BROWARD COLLEGE
ASSOCIATE OF SCIENCE IN NURSING
STUDENT MANUAL

Version January 2026

Welcome

Welcome to the Nursing Program at Broward College!

We are excited to have you join us as you begin your journey in the Associate of Science in Nursing (ASN) program. This path will lead to a challenging yet rewarding career in the nursing profession. This guide has been created to support you during your first semester and throughout your nursing education at Broward College (BC). It contains essential information and answers to many of the questions you may have along the way. The faculty, staff, and administrators of the ASN program are committed to helping you achieve your educational and professional goals. To assist with your transition into the program and your future role as a graduate nurse, we have compiled this student manual. It includes guidelines for the ASN program and serves as a supplement to the **Broward College Student Handbook.**

For broader college policies such as those regarding academic integrity, sexual harassment, substance abuse, and student rights, please consult the most current edition of the **Broward College Student Handbook.** We encourage you to read this program information carefully. A clear understanding of these guidelines will help you build a solid foundation as both a Broward College student and a future nursing professional. Be sure to familiarize yourself with additional resources that will support your success throughout the program.

- Broward College Home Page: Click Here
- Broward College Nursing Webpage: Click Here
- Broward College Calendar Academic/Final Exam Schedules: Click Here
- Broward College Catalog: Click Here
- Broward College Student Handbook: Click Here

This program is administered on three campuses. You should take note of the phone number and email address for the campus you are assigned:

- 954-201-8850 (South Campus) or email KNasca@broward.edu
- 954-201-2350 (North Campus) or email nursingnorth@broward.edu
- 954-201-6851 (Central Campus) or email TAbrams@broward.edu

Nursing administrators and staff communicate with students via BC email. You should check your BC email daily. You will be expected to abide by the rules and guidelines set forth by this manual, in addition to Broward College policies and procedures.

Each campus of the ASN program has an Associate Dean and there is one Dean overseeing all nursing departments and programs. Please make note of the above phone numbers and these email addresses for the Associate Deans and the Dean:

- North Campus: Associate Dean Dr. Barbara Lovell-Martin: bblythel@broward.edu
- Central and South Campus: Associate Dean Dr. Nancy Gonzalez: ngonzale@broward.edu
- Dean, Nursing Administrator: Dean Antonio Navarro: anavarro@broward.edu

You should read this manual in its entirety and understand the contents. There may be times when you are referred to this manual. You will be asked to sign an acknowledgement of all information contained within this manual before starting nursing courses.

Nursing Program

Mission Statement

The mission of the Broward College Associate of Science Degree in Nursing Program is to prepare competent, compassionate, and culturally sensitive entry-level nursing graduates whose professional practice encompasses legal and ethical decision-making. The Department of Nursing is committed to providing a nursing program that is accessible to a diverse community of learners. Delivered by a dedicated Faculty, the program provides a collaborative teaching-learning environment to promote critical thinking, lifelong learning, and a positive role in a changing and global society across the lifespan. The program is committed to accomplishing this mission through the use of effective and diverse instructional methods that encompass both traditional as well as technology-based strategies.

Philosophy

The philosophy of the Broward College Associate of Science Degree in Nursing Program is built on the foundation of the meta-paradigm concepts and constructs of human being/person, health, environment, and nurse/nursing within the associate degree program competencies of human flourishing, nursing judgment, and spirit of inquiry, which the faculty believe to be the unifying core for the profession of nursing.

Nursing is a professional discipline that applies nursing knowledge to clinical practice. Nursing Education is based on a solid foundation of nursing standards, principles, and ethics. Nurses strive to provide holistic, client-centered care in an evolving environment that promotes human flourishing. Health is defined by the client(s) as the holistic well-being of the individual or community. Healthcare delivery focuses on prevention, wellness, and the management of chronic conditions.

We believe in fostering a spirit of inquiry and utilizing evidence-based approaches to nursing. The nurse, in collaboration with the client and the interdisciplinary team members, must manage a culture of safety, client care, resource availability, and fiscal accountability, as well as professional and personal integrity, utilizing current available evidence.

We believe nursing education is fundamental and must prepare students to assess, analyze, plan, apply, and evaluate nursing care and patient outcomes. The relationship between the nurse educator and the student is based on establishing a professional identity and a spirit of inquiry. The student is responsible for their own learning, with the facilitation and support of the faculty.

Conceptual Framework

The ASN curriculum is based on an eclectic approach deeply rooted in the mission, vision, and philosophy of the nursing program, which in turn aligns with the mission and vision of Broward College. The nursing faculty have chosen to use the National League for Nursing (NLN) Graduate Associate Degree Competencies, Quality and Safety Education for Nurses (QSEN) Competencies, and American Nurses Association (ANA) Scope and Standards of Practice to create the end-of-program student learning outcomes and to provide the foundation for the curriculum.

Nursing knowledge is built on a solid foundation in liberal arts and sciences. The nursing curriculum is designed to provide the education and skills needed to work in the healthcare field as a registered nurse. The student progresses through the curriculum, going from novice to competent graduate, using simple to complex nursing concepts and skills.

Caring behaviors, quality, safety, and the nursing process are integrated into each course of the curriculum. These concepts guide students in providing culturally responsive care to a diverse, multicultural population that fosters human flourishing. The student's professional identity is cultivated through the demonstration of caring behaviors, such as compassion, integrity, and adherence to ethical principles, by faculty in both the classroom and clinical settings.

End of Program Competencies

Human Flourishing

Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

Nursing Judgment

Make judgments in practice, substantiated with evidence, which integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.

Professional Identity

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

Spirit of Inquiry

Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

End of Program Student Learning Outcomes

Upon completion of this program, we expect that the student will attain these outcomes:

1. **Human Flourishing:** The student will integrate culturally congruent care for the client and family across the lifespan, respectful of the diverse needs, values, and preferences of each.
2. **Nursing Judgment:** The student will incorporate critical thinking skills into the decision-making process in gathering information based on evidence-based practice, interpretation of facts, implementation of best practices, and evaluation of the outcomes of nursing care provided to the client across the lifespan.
3. **Professional Identity:** The student will operationalize the core ethical, moral, and legal concepts relative to the professional registered nurse and to the practice of nursing.
4. **Spirit of Inquiry:** The student will utilize the evidence-based practice that promotes clinical nursing to intervene for patients while integrating the nursing process, questioning underlying assumptions, and offering new insights to improve the quality of care for clients across the lifespan.

Program Progression & Course Sequence

The ASN program follows a specific course and progression. There are three levels to this program. Each Nursing course has pre- and co-requisites.

Prerequisites and Corequisites

MTB1370 is a co-requisite to Nursing Process I (NUR1020/NUR1020L). Students who do not successfully complete MTB1370 by the time they complete Nursing Process I (NUR1020/NUR1020L) cannot go on to Nursing Process II (NUR1210/NUR1210L).

Pharmacology (HSC1149) is a prerequisite to Health Alterations I (NUR1220/NUR1220L). Students who have not successfully completed Pharmacology will not be permitted to take Health Alterations I theory or clinical (NUR1220/NUR1220L).

Class and Clinical Schedules

The Associate of Science in Nursing program offers three distinct educational tracks:

1. Generic Full-Time Track
2. Generic Part-Time Track
3. Licensed Practical Nurse (LPN) to Registered Nurse (RN) Transition Program (offered annually, commencing in May)

Students who maintain satisfactory academic progression ("on track") are guaranteed placement in their respective program track. Please review the Health Science Admissions Criteria updates by visiting: https://www.broward.edu/admissions/health-science-admissions-criteria.html

Course Scheduling Structure

- Full-time track: Morning and afternoon sessions, and weekend sessions
- Part-time track: Evening and weekend sessions
- Clinical rotations: Twelve (12) or eight (8) hour shifts scheduled throughout the week, including weekends

Clinical Rotation Assignment Policy: Clinical experiences constitute an essential component of nursing education and are scheduled in accordance with:

- Healthcare facility availability
- Florida Board of Nursing requirements
- Program accreditation standards
- Patient care needs

Due to program enrollment capacity and clinical facility constraints, the ASN program cannot guarantee accommodation of individual scheduling preferences. Students must be available to attend clinical rotations as assigned, which may include:

- Any day of the week (Monday through Sunday)
- Day, evening, or night shifts
- Facilities throughout the service area

Registration Procedures

1. Students will be assigned to available clinical rotation options during designated registration periods.
2. Individual scheduling accommodations for employment or personal commitments cannot be guaranteed.
3. Administrative staff are not authorized to create exceptions to established scheduling protocols.

Notice to Students: Acceptance of the nursing program constitutes acknowledgment of

- Clinical education requirements supersede personal scheduling preferences
- Inability to attend assigned clinical rotations may result in course failure.
- The program cannot modify schedules to accommodate outside employment.
- Students are responsible for arranging personal and employment commitments around program requirements as guided by Broward College's academic calendar.

This scheduling policy ensures equitable access to clinical experiences for all students while maintaining compliance with educational standards and accreditation requirements.

Graduation Requirements

Students should see an advisor while in the first nursing course to identify which catalog they will be graduating under, and the course requirements for that catalog. It is too late at the end of the program to find out you do not have a writing credit, or you need another course. It is also the students' responsibility to request that all transcripts from other schools be sent to BC and to verify that the courses have been transferred. BC has many thousands of transcripts to evaluate. Make sure you follow up on your transfer courses early in the program. Students who take a year off in the program and return will have to abide by the new college catalog requirements to meet graduation. Seek advising to ensure you are not missing new requirements if you are in this situation. in Health

All students will need to meet with their advisor for the final graduation evaluation. Students who are not cleared for graduation will not have their names sent to the Florida Board of Nursing.

The student must have an overall degree cumulative GPA of 2.0 or higher and have met all educational and institutional requirements for an Associate of Science Degree in Nursing to be eligible to graduate from Broward College.

International students retain the sole responsibility to review the Pearson Vue NCLEX-RN and the Florida Board of Nursing websites regarding the requirements for licensure and eligibility to take the NCLEX-RN examination. Admittance to and graduation from the program do not guarantee that the student will be eligible to take the NCLEX-RN examination.

Be advised that the Broward College ASN program meets the requirements for NCLEX eligibility for the State of Florida. We do not guarantee that graduates will meet the licensure requirements for any other state. If you intend to practice in any state other than Florida, you should review the eligibility requirements for that state. Upon graduation from the Broward College ASN program, the ASN program submits graduates' names to the Florida Board of Nursing and attests to completion of the program. If you choose to apply to take the NCLEX in another state, it is your responsibility to obtain the necessary documents.

Program Advising

Please make an appointment to see a Health Science advisor during your first term to review and update your Major to either 2127 (Nursing, Generic Program) or 21271 (LPN-RN Transition Program). Advisement will assist you in evaluating transcripts and designating the graduation catalog that you will need to follow.

Health Science-Nursing Advisors

South Campus	Central Campus	North Campus
Jeannine Diaz Email: jdiaz6@broward.edu Phone: (954) 201-6616 For an Appointment: Click Here	Vivian Choy Email: kchoy@broward.edu Phone: (954) 201-4489 For an Appointment: Click Here	Vacant Email: -@broward.edu Phone: (954) 201-xxxx For an Appointment: Click Here

Course Descriptions

To view individual course descriptions, with any pre- or co-requisites, you should access the current College Catalog at Click Here

Recommendation:

You should keep a physical copy and/or an electronic copy of your syllabi or clinical documentation for every course that you complete in the ASN program. You may be required to provide these to employers, other state licensing boards, or other educational institutions in the future. The nursing department does not keep individual copies of syllabi and will not have them provided to you in the future.

Prior to Program Start

Before starting the ASN program, you will need to provide documentation that confirms your eligibility for clinical courses, as well as access to specific supplies and equipment.

Clinical Compliance

Clinical compliance, or eligibility to attend clinical (lab) courses, is determined and monitored through the American Data Bank. All students are required to register with American Databank "COMPLIO." Students must remain in compliance with all requirements even if they are not currently in a clinical course. Names are submitted to the hospitals up to 6 weeks in advance of your semester for clinicals you are registered for at Broward College, and therefore, no changes can be made after that time.

COMPLIO is the system used by our clinical affiliates to determine your eligibility to participate in clinical experiences at their facilities. The requirements are set forth by the clinical affiliates and are subject to change by these affiliates at any time. The Broward College ASN program must comply with these changes as necessary.

Please note that this eligibility is not related to a nursing student's admission to the program but rather to the ability to complete the program. The State of Florida requires that a minimum of 50% of nursing program clinical experiences be completed in a hospital/healthcare organization environment. Inability to maintain clinical compliance means that you will not be able to complete the program.

Please note that there are absolutely **NO EXCEPTIONS** to this clinical compliance requirement. If not in compliance, the student will not be able to attend clinicals and will not be able to complete the clinical course successfully. They will be dropped from both the clinical and co-requisite theory course and must retrack the course when next offered.

In addition to registering and maintaining documents in COMPLIO, you must maintain a portfolio that contains copies of the following:

- Yearly physical and QuantiFERON Gold blood test or T-spot. If blood test results are positive, proof of a negative chest X-ray is required.
- You must submit proof of MMR, varicella, and hepatitis B vaccines dated within the last 10 years, or you must submit proof of MMR titer, varicella titer, and Hep B titers. If any of your titers are not positive (negative or equivocal), you must submit 2 boosters dated after your nonimmune titer(s); 3 shots total for Hep B.

- You must submit proof of a Tdap or Td dated within the last 10 years.
- Influenza immunization during flu season (required for August and January admissions).
- The American Heart Association BLS (basic life support) card, back and front.
- American Databank "COMPLIO" will email you a completed background check and drug screening results as an attachment. The attachment is part of your portfolio.
- **LPNs only current and unencumbered LPN license**

Students are also required to comply with all hospital policies and requirements, or they will not be permitted to begin or complete their clinical rotation. Please be advised that we take this matter very seriously, as our clinical partners establish the requirements. **Broward College's ASN program does not grant vaccine exemptions; our hospital partners reserve that right, and the program complies fully with their decisions, with no appeal available.**

Supplies and Equipment

You will need to purchase uniforms and supplies prior to starting the first nursing course, NUR1020/L. A complete list is provided in the welcome letter along with a copy of this manual.

These items are available at Broward College bookstores on the Central, North, and South campuses, both in physical stores and through their online system. NOTE: BC **scrubs (uniforms, pants, and jackets) can only be purchased at any of the BC campus bookstores!** No other uniform vendor is authorized to sell BC uniform materials.

Technology Requirements

To ensure students are adequately equipped for the demands of the nursing program, all admitted students must possess a laptop computer capable of sustaining a minimum of four hours of continuous battery life during testing and other academic activities. Furthermore, all laptops must meet or exceed Broward College's minimum hardware and software requirements, guaranteeing compatibility with the program's technological infrastructure and assessment tools. This requirement facilitates a seamless and consistent learning experience, enabling students to fully engage in the curriculum and complete assessments without technological disruptions.

Supply Kit for Nursing Students only

All nursing students must purchase a supply kit from the bookstore for use in the nursing campus lab. This Nursing Supply Kit has been put together specifically for our program. Please purchase your kit and bring the complete kit to the campus lab when instructed. Save the receipt for later use when the kit needs to be replenished. Nursing uniforms and supplies are available at the Broward College Campus Bookstores (prices subject to change). Except for those noted with **, these supplies can be purchased from any uniform or medical supply vendor:

- Penlight
- Blood Pressure Machine
- ID Holder
- Stethoscope
- Bandage Scissors
- Goggles or Face Shield
- **BC ASN Polo Shirt (not mandatory to purchase)

- **BC ASN 2 Scrub Pants
- **BC ASN 2 Scrub Tops
- **BS ASN Warm Up
- **Nursing 1020 Kit
- **Nursing Supply Refill Kit

**Indicates MUST be purchased from BC bookstore. Please keep your receipt, as you will need it to purchase refill kits.

Program - Specific Guidelines and Requirements

The Associate of Science in Nursing (ASN) program includes specific guidelines and requirements that extend beyond those of Broward College. These are necessary to ensure compliance with the expectations of our clinical affiliates, the Florida Board of Nursing, and our accrediting body, the Accreditation Commission for Education in Nursing (ACEN).

Please note that these are general guidelines and requirements for the ASN program. For each course you take, the course syllabus provides the specific information you need for that course.

All Broward College Nursing Students (including those seeking admission, retracking, and continuously enrolled) shall adhere to the current academic year Nursing Program Requirements and Procedures and the current catalog requirements. The provisions in the Nursing Program Requirements and Procedures are regarded as an agreement between the student and the nursing program. Broward College reserves the right to revise and designate the effective date of revisions in requirements/procedures to include this ASN Nursing Program Student Manual when deemed necessary for program content, integrity, and/or patient safety. Students will be notified of any addendum and/or revisions.

Dress Code

The dress code is specific to the nursing program and is strictly enforced.

1. **Pants**: BC royal blue scrub pants only. These are required for attendance in the classroom, the nursing lab, the Health Sciences Simulation Center, hospital clinicals, and any time the student is on campus or at a clinical affiliate site for program learning.
    a. Those who desire to wear skirts instead of pants should purchase below-the-knee scrub skirts in the BC royal blue tone. Students will need to wear white hosiery skirts.
2. **Top**:
    a. The BC royal blue embroidered scrub top is required for attendance in the nursing lab, the Health Sciences Simulation Center, hospital clinicals, and any time the student is on campus or at a clinical affiliate for a clinical or lab session, including practice in the nursing lab.
    b. The BC nursing program royal blue embroidered polo is allowed in the theory classroom only. It must be worn with the BC royal blue scrub pants.
3. **Shoes:** Students are required to wear closed-toe, solid white shoes that are free of logos and additional colors. Footwear should be made of leather or a leather-like material; mesh is not permitted. Crocs are not permitted. This dress code applies whenever students are on campus or at a clinical affiliate site for any program-related learning activities**.**
4. **Socks**: White socks that cover the ankle are required anytime the student is on campus or at a clinical affiliate site for program learning.
5. **Body art**: Body art should be covered when on campus or at a clinical affiliate site for program learning. Arms can be covered with a solid white long-sleeved T-shirt or BC logo scrub jacket. Every attempt should be made to cover body art that is visible outside the areas covered by the BC uniform.
6. **Earrings**: Students may wear one small earring per ear, which must not extend below the earlobe. All other earrings, including bars, barbells, transparent or multiple piercings in the ear, must be removed. Visible body piercings, including nose studs or posts, are not permitted during any program-related activities.
7. **Hair**: Hair must be away from the face, and off the shoulders at all times the student is on campus or at a clinical affiliate site for program learning.
    a. Hair adornments: Please do not wear headbands or other hair adornments that are loose and might fall into the work area.
    b. Facial hair: should be trimmed neatly and must not extend past a face mask or face shield.
    c. Hair must be within the normal color range.
    d. The only allowed head covering will be for religious accommodation.
8. **Eyelashes**: No form of artificial eyelashes is permitted in any clinical environment, including the nursing lab.
9. **Fingernails**: Fingernails should be bare, without colored polish, gel, or acrylic covering, and should be neatly trimmed not to extend beyond the tip of the finger.
10. **Jewelry**: For your safety and the safety of patients, including simulated patients. We strongly recommend that no rings be worn in the clinical setting. Frequent handwashing and continuous activity increase the risk of jewelry loss or damage. If jewelry is worn, it should be limited to a simple neck chain without logos and a plain band ring only. Rings with stones or decorative elements should not be worn.
11. **Jacket and/or undershirt**: If additional coverage is needed for environmental comfort or personal preference, students must wear a white scrub jacket with the BC Nursing Student logo over their scrub top. Alternatively, a plain white short- or long-sleeve shirt may be worn underneath the scrub top. No other outerwear or undershirts are permitted as part of the clinical uniform.

12. **Face covering**: A face mask or face shield may be required for participation in on-campus and clinical affiliate learning opportunities.
13. **Photo ID**: You will always need to wear your BC ID while in uniform.
14. **If you have specific religious requirements for personal dress, please speak with your Associate Dean to assure you that you are prepared accordingly**.

One of the hallmarks of our program is our professional manners, and this extends to our uniform policy and dress code. These guidelines are not meant to be restrictive but to continue to present ourselves to the faculty and to our clinical affiliates as professionals who understand and take seriously the nobility of our chosen profession. Additionally, we provide these guidelines to ensure a fair and equitable environment for all students. It should not be the responsibility of the faculty or leadership team to make decisions about individual dress, so we present these requirements as the standard and expect all students to adhere to the standards. Students who are found to be out of uniform in the classroom or clinical setting on any given day can be dismissed from the experience and given a clinical dismissal form. **Make-up hours will be at the discretion of the faculty and will depend on space availability**.

Registration, Enrollment, and Audit

Registration

- Only students who have been registered and paid as reflected on the class roster are eligible to attend class.
- Students must be registered for nursing courses at the location they selected and/or were assigned upon admission to the program.
- Student files, advisors, and schedules will be maintained at the initially selected/assigned campus location.
- At the Associate Dean's discretion, students may be required to attend subsequent nursing classes at BC locations other than the assigned location necessary for the continued program course sequence.
- Nursing courses cannot be audited, including Pharmacology for Nurses (HSC1149) and Math for the Health Professions (MTB1370).
- The student must adhere to the prerequisites and co-requisites for each nursing course as noted on the program sheet.
- As per Broward College policy 6Hx2-5.27, upon receiving information/notification, from any source, of the presence of a student or applicant who engaged in student misconduct at another educational institution, is classified as a Sexual Offender or Predator, is a convicted felon, or whose past actions are deemed to be detrimental to the best interests of the college, the student's registration for the term will be blocked pending a review by the Dean of Students on the campus in accordance with College Procedure 6Hx2.5.27. Prior misconduct will not necessarily disqualify a student or applicant from enrolling at the College.

Concurrent Enrollment in Courses

- Nursing courses follow a designated sequence. Nursing students will take the nursing theory course in conjunction with the co-requisite clinical course as defined in the nursing curriculum.
- Each theory-nursing course and its co-requisite clinical course must be successfully completed before progressing to the next sequenced nursing course.
- If a student withdraws from a nursing theory course, they must also withdraw from the corresponding nursing clinical course.
- Similarly, if a student withdraws from a nursing clinical course, they must also withdraw from the corresponding nursing theory course.

Transfers

Students must register at the campus where they intend to complete their nursing program. Requests to transfer between campuses are subject to the following conditions:

1. Evaluation Process: Transfer requests are reviewed by the Associate Dean of both the student's current campus and the requested campus.
2. Eligibility Requirements:
    - The student must have earned a passing grade in their most recent nursing courses.
    - The student must provide proof of residence in the area of the requested campus.
3. Space Availability: Approval is contingent upon available space in the nursing program at the requested campus, as confirmed by the Associate Dean.
4. Transfer Limitation: Approved transfers are granted only once during the course of the nursing program.

Grading Policy

The theory grading scale to be utilized:

- A - 92 and above
- B - 83-91
- C - 73-82
- D - 63-72
- F - Below 63
- I - Incomplete (Refer to the college catalog and college policy)
- W - Withdrawal (Refer to the college catalog and college policy. Withdrawals must be before the withdrawal date.

The Clinical Grading Scale to be utilized:

- S - Satisfactory
- U - Unsatisfactory
- I - Incomplete
- W - Withdrawal

Complaint/Grievance/Grade Appeal Policy

The Broward College Grade Appeal policy (6Hx2-4.19) Click Here

Student Handbook: Click Here

Grades and Grade Appeal and Complaint Policy (6Hx2-5.23). The complaint process is described in the Broward College Student Handbook.

- A student should always discuss the concerns and issues with the instructor and then the Associate Dean for Nursing before initiating the process. The chain of command and the appeal process must be followed. Appeals cannot be submitted outside of the process.

Attendance

- Theory and clinical course attendance and expectations will be stated in the course syllabus. First-class meetings are always mandatory. Not attending the first day may result in an automatic withdrawal.
- Attendance is mandatory for ALL clinical experiences. Experiences may include the skills lab, campus lab, simulation lab, hospital, and other assigned patient care areas as designated by the nursing faculty.
- Absence and tardiness are addressed in each course syllabus.
- Missing the mandatory clinical orientation and clinical agency orientation may require a student to withdraw from clinical and co-requisite theory courses.

Guidelines for Retracking, Remediation, and Dismissal

Nursing Program Course Failure Policy

This policy outlines the procedure for students who do not successfully complete a nursing course within the Associate of Science in Nursing (ASN) program. The goal of this policy is to ensure student success while maintaining the academic rigor and professional standards of the nursing program, effective as of August 15, 2025. Students with unsuccessful course attempts earned prior to this date will not be retroactively penalized.

First Course Failure:

Upon failing a nursing program (NUR) theory or clinical course for the first time, the following actions will be taken:

- **Academic Probation:** The student will be placed on academic probation within the nursing program.
- **Mandatory Remediation:** The student will be required to participate in a comprehensive remediation plan to address the specific learning needs identified in the failed course. This may include, but is not limited to:
    - Repeat coursework or specific modules.
    - Supplemental tutoring or academic support services.
    - Completion of assigned readings and practice exercises.
    - Meetings with faculty for focused instruction and guidance.
- **Unsuccessful Remediation:** If the student does not successfully complete the required remediation activities or fails the repeated course attempt (if applicable, per course-specific guidelines), this will be considered a second course failure, and the subsequent steps outlined below will be implemented.
- **See further information on the remediation plan on page 18.**

Second Course Failure*:*

Upon failing a nursing program theory or clinical course for the second time (regardless of whether it is the same course or a different nursing course), the following actions will be taken:

- **Program Dismissal (Generic Track):** Students dismissed from the Generic ASN track due to a second course failure will not be eligible to reapply to the Generic ASN program in the future.
- **Mandatory Academic Advising:** The student will be required to meet with an academic advisor. The purpose of this meeting is to:
    - Review the student's academic record and discuss the reasons for the course failures.
    - For students dismissed from the Generic track, discuss the ineligibility for readmission to that track and the potential pathway through the LPN to RN program (if applicable). Students admitted to the Licensed Practical Nurse (LPN) to Registered Nurse (RN) program are required to complete all nursing courses within the program curriculum, regardless of whether they have previously taken equivalent courses in the generic nursing track. No course credits from the generic track will be transferred or applied toward the LPN to RN program requirements.
    - Explore other alternative career paths and educational options within the institution or at other institutions.
    - Provide guidance and resources for the student's future academic and professional endeavors.

The course failure policy for the LPN-RN track will be the same as the Generic Track.

Course Failure: Extenuating Circumstances Procedure

Students who experience documented extenuating circumstances that contributed to course failure may submit a petition to the Associate Dean for special consideration. Qualifying circumstances may include:

1. **Medical Conditions:**
    a. Serious illness or injury requiring hospitalization
    b. Chronic medical conditions with acute exacerbations
    c. Mental health crises requiring professional intervention
    d. Pregnancy complications
2. **Family Emergencies:**
    a. Death of an immediate family member
    b. Serious illness of a dependent requiring caregiver support
    c. Domestic violence situations
    d. Court-ordered obligations
3. **Protected Leave Status:**
    a. Military deployment or service obligations
    b. Jury duty
    c. Religious observances
    d. Disability-related accommodations
4. **Catastrophic Events:**
    a. Natural disasters affecting students' residence
    b. Victim of crime
    c. Sudden homelessness
    d. Other events beyond student control

Documentation Requirements:

- Medical documentation from the healthcare provider
- Death certificates or obituaries
- Court documents or police reports
- Military orders
- Other official documentation as appropriate

Students must submit documentation within **14** days of the course failure to their academic advisor, who will assist with the Extenuating Circumstances application.

Students are encouraged to proactively seek academic support and engage with faculty to address any challenges they may encounter throughout the program. The procedure above is in place to support student learning and ensure that graduates of the ASN program possess the necessary knowledge and skills for safe and effective nursing practice.

Withdrawal from any theory or clinical course after the official Drop/Add period will count as an unsuccessful attempt of the course unless any extenuating circumstances as listed above apply. This includes, but may not be limited to, course withdrawal for academic reasons.

Retracking

A nursing student who is not successful in a course would be considered "off track," and one who wants to retake the course is “retracking.” We welcome all students who fail or withdrew from a course to retake the course, within the policy set forth by Broward College and the ASN program

The nursing student shall seek retracking through the office of the Associate Dean of Nursing on the campus currently or last enrolled to discuss retracking status based on the following:

- Student eligibility
- Program space
- Course availability

Eligibility for retracking is **not automatic**. If approved by the Associate Dean, students will be required to complete any assigned remediation as determined by the program. Submit all required documentation in accordance with current program requirements and by the specified deadlines. It is important to note that retracking is not guaranteed and is offered strictly on **a space-available basis**. Failure to meet remediation or documentation requirements within the designated timeframe will result in ineligibility for retracking and may lead to program dismissal.

A Nursing Skills Review Class (level appropriate) is required before your return to the clinical/hospital if it has been **12 weeks or longer since the last successful clinical rotation/course.** This is unsuccessful for students in a theory class. Please note that there is no cost to take this skills review, and it is not intended as a punitive measure but rather as validation that you have retained the skills you have learned prior to moving on in the program. The class needs to be taken during the session before you return to the hospital. Upon contacting your campus office with your intent to return, you will be emailed instructions by the course instructor on how to access the course through D2L, along with the date and time.

- If you are repeating theory only, the Nursing Skills Review may need to be taken during the session you are repeating theory, not before.

Nursing Remediation Action Plan

The ASN Program's goal is for every student to be successful throughout the nursing program. Nursing students are only allowed to repeat a course one time; if students are unsuccessful a second time, the student will be dismissed from the program. To prevent this from happening, and to remediate the student, a Remediation Action Plan has been developed for each nursing course **(Theory and Clinica**l). Each plan is specific for the unsuccessful course attempt and focuses on student preparation and success.

It is mandatory in the ASN Program that any student who is unsuccessful in a course attempt the first time must complete a Remediation Action Plan before being allowed to retake/re-register for the course. To initiate the plan, students must meet with academic advisors and the Associate Dean for instruction on remediation. *The remediation process is subject to change, and students are required to adhere to the current policies in place at the time of the unsuccessful attempt. There may be a fee associated with remediation.*

Please note that two or more nursing theory courses cannot be taken at the same time. For example, if a student must retake a nursing theory course, then the student must take and successfully complete that course prior to moving on to another nursing course. Additionally, a student cannot take one theory course with two nursing lab courses. For example, if a student must retake a nursing lab course, that lab course must be successfully

completed prior to moving on to another course, either lab or theory. This applies whether or not the course is a prerequisite. If a student wishes to withdraw from a theory course or clinical course, they must also withdraw from the co-requisite theory or clinical course. Withdrawal from each course will be considered an unsuccessful attempt at the course unless it is during the official Drop/Add period or extenuating circumstances as previously outlined are present.

Academic Dishonesty

Any student enrolled in the nursing program who is found to have engaged in academic dishonesty will be subject to dismissal from the nursing program. This policy is non-negotiable and applies to all forms of dishonest academic conduct, including but not limited to plagiarism, cheating, falsification of records, unauthorized collaboration, and submission of work not one's own.

Periods of non-enrollment

Any nursing student who is absent from the ASN program for over 12 months will be dismissed. Students can meet with an academic advisor to explore other health science programs in the college.

Program Dismissal and Prior Nursing Education Policy

Students who have been dismissed from this nursing program are permanently ineligible for readmission or future application to any nursing program/option at Broward College. Broward College's Associate of Science in Nursing program does not accept any transfer of prior nursing credits from other educational institutions, regardless of accreditation status.

Channels of Communication

Because most student concerns are directly related to their experiences in the classroom and/or clinical course, the faculty member most directly involved is your first and best resource. The following guidelines should prove helpful.

1. All faculty members maintain office hours to confer with students. You will find that scheduling an appointment will be most helpful.
2. You are encouraged to communicate with the instructor whenever this is perceived as necessary.
3. If you and the instructor cannot successfully resolve an issue, the next line in the chain of command is the Associate Dean. Please make an appointment to speak with the Associate Dean as their schedule permits.
4. If all previous steps have been taken without resolution, then the Dean of Nursing is the next individual to be consulted on the channel of communication.
5. To summarize, you are strongly encouraged to use the following channels of communication in their respective order:
    a. First, Course Faculty (lecture class and/or clinical courses)
    b. Second, Associate Dean
    c. Third, Dean of Nursing

Participation in Theory, Clinical Courses, and the Nursing Lab

The ASN program views participation in any clinical experiences, whether in the nursing lab, the Health Sciences Simulation Center, a hospital, or other healthcare organization, or via remote delivery, the same. The requirements for participating in any of these settings are the same.

Please note that many of these requirements are established by our clinical affiliates. Specifically, the physical requirements and clinical compliance requirements of COMPLIO are determined by clinical affiliates and are subject to change and review by those affiliates at any time. The College contracts with clinical affiliates to provide the required clinical hours as specified by the Florida Board of Nursing in a hospital or healthcare institution. Clinical affiliates have the right to deny any student the opportunity to participate in clinical experiences at their facility.

Clinical affiliates establish students' physical and mental requirements, and these affiliates reserve the right to determine whether a student is physically capable of attending clinical experiences within their organization. Successful participation and completion of the ASN program requires that applicants be able to meet the program's demands. The nursing student must be able to perform academically in a safe, reliable, and efficient manner in the classroom, laboratory, and clinical setting. Throughout the program curriculum, students acquire the foundation of knowledge, attitude, skills, and behaviors that are necessary to function as a nurse. Those attitudes, behaviors, and skills that a nurse must possess to practice safely are reflected in the standards that follow. The clinical compliance (COMPLIO) requirements were discussed at the beginning of this manual. As a reminder, there are health criteria that must be met to participate in clinical activities.

ASN Program Technical Performance Standards:

STANDARD	GENERAL PERFORMANCE STATEMENT *With or without reasonable accommodation*	ESSENTIAL FUNCTION *It is required that the student:*
Motor Skills	Demonstrate a high degree of manual dexterity and the ability to execute motor movements reasonably required to provide general treatment and emergency care to patients/clients; must be able to lift large weights (50 lbs.) without assistance; the ability to maneuver with mobility in small spaces as well as sedentary for several hours at a time	Be independent in mobility to move quickly in and around the classroom, laboratory, and clinical setting. • Provide patient safety and well-being • Quickly move from various positions, as required, to administer emergency care procedures • Perform CPR • Be able to maintain balance while providing emergency care.
Visual	Demonstrate visual acuity and perception sufficient for observation and assessment	Observe the lecture and laboratory demonstrations. • Receive information via visual observation, assessment, and evaluation of body tissues with regard to normal and abnormal conditions. • Demonstrate normal color vision sufficient to recognize one body fluid from another. • Observe and assess the patient's response to anesthesia.
Tactile	Demonstrate tactile abilities and sufficient sensitivity with all digits of both hands to complete pertinent assessment information and provide treatment.	Tacitly detect defects in skin temperature, moisture, and texture. • Use direct palpation to detect the patient's pulse or soft tissue damage.
Hearing	Demonstrate functional use of hearing to acquire and mentally process information that is heard and to better monitor and assess patients.	Hear and obtain appropriate course information from faculty and peers and process this information for use in laboratory settings and examinations. • Listen actively. • Acquire accurate medical history and data collection verbally from the patient. • Demonstrate the ability to ascertain if a patient is experiencing a medical emergency. • Demonstrate the ability to auscultate blood pressure and distinguish between the patient's BP and outside noise.

Communication	Demonstrate the ability to communicate clearly with patients/clients, physicians, other healthcare professionals, faculty, significant others, community or professional groups, and colleagues. Communication includes verbal and nonverbal expressions, reading, writing, computations, and computer skills.	Participate, via in-class and group discussions, in the delivery and receiving of information and in responding to questions from a variety of sources. • Display knowledge of basic written grammar and spelling skills. • Report accurately and legibly on the operative record. • Recognize and respect the physical and psychological needs of others.
Interpersonal	Demonstrate the ability to relate to others verbally beyond giving and receiving instruction and to cooperate with people from a variety of social, emotional, intellectual, and cultural backgrounds.	Develop a concern for others, such as classmates, faculty, patients, and members in the clinical setting. • Cooperate with others and be able to work as a team member. • Acquire the ability to maintain poise and flexibility in stressful or changing conditions. • Establish rapport and working relationships with colleagues and patients/clients. • Recognize and respond appropriately to individuals of all ages, genders, races, sexual orientations, and socio-economic, religious, and cultural backgrounds.
Critical Thinking	Demonstrate critical thinking ability sufficient for clinical judgement and problem solving, to maintain competent judgement under stressful conditions, and to apply quick reaction time in an emergency situation.	Apply critical thinking processes to solve work-related problems in the classroom and in various clinical settings. • Exercise sound, ethical judgement in class, laboratory, and clinical settings. • Be able to self-evaluate and strive to improve technical skills. • Identify problems, take action, and be responsible for that decision.
Organizational Skills	Demonstrate the ability to manage multiple tasks simultaneously and to operate in a logical, sequential, and orderly manner.	Organize required classroom assignments, laboratory work, and extracurricular activities each semester into a realistic, workable schedule that will facilitate student learning and success. • Prioritize and complete tasks in the clinical patient/client care setting within a specified amount of time.

Intellectual Abilities	Demonstrate the ability to read, write, speak, and understand English at a level consistent with successful course completion and with development of positive patient-student relationships.	Comprehend and assimilate verbal and written program/course material. • Perform simple and repetitive tasks. • Learn to reconcile conflicting information. • Use proper punctuation, grammar, and spelling in written work that is neat and legible. • Follow verbal and written instructions
Commitment to Learning	Demonstrate a positive attitude toward decision-making policies and program operating rules and procedures.	Display initiative, motivation, and a willingness to learn. • Complete assignments in a timely manner. • Complete all work without evidence of academic dishonesty. • Attend all classes, labs, and clinicals as assigned. • Be consistently punctual to all classes, laboratories, and clinical assignments.
Affective Learning Skills *(Behavioral and Social attitudes)*	Demonstrate appropriate affective behaviors and mental attitudes to ensure the mental, emotional, physical, and behavioral safety of colleagues and other individuals with whom one interacts in the academic laboratory and in the clinical setting.	Display an ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic, laboratory, and clinical component that occurs within set time constraints. • Show a willingness to accept a challenge. • Be open to feedback. • Follow guidelines and rules for the College and ASN program.

Student Health

The required health and hospital orientation documentation is to be uploaded and labeled in the COMPLIO database system by the student. The documents are also submitted electronically to the nursing office. Admission and subsequent continuation in the nursing program are contingent upon the status of the data from the health assessment and physical examination remaining in compliance with the program's requirements. Documents are accessible through the Broward College website at Click Here

All students in nursing courses must meet the following requirements:

Health assessment and physical exam:

- Must state that "the student can participate in all clinical activities with no restrictions."
- An annual health assessment and physical examination is required to remain in the program.
- Proof of medical certification of immunizations, vaccinations, and verifications that the student is free from contagious disease within the last 10 years.
- Such evidence shall include, but not be limited to, verification of a negative QuantiFERON Gold test or T-spot (TB) or, in the case of a positive blood test result, verification from a chest x-ray along with an attestation that the student is free of any symptoms of pulmonary disease.

The students will provide evidence of immunity. Students are to obtain blood titers for the following:

- Rubella (German Measles), Rubeola (Measles), and Mumps (MMR).
- Varicella (chickenpox).
- Hepatitis B.

Titers indicating a lack of immunity or a value of equivocal will require the student to undergo additional inoculation.

- 2 MMR boosters no less than 28 days apart.
- 2 varicella boosters no less than 28 days apart.
- Hepatitis B The 1st[st] and 2nd doses are to be 28 days apart. The 3rd dose must be 5-6 months from the first dose.
- Students may sign a declination form for the Hep B vaccine.
- ALL evidence of compliance is required prior to attending any clinical experience. Students who are not compliant WILL NOT be allowed to participate in clinical.
- Students with any questions regarding these requirements will address their specific concerns **first to the Clinical Coordinator and then to the Associate Dean directly if necessary.**
- The students are responsible for notifying the course faculty/Associate Dean of any change in their physical or psychosocial wellness.
- Faculty and the Associate Dean may request an updated medical clearance from students at any time.

Broward College Health Science Program admission is not determined by the ability of a student to receive vaccines and/or immunizations, but those unable to receive vaccines/immunizations may be unable to meet the clinical requirements of a health science program. Requirements for vaccines/immunizations are set forth by clinical site organizations, and Broward College is obliged to comply with any guidelines set forth by clinical site organizations. Broward College does not grant vaccine exemptions requested by the student. Exemptions from vaccines is under the purview of the healthcare partner and if denied, is not eligible for appeal.

Criminal Background Check and Drug Testing

In accordance with the standards/requirements of our clinical affiliates, students enrolled in any health science program that requires clinical experience in a hospital or other health care facility must submit to a Level II criminal background check, including an FDLE check. The background screening is required for all health science students at the time of preadmission and may be repeated one year after the initial check. All students are required to complete criminal background checks and drug screening annually, or if the student's background check information changes.

Graduation from the nursing program does not automatically qualify a student to sit for the certification examination to obtain licensure.

Drug Testing Policy as guided by American Data Bank (COMPLIO)

Initial Drug Screening

1. All students must complete a drug screening prior to admission to the nursing program
2. Drug tests are conducted by approved third-party laboratories using standard protocols
3. Students are responsible for all costs associated with drug testing

Prescription Medications

1. Students taking legally prescribed medications must:
    a. Provide documentation from their healthcare provider
    b. Submit prescription information to the designated Medical Review Officer (MRO)
    c. Ensure medications do not impair the ability to perform clinical duties safely
2. The MRO will determine if the prescription explains the positive test result
3. Students may need additional medical clearance for certain controlled substances

Positive Test Results

1. Any positive test result without valid prescription documentation will result in:
    a. Denial of admission to the program (for initial screening)
    b. Meet with student services officials to discuss the results.

Random Drug Testing

1. Students may be subject to random drug testing throughout the program
2. Reasonable suspicion testing may be required if a student exhibits:
    a. Impaired behavior in clinical or classroom settings
    b. Reports from faculty, staff, or clinical partners
3. Refusal to submit to testing will result in dismissal from the program

Criminal Background Policy

Disclosure Requirements

1. All students must disclose any arrests, charges, or convictions that occur during enrollment
2. Disclosure must be made within 72 hours of the incident to the Associate Dean of Nursing and Dean of Students.
3. Failure to disclose may result in immediate dismissal

Clinical Facility Requirements

1. Clinical facilities may have stricter requirements than the nursing program
2. Some facilities may deny access based on criminal history
3. Students must be able to attend required clinical rotations
4. Inability to complete clinical requirements will result in program dismissal

Licensure Implications

1. Criminal history may affect eligibility for RN licensure
2. Florida Board of Nursing makes final determination on licensure eligibility
3. Students are responsible for verifying their eligibility with the Board of Nursing.
4. Program completion does not guarantee licensure approval.

Please Note:

- Students with criminal backgrounds may not be eligible for clinical agency placement.
- Students with criminal backgrounds may not be eligible to take the Florida NCLEX-RN for licensure.

The Florida Licensure Board reviews the students' backgrounds and determines eligibility directly. The student understands that infractions or failure to report may result in expulsion from the program.

Substance Abuse Policy and Procedure

Florida Statute requires the College to establish policies to maintain a drug-free educational setting and workplace. The College policies related to substance abuse can be found in the current Broward College Student Handbook. A student who is unable to perform clinical activities as assigned with reasonable skill and safety to patients because of the use of alcohol, drugs, narcotics, chemicals, or any other type of material shall be required to follow policy and procedure.

A faculty member who has reasonable cause to suspect impairment will proceed as follows:

1. Ensure student and patient safety.
2. Remove the student from the patient care area.
3. Notify the Associate Dean.
4. Note: Students may be subjected to additional drug and health screenings. These will be at the student's cost. Failure to comply with a request for an additional drug screen or medical clearance will result in dismissal from the program.

Exposure to Environmental Hazards and Infectious Diseases

Clinical experiences are provided in healthcare settings with real patients experiencing a wide range of illnesses and injuries. There is equipment in the health care setting that may contribute to environmental hazards, such as exposure to chemicals or gases. Students will manage medications and substances necessary for patient care. Students will care for patients with infectious diseases, including but not limited to Covid, tuberculosis, Hepatitis B, and HIV. Being a nursing student means accepting the risk while also taking all necessary precautions to mitigate it.

Administration of Medications

Students will administer real medications to actual patients in a clinical setting under the guidance of the instructor. Students must adhere to all medication administration policies established by the clinical instructors, clinical facility, and Board of Nursing, including the accurate calculation of dosages and adherence to medication safety practices. **Nursing students are never to administer medications without the direct and express approval of the clinical instructor. Administering medications without the direct and express approval of the clinical instructor will result in dismissal from the program**.

Contact with Clinical Affiliates

All communication with clinical affiliates is to go through the nursing program. You are never to contact a clinical affiliate (hospital or health care organization) and represent Broward College or present yourself as a Broward College nursing student. This is a violation of our Code of Conduct. This is applicable even if you are an employee of the organization. You must keep the two roles, employee and student, separate. **You are never to log in to a hospital system using your work ID while you are a student.**

Nursing Lab Participation

The nursing labs on South, Central, and North campuses, including the simulation center, are to be considered clinical sites, and your behavior in the nursing labs should mirror your behavior in the clinical setting.

There are specific rules, however, that must be followed in the nursing labs.

Lab Attendance:

1. Only Broward College nursing students are allowed in the lab.
2. The Broward College Student ID must be visible while in the lab.
3. Students must sign in/out of the appropriate binder or computer when entering and leaving the lab.
4. Students are not permitted to sign in or out for other students.
5. Full uniforms are always to be worn while in the lab. **The ASN program uniform policy must be followed at all times in the nursing lab on any campus. Lab coordinators will enforce this policy and can dismiss any student from the lab who is not wearing the required uniform. Failure to comply will result in dismissal from the lab. A dismissal form will be completed.**
6. COME PREPARED—Bring all necessary supplies, the skills book, and appropriate paperwork—review skills before coming to the lab for practice.
7. Students are not permitted in the lab during the time their theory/clinical class meets without approval from the theory/clinical instructor.
8. For 1:1 instruction or clinical assignments requiring the assistance of a lab instructor, appointments can be made through the lab coordinator if scheduled 24 hours in advance.

Lab Etiquette:

1. No students are allowed in the supply closet, cabinets, or faculty office without permission.
2. No eating, drinking, or loud talking in the lab.
3. Cell phones, iPads, laptops, and other electronic devices are not permitted in the nursing lab.
4. NO STUDYING IN THE LAB (the lab is to practice skills).
5. All lab equipment, including beds, must be assigned before use.
6. Use of Computers and Audio/Visual Material:
    a. Bring your earphones for audio materials (inexpensive sets are available for purchase at the bookstore).
    b. The computers are to be used for your educational needs. Checking emails, personal surfing on the web, playing games, etc., is prohibited.

Maintain the Skills Lab in an orderly condition:

1. Return the chairs under the tables.
2. Return all lab supplies used for practice to the appropriate location. Clean lab equipment if necessary. Leave no equipment at the bedside.
3. Return textbooks/videos to the lab instructor before leaving.
4. Keep the IV pumps plugged in.
5. Return the bed to a low position with a bedside table over the foot of the bed.

Care of Manikins:

1. The SIM MAN manikin and other simulation models are to be utilized only with instructor guidance.
2. Speak to the lab instructor before moving the manikins.
3. No betadine, pens, or markers are permitted near the manikins.
4. Absolutely, no tape can be used on manikins.
5. Remember universal precautions; use gloves while at the bedside.

Use of Personal Electronic Devices in Nursing Classes

Each of your instructors will have specific rules and guidelines for the use of personal electronic devices, such as cell phones and tablets, in their individual classes. You will be expected to adhere to all rules and guidelines, regardless of your personal viewpoint. We suggest that you give your family and/or family caregivers the nursing department phone number and address of your campus location.
954-201-8850 (South Campus)
954-201-2350 (North Campus)
954-201-6851 (Central Campus)
If you have an emergency that requires the attention of the nursing department, please notify the nursing department. All faculty of the currently enrolled courses will be notified. Communicating proactively with your instructors and with your family members and/or family caregivers is key. We are all human and understand that students occasionally have extenuating circumstances. However, communication after the fact rarely helps the situation. Be open, honest, and proactive in your communications with your instructors. Offer no excuses, just facts, and be amenable to their proposed solutions.

Code of Conduct for Nursing Students —Policy 6Hx2-5.02 In addition to the Broward Code of Conduct, we expect that you will follow all rules and guidelines provided in this manual and in your theory and clinical courses. We also expect that you will follow the American Nurses Association Code of Ethics for Nurses.

ANA Code of Ethics for Nurses

The ANA (American Nurses Association) Code of Ethics outlines principles of professional nursing behavior. Policies, procedures, and programs are in place to support and assure adherence to the Code of Ethics.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

ANA (2015). Code of ethics for nurses. Available at http://www.nursingworld.org/codeofethics

Professional Behaviors

The actions expected of all nurses and nursing students reflect the values, rules, and practices of nursing. These must be demonstrated throughout each course and the program. Deviations will result in a failing clinical grade and/or withdrawal from the program.

All students are expected to:

- Follow the policies and guidelines of the College, the Program, and the affiliating agency
- Treat others with respect
- Provide patient care only when the instructor is on the premises
- Maintain personal appearance according to program policies
- Maintain confidentiality
- Report promptly to the clinical area and clinical conferences
- Notify the instructor and unit personnel prior to lateness or absence
- Attend all clinical sessions
- Report to instructor and assigned staff member when coming to and leaving the clinical area
- Prepare for clinical experiences by collecting patient data and developing a preliminary plan of care
- Cooperate with others on the healthcare team
- Report all pertinent information, including abnormal findings, to the clinical instructor and staff
- Participate in pre- and post-conference and share learning experiences with others
- Accept responsibility for assignments
- Seek instructor's guidance before performing new or invasive procedures, administering medication, or when changes occur in the patient's status
- Apply knowledge from previous courses
- Practice nursing using legal/ethical principles that demonstrate cultural sensitivity

Testing Procedures and Academic Integrity

Assignments and Tests in Nursing

Test and Exam Scheduling

1. Students are expected to take all tests and/or exams when they are scheduled. Make-up tests are at the discretion of the course instructor.

2. **Notification Process**: Faculty should be notified beforehand if there is a problem. Suppose a student cannot attend class on the day a test is scheduled. Students must contact the instructor as per the syllabus before the exam or as soon as possible.

Standardized Testing Requirements

4. **Mandatory End-of-Course Testing**: The End-of-Course proctored standardized test is mandatory and is given towards the end of all lecture courses.
5. **Final Semester Requirements**: During the final semester of the nursing program, students will take the Comprehensive Predictor exam. Students will prepare for this exam utilizing online practice items related to the course and other related content. The analysis obtained from this exam will facilitate student success in their final nursing course.
6. **Grading Information**: The course syllabus will explain the grading scale and score distributions.

Classroom Testing Procedures

Testing provides students with an opportunity to demonstrate their knowledge of course content. Sharing information related to test items violates the Student Code of Conduct (College Policy 6Hx2-5.02) and is considered Academic Dishonesty, as described in the Broward College Student Handbook's Rights and Responsibilities section.

All nursing students must observe the following guidelines for test-taking:

For All Testing Situations:

- **Punctuality**: Be on time for all testing situations. No additional time beyond the scheduled testing time will be given for students who arrive late.
- **Personal Belongings**: Place all books and personal belongings in the front of the room or outside the testing area. Keep personal items to a minimum.
- **No Communication**: Do not talk to or look at other students while they are anywhere in the testing area.
- **Assistance Protocol**: If assistance from the proctor is needed, remain seated and raise your hand. Do not move or stand up during the testing session unless requested to do so by the proctor.
- **Restroom Access**: Leaving and re-entering the testing room during the testing session will be permitted only if the student is accompanied to the bathroom by faculty or staff. Please attend to your personal needs before testing begins.
- **No Recording Devices**: Recording devices of any type are not to be brought into the testing area.
- **No Re-entry**: After completing the test and leaving the room, do not re-enter while testing is in progress.

- **Academic Integrity**: Do not behave in any way commonly associated with academic dishonesty.
- **Emergency Procedures**:
    - **Didactic**: If a fire drill or other emergency arises, the test may be rescheduled (for everyone), or the weight of the test can be added to the weight of the final examination (for everyone). If the drill or emergency interrupts a final exam, then the final exams must be rescheduled.
    - **Lab**: If testing is interrupted by the fire alarm in the skills lab, if time permits, testing will commence again after the drill for those who were interrupted or had yet to test. If there is insufficient time, then the faculty will reschedule testing.
- **Restricted Materials**: Non-essential materials will NOT be allowed in the testing area.
- **Restricted Items**: Students may not wear large jewelry, watches, hats, or sunglasses during any written quiz or exam.
- **Calculators**: Calculators, if allowed, will be provided by faculty.
- **Movement Restrictions**: No talking, walking, or wandering the room will be allowed during the test.
- **Testing in the Testing Center will be recommended for students with accommodation. Students who refuse will notify the faculty in writing.**

Computerized Testing Situations in the Classroom:

- The student will be provided with instructions regarding computerized testing before testing begins.
- Report to the assigned room 15 minutes before the test is scheduled to begin, unless otherwise instructed.
- Turn in your photo I.D. badge and sign in to begin the testing session while in the testing center. For the classroom, all students taking the test are required to wear the badge.
- All tests will be administered within a specific time. You will be informed of the allocated time on the computer screen. A clock is accessible on the computer screen to assist you with time management.
- If there is a need to use paper, the student will be required to turn in both the test and answer sheet and any scrap paper before leaving the room. When the test is completed, raise your hand, and the test administrator will help you with exiting the test.
- If in the testing center, your identification will be returned at this time. Leave the room immediately.

Prohibited Items in Testing

The following items are prohibited while taking a test administered by the Testing and Assessment Centers at Broward College and by Broward College students taking tests at other institutions or on a remote basis via a technology-supported online proctoring service. In addition to the following items, the College reserves the right to exclude other items as appropriate.

Academic and Reference Materials

1. Books, dictionaries, notes/papers, published materials, or other testing aids (including calculators) unless previously authorized by the instructor or the exam sponsor.
2. Language translators and spell checkers unless authorized by the exam sponsor.

Writing Implements and Tools

3. No mechanical pencils, mechanical erasers and erasers with sleeves, rulers, and protractors unless previously authorized.
4. No highlighters, ink pens, felt-tip markers, colored pens or pencils, or correction fluid/tape.

Audio and Head-Worn Items

5. No earplugs, earmuffs, or headphones of any kind unless provided by the testing center.
6. No hats and other head coverings (headgear), except those for religious purposes. Hair clips, hair ties, and rubber bands (unless actively worn in hair).

Other Personal Items

7. Pets (unless necessary for medical reasons—Accessibility Resources statement and prior approval required).
8. Sunglasses and any reading/sunglass cases and sleeves.

Electronic Devices

9. No listening devices (including Bluetooth), cellular phones and paging devices, hand-held computers/personal digital assistants (PDAs) or other electronic devices, watches (including digital and analog), timers, and fitness trackers will be allowed.
10. Recording lectures is allowed but not for testing. No photographic equipment (any type of camera) will be allowed during a test in the classroom or the testing center.

Clothing and Accessories

11. Coats, jackets, and outerwear that are permitted to be worn in the test room must continue to be worn at all times. Removed clothing must be stored in the locker provided during check-in.

Controlled Substances

12. Tobacco or tobacco products (in any form), alcoholic beverages, illicit drugs, and any other substance, including e-cigarette devices and paraphernalia of any kind, are not allowed. **Broward College is a smoke-free, tobacco-free campus.**
13. Firearms and weapons of any kind are not allowed as per **College and state policy.**

Food and Beverages

14. All beverages (including water bottles), food, candy, and gum (unless necessary for medical reasons) must be included in Accessibility Resources accommodations.

Storage Items

15. Briefcases, purses, handbags, backpacks, and bags of any kind.
16. Jewelry of any kind.
17. Contents of all pockets (including wallets).

Additional Restrictions

18. Children are not allowed in the testing room or the testing center reception area.

Academic Dishonesty and Behavioral Guidelines

The following guidelines must be adhered to before, during, or after taking a test administered by the Testing and Assessment Centers at Broward College. These guidelines also apply to Broward College students taking tests at other institutions or remotely. Test takers must refrain from:

Communication and Assistance Violations

1. Communicating with others, other than testing personnel, while taking a test, including giving or receiving assistance from other examinees.

Test Material Security Violations

2. Removing or attempting to remove a test book, a test question, or a portion of a test in any way or format from the testing room.
3. Circulating, reproducing, or otherwise obtaining advance access to test materials prior to, during, and after taking a test.

Academic Dishonesty

4. Submitting another person's work as your own, such as taking or attempting to take a test for another person.
5. Falsifying information, forging signatures, and/or presenting false identification, or falsifying information on any of the following: official document, grade report, authorization letter, transcript, test scores, or any other type of document.

Weapons Violations

6. Bringing firearms or weapons of any kind inside the Testing Center as per College and State policy 6Hx2-5.38.

Unauthorized Materials

7. Using or possessing books, notes/papers of any kind, calculators, watches, mechanical pencils, earplugs, hats, headsets, rulers, listening devices (including Bluetooth), paging devices (beepers), cellular phones, tablets, recording or photographic devices, and other aids, unless previously authorized.

Disruptive Behavior

8. Creating a disturbance or engaging in any disruptive behavior.

Integrity Violations

9. Attempting to bribe a member of the test center staff to obtain a copy of a test or test-related information.
10. Attempting to tamper with a computer or any equipment in the Testing Center.
11. Opening an unauthorized browser during a test administration.

Non-Compliance

12. Refusing to adhere to instructions given by a Testing Center staff member.
13. Failing to follow directions issued by a staff member of the Testing Center, including reading or working on a test during a time not authorized.

Academic Integrity and Grade Appeals

Students who believe they have been unfairly accused of academic dishonesty or who wish to appeal a final grade should refer to College Policy 6Hx2-4.19—Grades and Grade Appeals. The grade appeal policy outlines specific procedures for both final course grade appeals and appeals related to academic dishonesty. Grade

appeals can only be made through the college policy and procedure. There is no other manner in which to submit materials or requests.

Any student caught committing violations of Academic Dishonesty during an exam will receive grading as per the course syllabus and may face expulsion from the ASN program.

For detailed information on academic integrity standards, grade appeals, and other student rights and responsibilities, please refer to the Broward College Student Handbook, available online at www.broward.edu/students/rights-and-responsibilities/_docs/student-handbook.pdf.

Test Review Policy

1. Review of a test during a classroom meeting is at the discretion of the course instructor.
2. For all test reviews, the students must
    a. Place all books, papers, etc., at the front or back of the room.
    b. Absolutely no recording of test reviews is permitted.
    c. Students who attempt to record any test reviews, either on paper or on tape, will be charged with Academic Dishonesty Procedures.

Clinical Guidelines and Expectations

Clinical Attendance Policy

CLINICAL ROTATIONS ARE MANDATORY. Students are expected to have 100% attendance for all clinical rotations.

1. In the event of an emergency or illness, the student must notify the faculty member of the absence as soon as possible. Consideration regarding alternative assignments/experiences will be made at the discretion of the faculty member.
2. Students missing more than one clinical day related to an illness must have medical provider-approved clearance before returning to clinical.
3. The faculty must document the student conference form, the evaluation form, the unmet objectives, and the clinical day missed. Documentation must include the reason for absence and supporting documentation (medical, bereavement, etc.).
4. Faculty members must develop a plan for how the student will meet the objectives missed within the time frame specified. Decisions regarding alternative assignments/experiences are based on the student's progress in meeting course objectives, clinical space, and clinical site approval for make-up.
5. The student is considered tardy if arriving after the designated start time. Tardiness may result in an unexcused clinical absence.
6. It is the student's responsibility to disclose any changes in medical, psychiatric, and other conditions that may impact clinical attendance/performance and/or the safety of self or others. Written medical clearance must be uploaded to COMPLIO and approved, and it must also be provided to the faculty member and the ASN program before the next experience.
7. Students not following the ASN program uniform policy may be dismissed from the clinical experience. A dismissal form will be completed. It is the instructor’s discretion, as well as space availability, if the clinical hours can be made up.

Clinical Supervision Requirements

Faculty-to-Student Ratios (Per Florida Board of Nursing)

1. A clinical instructor may directly supervise no more than 12 students unless a written agreement with the training site allows for a maximum of 18 students.
2. For hospital settings, indirect supervision may occur only if:
    a. There is direct supervision by an assigned clinical preceptor
    b. A supervising program faculty member is available by telephone
    c. Such arrangement is approved by the clinical facility
3. For community-based clinical experiences involving student participation in invasive or complex nursing activities:
    a. Students must be directly supervised by a program faculty member or clinical preceptor
    b. Such arrangement must be approved by the community-based clinical facility
4. For community-based clinical experiences not involving invasive activities:
    a. Indirect supervision may occur only when a supervising program faculty member is available to the student by telephone

Student Responsibility for Trajecsys (Clinical Hour Tracking)

Trajecsys is the designated platform that accurately and timely tracks clinical hours, which is essential for meeting program requirements, accreditation standards, and licensure eligibility. All students enrolled in the ASN Program are required to:

1. **Maintain an Active Trajecsys Account:** Students are responsible for creating and maintaining an active *Trajecsys* account throughout their enrollment in the program. This includes:
    a. Completing the initial account setup process accurately and promptly.
    b. Ensuring their personal information (e.g., name, contact details) in *Trajecsys* is current and correct.
    c. Promptly addressing any account issues, such as login problems, by contacting the Trajecsys Program Support Team.
2. **Accurate and Timely Hour Logging:** Students must accurately and consistently log their clinical hours in ***Trajecsys***. This includes:
    a. Recording all required clinical hours for each clinical experience, including mandatory hours in the nursing skills lab, and including start and end times, dates, and locations.
    b. Appointments for the nursing lab are made through Trajecsys and confirmed by the lab coordinators. Your faculty will approve the hours if successfully completed as directed.
    c. Ensuring that all entries are complete, accurate, and legible.
    d. Submitting hour logs within the time frame specified by the program and/or clinical instructor.
    e. Adhering to the program's specific guidelines for documenting clinical activities and experiences within ***Trajecsys***.
3. **Verification and Confirmation:** Students are responsible for verifying the accuracy of their logged clinical hours. This may involve:
    a. Reviewing their entries regularly to identify and correct any errors.
    b. Confirming logged hours with their clinical instructor or preceptor as required by the program.
    c. Responding promptly to any inquiries from faculty or program administrators regarding their clinical hour logs. All faculty or program administrators, including the nursing lab coordinator, can approve hours as logged.

4. **Compliance with Program Requirements:** Students must use ***Trajecsys*** in compliance with all program requirements related to clinical hour tracking. This includes:
    a. Adhering to deadlines for submitting hour logs.
    b. Meeting the minimum number of clinical hours required for each course and the program as a whole.
    c. Using ***Trajecsys*** to document specific clinical competencies or skills as required by the program.
5. **Data Security and Confidentiality:** Students are responsible for maintaining the security and confidentiality of their ***Trajecsys*** account and the data contained within. This includes:
    a. Protecting their login credentials (username and password) and not sharing them with others.
    b. Complying with all HIPAA regulations and program policies regarding the handling of patient information.
    c. Using ***Trajecsys*** only for authorized purposes related to their clinical education.
6. **Seeking Assistance:** Students are responsible for seeking assistance when needed. If they encounter difficulties using ***Trajecsys*****,** they should:
    a. Consult the ***Trajecsys*** user manual or online help resources.
    b. Contact their clinical instructor or program faculty for guidance.
    c. Reach out to the Program Support Team for technical assistance.

Consequences of Non-Compliance: Failure to comply with this policy may result in consequences, including but not limited to:

- Inability to progress in the nursing program.
- Inability to receive credit for clinical hours.
- Delay in program completion.

Student Interactions Guidelines

Student-Patient Interactions

1. Students will consistently display a professional and positive attitude in all clinical rotations.
    a. Always identify yourself and explain your role to the patient
    b. Display courteous behavior towards the patient
    c. Show respect for the patient regardless of ethnicity, socioeconomic background, religion, sex, diagnosis, or sexual orientation
    d. Follow these guidelines regardless of the patient's condition
2. Students will maintain confidentiality of all patient records and information.
    a. Record all information accurately in the patient's chart and correct any errors properly
    b. Discuss patient information only with medical personnel involved in the care of the patient when out of audible range of the patient and family and in non-public areas
    c. Preserve patient anonymity when removing information from the chart for program-related projects
    d. Discuss with the patient only information already known to the patient
3. Students will display respect for the patient's right to privacy.
    a. Arrange clothing and bedding to maintain patient modesty
    b. Knock on the patient's door before entering the room
    c. Address the patient using their surname with the appropriate title (Mr., Mrs., Ms.)
    d. Perform physical examinations only when indicated and with appropriate supervision
4. Students will demonstrate concern for the protection of the patient from injury.
    a. Perform only procedures approved by the instructor
    b. Adhere to accepted guidelines when performing any procedure
    c. Assess the patient's condition and response to therapy
    d. Ensure the safety and comfort of the patient during and after procedures

Student-Student Interactions

1. Students will consistently display a professional and positive attitude when interacting with fellow students.
    a. Complete all assignments independently, without unauthorized aid
    b. Perform cooperatively when working in assigned areas with other students
    c. Display respect for fellow students regardless of ethnicity, socioeconomic background, religion, sex, or sexual orientation

Student-Instructor Interactions

1. Students will consistently display a professional and positive attitude when interacting with instructors.
    a. Work to the best of your ability to complete all assignments
    b. Use established procedures when addressing concerns
    c. Demonstrate respect for the instructor at all times
    d. Demonstrate appropriate behavior and adapt to instructional input
    e. Students may be dismissed from the clinical experience at the discretion of the instructor if policies are not followed. The instructor may not grant the opportunity to make up for missed hours.

Student-Clinical Personnel Interactions

1. Students will consistently display a professional and positive attitude when interacting with clinical personnel.
    a. Identify yourself by wearing the proper uniform and BC ID
    b. Display respect for all clinical personnel
    c. Follow all rules, regulations, and procedures established for the department
2. Students will first discuss with the BC instructor any established clinical procedure with which they disagree.
    a. Do not discuss or debate any clinical procedure in the presence of a patient or family member
    b. Do not involve floor personnel (physicians, nurses, CNAs, etc.) in any dispute with the instructor
3. Students will demonstrate respect for the clinical rotation site by careful and responsible use of the facility and related equipment.

Failure to adhere to any of the above policies may result in dismissal from the clinical experience and loss of required clinical hours.

Clinical Dismissal and Academic Policies

Clinical Dismissal for Cause

A student may be dismissed from clinical experiences for the following specific behaviors. Students who are dismissed from clinical will be given the Dismissal Clinical Experience Form, stating the reason for their dismissal.

Patient Safety Violations:

- Performing procedures beyond the scope of student practice
- Administering medications without instructor verification
- Falsifying patient records or clinical documentation
- Breaching patient confidentiality or HIPAA regulations
- Practicing under the influence of drugs or alcohol
- Physical or verbal abuse of patients

Professional Misconduct:

- Repeated tardiness or unexcused absences (as defined in attendance policy)
- Insubordination or refusal to follow instructor directives
- Academic Dishonesty including plagiarism or cheating
- Theft of hospital property or medications
- Sexual harassment or inappropriate relationships with patients/staff
- Discriminatory behavior based on race, gender, religion, or other protected characteristics

Clinical Competency Matters:

- Repeated failure to meet clinical objectives after remediation
- Inability to perform essential clinical functions safely
- Pattern of unsafe practice despite corrective action
- Failure to report errors or near-misses

Disability Accommodation in Clinical Settings

Students with documented disabilities may request reasonable accommodation through the Broward College Office of Accessibility Resources.

1. **Documentation:** Submit medical documentation to the Accessibility Resources Office
2. **Interactive Process:** Meet with program officials to discuss accommodation needs
3. **Clinical Accommodations:** May include, but are not limited to, clinical site accommodation approval:

    a. Modified equipment or assistive devices
    b. Medication calculation and administration do not have accommodation, nor do they include additional time for clinical documentation, as these are patient safety issues in the clinical areas.

    c. Accommodations may be provided in conjunction with the healthcare clinical partners, and they reserve the right to deny or grant such a request.

2. **Essential Functions:** Accommodations cannot compromise essential clinical functions or patient safety
3. **Confidentiality:** Disability information is kept separate from academic records. Any accommodation must be submitted to the instructor on the first day of class or clinical rotation. As per Broward College Accessibility Resources policy, accommodation is not retroactive.
4. **More information on Accessibility Resources can be found here:** https://www.broward.edu/accessibility/resources.html

Acknowledgements

Student Confidentiality Statement

As a student enrolled in a Broward College health care program, I am aware of my responsibility for maintaining the confidentiality of patient information that may become available to me during my studies. Such information is protected and confidential under applicable federal and state laws, as well as affiliation agreements between the College and affiliated healthcare agencies.

I will not reveal any patient information to any third party, except as authorized by law or as authorized by the affiliating agency. I will not use any patient-identifying information, such as names or initials, on paperwork or electronic transmissions submitted to the College during my studies. I will only discuss patient information or a patient's medical condition at the affiliating agency in settings away from the public and only with authorized personnel at the affiliating agency. I further understand that in a classroom setting, I will only discuss patients and their medical conditions in a manner that does not identify the patient in any way.

I agree to comply with all patient information privacy policies and procedures of Broward College and the affiliated agency. I understand that violating this Confidentiality Statement can result in course failure and/or program dismissal and may result in criminal and civil penalties against me for violating federal and state patient information privacy laws.

Model Release

For and in consideration of my engagement as a model by BROWARD COLLEGE, hereafter referred to as the videographer/photographer, on terms or fee hereinafter stated, I hereby give the videographer/photographer, videographer/photographer is acting, and those acting with his permission, or his employees, the right and permission to copyright and/or use, reuse and/or his employees, the right and permission to copyright and/or use, reuse and/or broadcast and republish video tape recordings, photographs of me, or in which I may be distorted in character, or form, in conjunction with my own or a fictitious name, on reproductions thereof in color, or black and white made through any media by the videographer/photographer at his studio or elsewhere, for any purpose whatsoever, including the use of any printed matter in conjunction therewith.

I hereby waive any right to inspect or approve the finished videotape, photograph, soundtrack, or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied to.

I hereby release, discharge, and agree to save harmless the videographer/photographer, his representatives, assigns, employees or any person or persons, corporation, or corporations, acting under his permission or authority, or any person, persons, corporation, or corporations, for whom he might be acting, including any firm publishing and/or distributing the finished product, in whole or in part, from and against any liability as a result of any distortion, blurring, or alteration, optical illusions, or use in composite form, either intentionally or otherwise, that may occur or be produced in the taking, processing or reproduction of the finished product, its publication, distribution, or broadcast of the same ever should the same subject me to ridicule, scandal, reproach, scorn, or indignity.

I have read the foregoing release, authorization, and agreement before affixing my signature below, and I warrant that I fully understand the contents thereof. I understand that I will not be compensated for this.

Informed Consent

I, _____, understand that as a clinical student, I may be exposed to environmental hazards and infectious diseases, including but not limited to Covid-19, tuberculosis, Hepatitis B, and HIV (AIDS) while in a clinical facility. Neither Broward College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility/practicum during training unless the injury is a direct result of negligence by the college or clinical facility. I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education. I understand that I should purchase private health insurance.

I further understand that I shall have liability insurance (which covers malpractice) while enrolled in classes involving clinical activities. This insurance fee is automatically included in course fees each year when I enroll in a clinical course.

I understand and assume responsibility for the practices, objectives, course requirements, and inherent risk involved in the education of Health Science students at Broward College.

I acknowledge receipt of and consent to all of the guidelines, rules, and regulations set forth in this ASN Nursing Student Manual.

Changes in Clinical Sites, Hours, Days, and Clinical Agency Requirements

The ASN program makes every effort to respect student choices for clinical rotations. However, our clinical site placements are completely dependent upon hospitals making sites available to us. When hospitals change or deny our placements, we must be flexible and make alternative assignments. All students must be prepared for clinical rotations that can be rescheduled to any day of the week (Sunday-Saturday) and any time of the day or evening. Students are not guaranteed a particular site, day of the week, time frame, or faculty member until the first day of the clinical rotation. The program will notify students as soon as possible when clinical courses must be rescheduled.

Furthermore, our clinical sites may change requirements such as more frequent PPDs, additional drug screens, or additional background checks with little notice. Because of the continuously changing requirements, the ASN program reserves the right to change, alter, or modify the requirements for students entering any clinical site at any time during their enrollment in the nursing program. If a student is out of compliance with the clinical site to which they are assigned, he or she may have to withdraw from the course if an alternate site is not available.

Several clinical agencies require students to attend a hospital-based orientation prior to the first day of clinical. Students failing to attend this orientation session will be administratively withdrawn from the course.

I have read the above paragraphs and acknowledge that I have been informed about possible changes in clinical sites, hours, days, and clinical agency requirements, and mandatory orientations. I have also been informed that failure to meet current clinical agency requirements may result in my being administratively withdrawn from both a clinical course and co-requisite theory course.

Standardized Testing, NCLEX Preparation, and Live Review Policy

Section 1: End-of-Course Testing

1.1 Required Standardized Examinations

The End-of-Course proctored standardized test will be administered to all students and is typically taken towards the end of each applicable nursing course. Proctored end-of-course standardized assessments may cover content from previous courses, alignment to NCLEX test plan blueprints, integrated nursing concepts across the curriculum, or comprehensive material designed to evaluate cumulative learning and readiness for professional nursing practice.

1.2 Testing Administration

All end-of-course standardized tests must be taken as scheduled. The lecture faculty and syllabus requirements delineate make-up examinations. Students who fail to take the end-of-course standardized test will have their grades affected. See syllabi for grading criteria.

Section 2: Practice Test and Remediation Process

2.1 Practice Testing Requirements

At a designated time during the semester, students must take a proctored standardized practice test. Practice test results provide comprehensive remediation requirements specific to individual learning needs. Students are responsible for completing all assigned remediation testing/activities before taking the end-of-course final exam.

2.2 Remediation Compliance

Remediation activities may include, but are not limited to, focused study modules, additional practice questions, skills review sessions, and faculty-directed learning activities.

Section 3: Final Semester Requirements

3.1 Comprehensive Predictor Examination

During the final semester, students are required to take the Comprehensive Predictor exam. Students must prepare using online practice items related to course content and cumulative program material.

3.2 NCLEX Preparation Requirements

Students must participate in comprehensive NCLEX preparation activities as assigned. Preparation activities are designed to ensure readiness for the National Council Licensure Examination.

Section 4: Mandatory 3-Day Live NCLEX Review

4.1 Program Requirement

Attendance at the 3-Day Live NCLEX Review is a mandatory program requirement for all students enrolled in the last nursing course. This intensive review session provided by an external vendor is designed to prepare students for the successful completion of the NCLEX-RN examination. The review covers all nursing content areas and test-taking strategies essential for NCLEX success.

4.2 Attendance Policy

One hundred percent attendance is required for all three days of the NCLEX Review. Students must attend all scheduled sessions, activities, and assessments during the 3-day period. Tardiness or early departure from any session constitutes a violation of attendance requirements.

4.3 Consequences for Non-Attendance

Students who fail to attend the complete 3-Day Live NCLEX Review will be required to re-enroll in Nursing 2811/L in the subsequent semester. Non-attendance will result in immediate withdrawal from Nursing 2811/L, delay in program completion, and requirement to re-register and repeat the final semester courses when next offered

Section 5: Grading and Assessment Integration

5.1 Grade Calculation

Course syllabi will specify the weight and contribution of standardized exam scores to final course grades. End-of-course exam results are factored into the final course grade, as specified in the individual course requirements.

Final Acknowledgement

I have read, understand, and agree to comply with the practices, procedures, and requirements of the Broward College Nursing Program as outlined in the ASN Program Student Manual.

I have received copies of the practices, procedures, and requirements below:

1. Informed Consent
2. Model Release
3. Student Confidentiality Statement
4. Program Guidelines & Requirements, Retracking, Remediation and Dismissal
5. Changes in Clinical Sites, Hours, Days, and Clinical Agency Requirements
6. Standardized Testing, NCLEX Preparation, and Live Review Policy

By signing below, I agree to comply with all procedures, practices, and requirements listed above.

Student Name (Print): _____

Student Signature: _____

Student ID #: _____

Date: _____