abbreviate program length and may have an impact on financial aid. Please check with the campus Financial Aid Office for information on the impact of challenge exams on financial aid eligibility.

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## ACADEMIC PROGRESSION

### Criteria for Progression:

1. A minimum percentage grade of 76% is required in all courses to progress to the next level of study.
2. Nursing courses may have several requirements for successful completion of the class. This may include passing other included components with a satisfactory score, including laboratory, simulation, and/or clinical components. When one component of a course is not successfully completed, the entire course is considered a “fail” even if the graded component of a course is equal to or greater than 76%.
3. Refer to the Ameritech Satisfactory Academic Progress (SAP) Policy for details regarding cumulative grade point averages (GPAs) and amount of time allotted to complete the Associate of Science Nursing Program. Students must satisfy both Associate of Science Nursing Program progression requirements as well as Ameritech SAP policy in order to continue in the program.
4. Students must pass the NUR 290 NCLEX Review course in order to successfully complete the nursing program and be considered for RN licensure. A major portion of the NUR 290 course is the successful completion of a comprehensive final examination. The final examination will be reflective of the test plan as well as the rigor of the NCLEX-RN. Students will take the first comprehensive predictor week 12 of the semester. If a student fails NUR 252/253 and/or NUR 272/273, he/she will have to repeat the failed course when and if they return and will also retake NUR 290, NCLEX Review and pass successfully regardless of their previous grade.
5. A grade less than 76% in any course in the Ameritech College of Healthcare Associate of Science Nursing Program (including general education coursework) will require the student to repeat the course. Note that some courses are pre-requisites for subsequent coursework. Failure of a course may keep a student from progressing in the program while they repeat the failed class. Students who must repeat a course that has a clinical component are not guaranteed that a clinical placement will be immediately available the next semester, and this will further delay their progression.
6. All Associate of Science Nursing courses may be repeated only once (including general education, core courses or other nursing course requirements). If a student must repeat a course in the Associate of Science Nursing Program, it must be repeated at Ameritech College of Healthcare. The student receiving below a 76% in the same course twice will be dismissed from the Associate of Science Nursing Program. A student receiving below

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76% in two courses (simultaneously or subsequently) will be dismissed from the Associate of Science Nursing Program. If repeating a nursing course, the student may be required to complete ancillary learning experiences that validate the requisite theoretical knowledge base and clinical competency prior to re-enrollment. If a student fails three or more courses, the student will be automatically withdrawn from the program with no opportunity for readmission to the Associate of Science Nursing Program.

7. Methods of evaluation and their percentage weight for each course's grade calculation will be explained in each course syllabus.
8. Grades will be calculated to the nearest tenth. When the final course grade is determined, **rounding will not occur**. For instance, a student whose final grade is 75.7 will have a reported grade of 75.7, and will not achieve a passing score of 76%.
9. All nursing core courses will have a comprehensive final exam. Final examinations in other courses will be at the discretion of the instructor. Additionally, some nursing courses may have a content-related nationally normed examination that will count as part of the student's final grade in the course.
10. Prior to the beginning of the semester (usually around Week 10 of the previous semester), students enrolling in clinical coursework must pass a Safe Medication Administration Calculation and Knowledge (SMACK) exam as set forth by the nursing faculty. This requirement is to confirm that students have the continued ability to safely calculate medication dosages and perform other mathematics-related nursing tasks within the clinical environment. Students who are unable to pass the SMACK exam after three attempts will be required to meet with the Associate of Science Nursing Program Director (or their designee) for a formal remediation plan. Requirements of the formal remediation plan may include: auditing of the clinical mathematics course at the student's expense (even if the student had previously passed the same class); a hold on progression to the next clinical course(s); one-on-one remediation with a faculty member; and/or other requirements depending on the individual situation.

The grades given for academic achievement are interpreted as follows:

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Letter Grade	Percentage	GPA Equivalent	Status	Letter Grade	Percentage	GPA Equivalent	Status
A	94.0 – 100%	4.0	Passing	D-	60.0 – 63.9%	0.7	Not Passing
A-	90.0 – 93.9%	3.7	Passing	F	0 – 59.9%	0.0	Not Passing
B+	87.0 – 89.9%	3.3	Passing	AU	-	**	Audit
B	84.0 – 86.9%	3.0	Passing	I	-	**	Incomplete
B-	80.0 – 83.9%	2.7	Passing	L	-	**	Leave
C+	77.0 – 79.9%	2.3	Passing	S	-	**	Scheduled
C	76.0 – 76.9%	2.0	Passing	T	-	**	Test Out
C	74.0 – 75.9%	2.0	Not Passing				
C-	70.0 – 73.9%	1.7	Not Passing	TC	-	**	Transfer Credit
D+	67.0 – 69.9%	1.3	Not Passing	W	-	**	Withdrawal
D	64.0 – 66.9%	1.0	Not Passing	WF	0%	0.0	Withdraw Fail
** not computed in GPA							

### Readmission Following Dismissal

A student who want to re-enter the nursing program after being withdrawn or who withdrew on their own must complete the re-entry process. Students need to contact the Registrar’s Office for information regarding the re-entry process. The registrar will check the student’s balance to see if there is a balance. If there is the student is directed to Student Accounts to settle. If there isn’t a balance, the student needs to fill out the appropriate form.

If the student was withdrawn for SAP or two course failures, he/she must complete the *Appeal Form*. A committee including at least one program director and the registrar will review the request.

If the student withdrew for other reasons, he/she must complete the *Intent to Return Form*. This is sent to the Program Director who will meet with the student for final decision. If denied, the Registrar will inform the student of the reasons why their petition was denied (provided by program director). If approved, the student will meet with the Registrar to sign the *Re-Entry Application Form*, meet with Admissions to sign a new enrollment form, and meet with Financial Aid.

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If a student has been withdrawn for over one year, they will need to retake all classes except for the GE courses that are within the allowed time frame, but will not be on academic/FA warning/probation status.

Students who are not eligible to return:

- failed any one course twice
- has three course failures
- code of conduct issue

Students will have an automatic re-entry if:

- students who were withdrawn for courses that were not available
- extenuating circumstances which would have otherwise been an LOA

### ATTENDANCE POLICY

Because of the accelerated nature of this program, any absence from class poses a significant problem. Students are expected to attend all sessions of the classes for which they are registered. The attendance policy for each course is in the course syllabus, and students out of compliance with the attendance policy may be withdrawn from the class.

Regular attendance at all classroom, lab, simulated clinical experience (SCE), and clinical shifts is essential to student success in the Ameritech Associate of Science Nursing Program. Even a single absence has a serious impact on the student's ability to learn. Additionally, clinical hours must be completed in their entirety. Students must not schedule vacations and other events during times when they are expected to attend school. Absences should occur only in the case of true illness or emergencies, and students are responsible for contacting their instructor to report the absence as soon as possible. Students are responsible for obtaining any information and turning in assignments from the day they were absent. Students may attend another section covering the material missed, however, in doing so it will not negate the absence. The missed class will constitute the student's one and only absence allowed for the course. There are no make-ups for absences. Instructors are NOT permitted to "excuse" absences.

Because students are expected to attend all scheduled coursework, two absences from any theory class, laboratory experience, SCE, or clinical will result in the student being immediately withdrawn from the course. Students withdrawn for violation of the attendance policy will be required to complete the course in its entirety. If a student misses all or part of a clinical experience, the student must make up the entire clinical day by the end of the semester as specified in the course syllabus, **regardless of the reason for the absence**. If the hours are not made up, the student will fail the course. The repeat of a course due to absences will preclude the student from progression to the next semester of nursing courses. Students with attendance issues should

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work with Student Services to help ensure progression through the program.

Punctuality and complete attendance for all course sessions are important components of the attendance policy of the Ameritech Associate of Science Nursing Program. Tardiness (greater than ten minutes) at the beginning of a session or when returning from break, as well as early departure from a class, is unprofessional, disrespectful, and disruptive to the faculty and other students. If a student is not present for report in the clinical setting, they will be dismissed for the day and it will count as an absence. The student must make up the missed clinical day by the end of the semester. For class, lab, SCE and clinical, if a student misses more than 50 minutes of time, it will count as an absence. Additionally, three episodes of tardiness (greater than ten minutes) or early departure from any one class, lab, SCE, or clinical, regardless of the amount of time missed, will be equivalent to one absence.

## DRESS CODE AND APPEARANCE

The Dress Code Policy of the Ameritech College of Healthcare Associate of Science Nursing Program promotes the nursing role of “member of the profession” by requiring students to maintain a professional appearance at all times while on campus and during clinical rotations. The dress code policy is as follows:

1. Scrubs: When attending clinical/capstone may only wear royal blue scrub top and bottom with the with the embroidered Ameritech logo on the front left side of the scrub top. Scrubs need to be clean and in good repair at all times. No other color is acceptable while attending clinical/capstone, unless the student is unable to obtain that color in their size due to pregnancy or other issues. In this case, students must consult with the Nursing Director to determine an acceptable uniform. If a student loses their patch, the student must either purchase a new pair with the embroidered Ameritech logo or have their current scrub top(s) embroidered with the Ameritech logo. In the clinical facility, only white shirts may be worn under the scrub top, and only a white scrub jacket may be worn over the scrubs, with the Ameritech logo embroidered on the front left side of the jacket. Other colors are unacceptable.

Students may wear either navy blue, gray or royal blue scrubs when they are in classes, labs, SCE or taking tests. Students may not mix and match scrub top and bottom colors. Students are responsible for purchasing, cleaning, and maintaining their own scrubs. Students may wear shirts of other colors under their scrubs and/or jackets over scrubs, but the royal blue, navy or gray scrub top must be visible and the ID badge must remain visible. Students may not wear scrub bottoms resembling leggings, capris or shorts. Scrub bottoms may not be rolled up. Students may wear a hoodie while on campus, but the scrub top must be visible.

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2. ID Badges: An ID badge will be issued at registration and must be worn at all times while at the clinical sites and during testing in the testing center. Some clinical sites will have an additional ID badge to be worn only while at that facility. ID badges must have the name and picture visible and it must be worn above the waist. Replacement ID badges may be obtained from the Ameritech front office, and a fee may be charged for their replacement.
3. Shoes: While attending clinical/capstone rotations, students must wear nursing or athletic shoes that are white or mostly white, easily cleaned, and that cover the entire foot from toe to heel without holes or gaps. If a student is unsure about the appropriateness of footwear, they should consult a faculty member or student services prior to wearing them to clinical/capstone. While attending labs or SCE classes, students must wear closed toe shoes (see description above), but may be any style or color. While attending classes or other on-campus functions, students are permitted to wear any type of shoe (but if they have lab or SCE on the same day, they must change to appropriate footwear as noted above). Slippers are not permitted as footwear at any time.
4. Jewelry/body art: Students need to maintain a clean, conservative, and professional appearance and must adhere to the following standards:
  - a. One pair of post earrings only during clinical, lab, or simulated clinical experiences (SCE). No hoop or dangle earrings should be worn. Students should not wear any other kind of jewelry at these times with the exception of a wedding ring and a modest watch (students should be wearing a waterproof or water-resistant watch with a second hand). Some clinical experiences may request the removal of post earrings, watch, and/or wedding ring. Students should not wear bracelets, necklaces (visible or hidden), or other jewelry during clinical, lab, or SCE.
  - b. While in class, lab, clinical, or SCE, only single ear piercings are acceptable. Body jewelry must be removed from any other areas, including multiple ear piercings, tongue, eyebrow, or nose piercings, or other types of visible piercings. Students are not to wear ear “gauges” while attending the Associate of Science Nursing Program.
  - c. Visible tattoos must be covered while attending clinical, capstone, lab and SCE. Students are discouraged from obtaining a tattoo in a prominent location (such as hands, face, wrists, neck, arms) as it is generally not in compliance with community standards for the professional nurse.
5. Personal appearance: The following standards apply to any classroom, SCE, lab, clinical, or other on-campus activity:
  - a. Nails must be trimmed and clean with NO artificial nails or acrylic wraps and clear nail polish only (some clinical sites may prohibit nail polish as well).

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- b. No hats or caps may be worn on campus when taking exam or quizzes or when at clinical.
- c. Hair that is shoulder length or longer (men and women) **MUST** be pulled up off the collar and neatly secured while at clinical, lab, or SCE sessions. Hair should always be kept neat and clean and styled conservatively (i.e. no extreme colors or hair styles, “Mohawk”-type styling, etc.). If a student is unsure about the appropriateness of a hairstyle, they should consult a member of the Associate of Science Nursing Program faculty.
- d. Facial hair is permitted but must be kept neat and trimmed at all times. Some clinical sites may require modifications regarding facial hair (consult the clinical instructor for guidance).
- e. Students should take baths and showers as needed and wear deodorant. Students should **NOT** wear strong perfumes or colognes. Some clinical sites may prohibit any perfume or cologne.

Any member of the Ameritech faculty or administrative staff is authorized to enforce dress code guidelines. **The instructor may dismiss any student not in compliance with the dress code from classroom, clinical, SCE, or skills laboratory sessions and absence hours will accrue for the time taken to come into compliance with the Dress Code.**

## STANDARDS OF PROFESSIONAL CONDUCT

The faculty members of the Associate of Science Nursing Program believe that professional behavior is an integral component of nursing and expect students to adhere to the standards of professional conduct. Student nurses will be held accountable for learning and acting in accordance with the following guidelines and standards:

- *ANA Code of Ethics* (view only) - <http://nursingworld.org/codeofethics>
- ANA Standards of Professional Nursing Practice and ANA Professional Performance in Nursing: *Scope and Standards of Practice*.
- Utah Administrative Code: Nurse Practice Act Rules: <http://www.dopl.utah.gov/laws/R156-31b.pdf>

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- NLN *Educational Competencies for Graduates of Associate of Science Nursing Programs.*

Unprofessional behavior is defined in Section R156-31b-502 of the Utah Nurse Practice Act. Students and faculty are responsible for maintaining professionalism at all times. The Ameritech Student Code of Conduct is outlined in the Ameritech catalog. Further standards of conduct include, but are not limited to:

1. **Confidentiality:** Students will respect the privacy of clients and privileged information. No identifying information about clients (as defined by federal privacy guidelines) will be removed from the clinical site. Students will not share information about clients with others except as appropriate for learning. No information is to be photocopied or printed at the clinical site for any reason. Photographs should not be taken at the clinical site. No reference to clinical experiences should be made on social media sites (such as Facebook). This is considered a HIPAA violation and the student may face dismissal from the program.
2. **Accountability:** Students are answerable for their actions to themselves, the program, and the institution. Students will promptly report errors in the clinical site to their instructor and clinical staff and be responsible for the consequences of any mistakes. Resources such as computers, technical equipment, and other materials will be used appropriately.
3. **Responsibility:** The student will only perform duties as defined by their student role and as specified in the appropriate class syllabus. The student will not act in the student role outside of specified clinical experiences.
4. **Adherence to Clinical Site Policies and Procedures:** It is the responsibility of all students to read and adhere to the clinical site's policies and procedures. Students are representing Ameritech and are expected to act in a professional manner at all times. If a student is asked by the clinical site to leave the site due to unprofessional, unsafe, or insubordinate behavior, the student must meet immediately with the Program Director. Consequences of being dismissed from the clinical site may include failure of the course and/or dismissal from the Associate of Science Nursing Program without the right of readmission.
5. **Honesty:** Students should practice fairness and straightforwardness of conduct, moral excellence and truthfulness at all times. Cheating, plagiarism, or other dishonest conduct is unacceptable and will be grounds for dismissal from the program. Students who are aware of dishonest behavior on the part of other students must immediately report this behavior to their instructor, the Program Director, or to a Student Services representative. Students who report dishonest behavior will have their names kept confidential.
6. **Punctuality:** Students must be prompt at all times, meaning that they are present and prepared to begin the session at the scheduled start time. Assignments must be completed

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on time as specified in the course syllabus.

7. **Respect:** The learning atmosphere is dependent on student, faculty, and staff treatment of each other with consideration and courtesy at all times. Sexual harassment, mockery of others, or any behavior that demeans another person or group will not be tolerated at Ameritech. Students must treat their instructors as well as fellow students with respect during learning sessions. This is done by giving full attention to the session and not distracting others, sleeping, or using electronic devices (except as approved by the instructor). Property of the campus, clinical site, and other persons should also be respected and not stolen, used without permission, damaged, or vandalized. Students who are not following the above guidelines may be asked to leave the class, lab, SCE, or clinical by the instructor. If a student is dismissed from class, lab, SCE, or clinical, it will count as an absence for the day and the student may be required to meet with the Associate of Science Nursing Program Director prior to returning to the next class session.
8. **Legal:** All students must operate within the standard of care related to the student nurse role and may not function outside that role for any reason (even if they function beyond the student role in their employment). Students will not use, possess, transfer, or sell illicit drugs at any time and are subject to drug screenings as outlined in the Ameritech catalog.
9. **Safety:** It is vital that students prevent or minimize risks to themselves or others for physical, psychological, or emotional injury or damage. Weapons are not permitted at any time on the Ameritech campus or at clinical sites. Students must not report to clinical sites if they are unable to safely practice due to the influence of alcohol, drugs, or other substances or if they have a physical or psychological condition that would impair their ability to safely perform the duties of a professional nurse. Students should keep their well-being as well as the best interest of the patient in mind when lifting, transferring, or assisting patients and always get the help and equipment necessary to do so in a safe and effective manner. If a student believes that an unsafe condition exists in the clinical site or on campus, they must report it to their instructor or to Ameritech administration immediately. Students are also obligated to follow all building requirements as posted or requested by building officials.
10. **Civility:** All students in the Ameritech College of Healthcare Associate of Science Nursing Program are expected to contribute to a positive learning environment. Each student in the nursing program is expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and other college staff supporting student learning. Comments, gestures, or other communication that is rude, profane, sarcastic, demeaning, or in any way offends others is never acceptable.

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**STUDENTS WHO FAIL TO ADHERE TO THE STANDARDS OF PROFESSIONAL CONDUCT WILL FACE CONSEQUENCES THAT MAY INCLUDE BUT ARE NOT LIMITED TO: LOSS OF COURSE CREDIT, A FAILING GRADE, OR DISMISSAL FROM THE PROGRAM AND WILL NOT BE ELIGIBLE FOR READMISSION.**

## ACADEMIC INTEGRITY

The Ameritech College of Healthcare Associate of Science Nursing Program highly values academic integrity. The following standards may be found in the Ameritech catalog, but are repeated here for emphasis. Students are expected to adhere to the highest possible academic standards while attending Ameritech College of Healthcare. The following are minimal guidelines that students are required to follow. These guidelines should be considered illustrative, and not comprehensive:

### Dishonesty

Students will adhere to the principles and rules of the college and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and sanctions may include, but are not limited to, failing grade for the assignment; failing grade for the course; probation; suspension; or expulsion from the program. *These sanctions are not required to be applied in any specific order.*

#### *Examples of Academic Dishonesty*

1. ***Cheating***: Presenting another's work as one's own or assisting another student to do so in the classroom, lab or any other location. Cheating may also occur when a student violates the conditions governing an examination. Examples of cheating include, but are not limited to:
  - using oral, written, visual, or other forms of communication intended to give or receive improper assistance
  - looking at or copying another's work
  - use of unauthorized materials (e.g., texts, notes, calculators)
  - taking an exam for another student
  - having someone else take an exam for the student
  - obtaining and/or using a copy of exam or quiz questions, including the obtaining and/or use of test bank questions published for the use of instructors only
  - obtaining information from other students regarding content of a quiz or examination that they have taken and you intend to take in the future

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2. **Misrepresentation:** Falsifying information. This includes, but is not limited to:
  - having another person represent or stand in for oneself in circumstances where one's attendance and/or performance are required
  - misrepresenting class, clinical or lab attendance
  - presenting false academic credentials
  - submitting someone else's work as one's own
  - submitting work originally submitted for one course to satisfy the requirements of another course without prior consent of the current instructor. (It is assumed that the current instructor expects the work to be original)
  - forging or using another's signature
  - altering or destroying academic records and documents
  - presenting false data, experimental or physical results
3. **Out-of-Class Work:** Collaborating on or aiding out-of-class work when prohibited by the instructor. Such unauthorized activity includes, but is not limited to:
  - receiving unauthorized outside help on take-home exams
  - consulting with others about homework, laboratory reports, etc.
  - copying another's homework, laboratory reports, etc. and submitting it as one's own
4. **Plagiarism:** Using another person's ideas, evidence, or words without proper acknowledgment or conveying the false impression that the arguments and writing in a paper are one's own. A student must always submit work that represents his or her original words or ideas. Words or ideas that do not represent the original work of a student must be cited to include all relevant sources. The extent to which such sources were used should also be made clear. All submissions provided in any Ameritech class forum fall within the scope of words and ideas that require citations if used by someone other than the original author. The work of a student that does not follow these standards will be considered plagiarism and violates the spirit of academic integrity. Plagiarism includes, but is not limited to:
  - acquiring by purchase or otherwise, a part of or an entire document of work which is represented as one's own
  - representing the ideas, data, or writing of another person as one's own work, even though some wording, method of citation, or arrangement of evidence, ideas, or arguments have been altered
  - concealing the true sources of information, ideas, or argument in any piece of workStudents should be aware that even unintentional plagiarism (forgetting to credit the source of ideas, words, or other content) is considered a serious offense and the consequences will be severe. Additionally, the re-use of papers written for one course in another course without permission from the instructor is considered a form of plagiarism ("self-plagiarism") and is subject to the same consequences as other forms of academic dishonesty.

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5. ***Other Academic Violations:*** Violations of academic policy considered to be academic dishonesty include, but are not limited to:
- removing materials from the classroom, laboratories, testing center without proper authority
  - infringing on the rights of other students to fair and equal access to academic resources
  - duplicating course materials expressly forbidden by the instructor
  - using tape recorders, cameras, video recorders, or other recording devices in a classroom when not specifically authorized to do so by the faculty member
  - ignoring or willfully violating class or laboratory instructions or policies.

## **HEALTH REQUIREMENTS AND SAFETY GUIDELINES**

### **Health Declaration**

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and bend at the waist and at the knees. Students who have a chronic illness or condition must be able to safely implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. See below for more specific information.

### **Health and Safety Requirements:**

All nursing students are required to maintain a set of health records while they are in the program. This information can/will be submitted to our clinical/capstone facilities each semester. All health records must either be documented on the facility letterhead or be stamped on the student's personal immunization card by the facility. Handwritten information is not acceptable. All information must be uploaded to [exxat.com](http://exxat.com) including background check and drug screens completed in [castlebranch.com](http://castlebranch.com) in order to approve the requirement.

1. All students entering nursing courses must continue to meet all Health and Safety requirements to maintain enrollment status for the course and register for upcoming courses. Students are responsible for tracking and maintaining their own requirements including, but not limited to: yearly TB testing, CPR certification renewal as needed, and

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completion of immunizations that are given as a series.

2. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will be withdrawn from all nursing courses. They will not be permitted to enroll in any nursing course until the requirements are met. Students, who enter the program as a semester 2, must have their health records completed by the end of the fifth week of their first semester in order to attend clinical. Students who are out of compliance with their health requirements will not be permitted to attend clinical and/or capstone until they are back in compliance. Students will need to make up any missed hours (up to one day) resulting from dismissal from clinical/capstone due to lack of compliance. Students may be asked to renew some health requirement prior to their expiration date in order to receive their schedule for the following semester.
3. In circumstances of student illness, injury, or other health limitations, both the clinical site and the college health policies must be upheld. The faculty member will determine a student's ability to give adequate nursing care and will determine if the student can remain and/or return to the clinical experience, regardless of a physician's approval for return.
4. If the clinical facilities require additional health requirements, students assigned to those facilities will be required to meet those obligations and supply appropriate documentation prior to the first clinical day.
5. Ameritech College of Healthcare is not responsible for expenses incurred as a result of health and safety requirements including laboratory tests, immunizations, CPR certification or other related expenses.
6. Health and safety requirements may change during the program. Students will be made aware of these changes through the email system and be given a reasonable time to satisfy any new requirements.

Students must provide evidence of the following:

1. Background Check – submitted through [castlebranch.com](http://castlebranch.com) prior to acceptance into the nursing program. Must be uploaded to exxat.com.
2. Drug Screen – submitted through [castlebranch.com](http://castlebranch.com) prior to acceptance into the nursing program. Must be uploaded to exxat.com.

*\*\* Students who return from a leave of absence or are readmitted back into the program, whose background check and/or drug screen will be a year or older upon returning to classes, will be required to complete a new drug screen and/or background check before returning to the nursing program. Drug screens and background checks must be completed through*

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[castlebranch.com](http://castlebranch.com) and uploaded to [exxat.com](http://exxat.com).

3. **TB skin testing** – If the student has never had a TB skin test or has not had a TB skin test within the previous year, an initial 2-step skin test is required or a negative QuantiFERON Gold test. This will entail 2 separate PPD injections placed within a 1 to 3 week period of each other. Results must be read 48-72 hours after each administration of PPD. The 2-step TB test may require a total of 4 clinic visits to complete. After the initial 2-step skin test with negative results, yearly 1-step TB skin tests are required. If the student allows the TB test to expire, the student will need to complete the 2-step TB skin test again. If the student has a positive result or history of a prior positive result, the student must provide a letter from the student's physician clearing the student to work in a clinical setting or may be required to provide a clear chest x-ray or a negative QuantiFERON Gold test.

*\*\* Vaccinations with live viruses may interfere with TB skin test reactions. Therefore, TB skin tests should be completed prior to the administration of live virus immunizations (MMR and/or Varicella).*

4. **Tetanus, diphtheria, pertussis** – Student must provide proof of completed childhood DPT series and at least one TDAP booster within the last 10 years.
5. **Varicella** - Serological proof of immunity (titer) or prior vaccination with 2 doses of varicella vaccination given at least 4 weeks apart. If a titer does not show immunity, two varicella immunizations must be completed.
6. **Measles, mumps, rubella (MMR)** – Documentation of vaccination with 2 doses of MMR given at least 4 weeks apart or serologic proof of immunity (titer). If any component of the MMR is negative, the MMR immunizations must be repeated.
7. **Hepatitis B** – Completed 3-dose series and/or anti-HBs serologic testing (titer). If the titer is nonreactive, a new series of three immunizations must be completed.
8. **Influenza** – Annual influenza required. Student must provide annual proof of vaccination.
9. **CPR**—Students must maintain certification through American Heart Association (AHA) Basic Life Support for the Healthcare Provider. No other CPR cards will be accepted including CPR instructor cards.

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## Disabilities

The Ameritech College of Healthcare Associate of Science Nursing Program follows policies regarding disabilities, which are congruent with the Americans with Disabilities Act. Reasonable accommodation will be made for individuals with disabilities, including but not limited to persons with HIV, HBV, immune-suppression, TB, etc. All student, staff, and client personal information are held in strictest confidence. HIPAA regulations are taught and followed. The institution does not discriminate on the basis of race, color, creed, gender, age, national origin, or disability in taking such precautions or making said accommodations.

Ameritech College of Healthcare also strives to be objective, honest, and fair in assessing the potential of applicants to succeed in their course of study and to become licensed and employed as registered nurses. The administration, under the guidance of the Associate of Science Nursing Program Director, reserves the right to require additional evaluation to determine an applicant's ability to complete program requirements and work as a registered nurse. However, no such evaluation guarantees that an applicant will be accepted for licensure by the Utah State Board of Nursing or any other state nursing board.

The Associate of Science Nursing Program offered by Ameritech College of Healthcare is rigorous and demanding; additionally, nursing itself is a physically and psychologically demanding career. The following are guidelines for students to consider when choosing to enroll in the nursing program:

Students are expected to participate fully in activities required by the program. This includes, but is not limited to, lifting patients, standing for several hours at a time and bending at the waist and the knees. Students must also exhibit stable mental processes by being able to function appropriately under stressful conditions.

Any student having a temporary medical condition inhibiting/restricting their activities must supply a written explanation from their physician. Should a student become unable to participate fully in the program's activities, he/she may be withdrawn.

1. Should the student require any type of special accommodation, the student must contact student services before any accommodations can be made. It is the responsibility of the student to request allowed accommodations.
2. Special accommodations for testing will be given only with appropriate documentation of special needs. Individual faculty will not provide extra time, different environments, or dictionaries during testing without official documentation of disability.

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3. Special accommodations given for testing at Ameritech apply only to Ameritech tests as specified in the disability accommodation guidelines. No promise is made that the student will receive similar accommodations for NCLEX-RN testing needed for licensure. The student is responsible for applying through the state Board of Nursing for accommodations in licensure testing.

### **Healthcare Insurance**

Ameritech College of Healthcare expects that all students carry their own healthcare insurance. Nursing students are exposed to the usual risks of illness and accidents while in their student role.

The following pertain to student healthcare insurance while enrolled in the Associate of Science Nursing Program:

1. While students are participating in any academic or clinical learning experience, they have limited coverage by the Student Accident Insurance Policy. They are not covered in any activity outside of school requirements. The cost of this policy is covered in the student activity fee. Student accident insurance coverage is secondary to the student's primary coverage.
2. If a student is injured during a clinical experience (including a needlestick or exposure to bodily fluids) or while on campus, an Ameritech College of Healthcare accident insurance form and verification of other insurance coverage must be completed. Incident Reports are available through the Nursing Program office or through Student Services and should be completed as soon as possible following an injury. Completed forms are submitted to the Associate of Science Nursing Program Director for signature and then forwarded according to campus procedure.
3. Students are responsible for their own transportation and vehicle insurance to and from clinical sites.
4. Ameritech College of Healthcare provides malpractice insurance for students enrolled in the Nursing Program.



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## COMMUNICATION AND PROFESSIONAL BOUNDARIES

The Ameritech College of Healthcare Associate of Science Nursing Program strives to maintain a professional atmosphere at all times. Respect, trust, and clear communication are important parts of the professional environment. Students, faculty, and staff each share the responsibility to maintain clear channels of communication as well as appropriate boundaries in order to practice and facilitate professionalism.

### Channels of Communication

1. Individual problems should first be discussed with the instructor of the course in which the student is enrolled. Students may choose to bring up areas of concern in person or in writing. If writing to an instructor, students should utilize the Ameritech email system and should keep all communications confidential.
2. After meeting with the subject faculty member, the student may meet with the Associate of Science Nursing Program Assistant Director. If the issue is not resolved by the Assistant Director, the student may file a *written* statement with the Nursing Director. The Nursing Director will assist the student utilizing the most appropriate method available.
3. If the student feels that the issue is still unresolved, they may file a grievance as noted in the College Catalog. Please note that not all complaints may meet the requirements for a grievance or appeal. Students may consult Student Services for assistance in this area.
4. This communication policy should not preclude the student from reporting behavior by faculty that is clearly inappropriate, degrading, or threatening. If a student feels that direct communication with an instructor is unsafe or inappropriate, they should utilize Student Services to assist in the communication process.
5. Please refer to the College Catalog for detail regarding the student grievance process.

### Professional Boundaries

#### Overall Behavior

1. Students enrolled in a program of study in nursing must learn the importance of establishing and maintaining professional boundaries.

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2. In a student role, professional boundaries exist between the student and the instructor and between the student and the client.
3. Students unclear regarding an appropriate response to a client should consult the instructor for guidance.
4. When students violate professional boundaries, they will be held accountable according to the Code of Conduct and penalties will apply as set forth in that Code.

### **Students and Faculty**

1. Faculty and students will maintain a professional relationship at all times. Conduct, behavior, and conversations between students and instructors should be respectful both inside and outside of the classroom. It is inappropriate for students and instructors to be overly familiar in their words and actions, to engage in prolonged personal conversations, or to have disagreements characterized by disrespect and abrasiveness. Differences should be worked out in a manner that demonstrates mutual respect.
2. Students should not expect an instructor, administrator, or staff member to act as personal counselor or therapist. Students should seek assistance on academic matters with their instructors and to obtain referrals for counselors as needed. Student Services personnel are available and should be utilized to assist the student in maintaining academic achievement and progress. While the Student Services office may be able to refer the student to other resources, they cannot and should not be expected to solve personal, financial, or social problems.
3. Students should not ask or expect the instructor to join an individual, group, or class in any social situation while the course is in progress. Social media should not be used for personal communications between students and instructors until after coursework is completed.
4. Students should not offer the instructor gifts or money as gratitude for instruction. Cards or notes are acceptable (but not required) methods for thanking an instructor, staff member, or administrator.

### **Students and Clients**

1. Students will maintain a professional nurse-client relationship. There should be no sharing of personal information between student and client, including but not limited to: phone numbers, home addresses, and details about personal life not pertinent to the care of the client. Students that find themselves becoming inappropriately involved with a client should immediately consult with their instructor.



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2. Students are to maintain an appropriate demeanor, and act respectfully at all times when dealing with clients, visitors, and other healthcare providers.
3. The student should never obtain personal gain from their relationship with clients and their families. It is inappropriate for students to initiate any type of business relationship with clients, receive money or other gifts from clients and families, or benefit personally in any other way.