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Revised 8/13/2015; Edited 7/18/2016; 6/20/2017; 9/2017
Accreditation/Approval Status of the Practical Nursing Program

The Practical Nursing program is designed to prepare the graduate to provide nursing care in structured health care settings for clients of all ages who have well defined health problems with predictable outcomes. Graduates are eligible to apply to take the NCLEX-PN exam for state licensure and become a licensed practical nurse (LPN). The Practical Nursing program have full approval status by the Nevada State Board of Nursing, 4220 S Maryland Pkwy, Suite 300, Las Vegas, NV, 89119, (702) 486-5800 and is accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Rd. N.E., Suite 850, Atlanta, GA 30326, (404) 975-5000.

HANDBOOK DISCLAIMER:
PLEASE NOTE THAT THE NURSING PROGRAM GUIDELINES FOR THE CURRENT ACADEMIC YEAR WILL BE FOLLOWED. PAST EDITIONS OF THE GUIDELINES WILL NOT BE UTILIZED FOR ANY PURPOSES.
Mission Statement

The CSN Nursing Department’s mission is to graduate competent, compassionate, caring nurses and nursing assistants who strive for excellence in their delivery of care to a diverse community. The department supports academic success through student engagement, cultural and scientific literacy, and assisting students to meet their educational and professional goals.

Adopted Fall 2002: Revised Fall, 2007; Fall 2009; Fall 2014; Spring 2017

The mission of the Practical Nursing Program is to deliver quality instruction and prepare students to provide competent and compassionate nursing care in a culturally diverse society, and in a wide variety of health care settings to meet the healthcare needs of the community.

Adopted Spring 2016

Core Values

Caring
Provide an environment of kindness and compassion that recognizes and supports cultural sensitivity.

Communication
Create an environment that supports shared decision-making, cohesiveness, collaboration, and teamwork through active listening.

Competence
A shared commitment to provide a safe environment that strives for excellence, high expectations, productivity, nursing knowledge/academic excellence, and is goal-orientated.

Creativity
Use critical thinking to explore innovative ways to positively impact nursing care.

Professionalism
An environment that is mutually responsive to lifelong learning, collegiality, accountability, and patient advocacy.
General Information

Curriculum – Practical Nursing Program: No Prerequisite Tract

<table>
<thead>
<tr>
<th>First Semester Courses (Summer)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP 123B Intro to the Human Body</td>
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</tr>
<tr>
<td>HHP 124B Intro to the Human Body Computer Lab</td>
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<tr>
<td>ENG 101 Composition 1</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester Courses (Fall)</th>
<th>Credits</th>
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</thead>
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<tr>
<td>PN 103B Gerontological Health Care</td>
<td>2</td>
</tr>
<tr>
<td>PN 104B Practical Nursing Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>PN 105B Practical Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>PN 125B Pharmacology for Practical Nursing Practice Part I</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester Courses (Spring)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 106B Family Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PN 108B Practical Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>PN 110B Practical Nursing Seminar/Management Concepts</td>
<td>4</td>
</tr>
<tr>
<td>PN 126B Pharmacology for Practical Nursing Practice Part II</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDITS 34**

- Students must have current certification as a Nursing Assistant (CNA) in Nevada at time of application to the program.
- All courses require a C or better to continue in the program.
Curriculum – Military Medic/Corpsman to LPN Track (Designed to bridge military education and experience with the Nevada LPN)

Program Prerequisites:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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<td>Military Medical Courses</td>
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<tr>
<td>ENG 101 Composition 1</td>
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<td><strong>TOTAL</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Fall Semester or Spring Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PN 106B  Family Nursing</td>
<td>3</td>
</tr>
<tr>
<td>PN 107B  Adult Health Nursing I</td>
<td>4.5</td>
</tr>
<tr>
<td>PN 110B  Adult Health Nursing II</td>
<td>4.5</td>
</tr>
<tr>
<td>PN 111B  Practical Nursing Leadership/Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDITS 34**

- All courses require a C or better to continue in the program.
Practical Nursing Program

Philosophy

A. The Individual

It is the belief of the faculty that individuals have unique physical, emotional, social, and spiritual needs. Individuals possess their own values, perceptions, and decision-making attributes.

B. Society

Society is composed of dynamic and interactive systems. It consists of individuals with diverse capabilities, value systems, and life experiences, which, along with their constantly changing external and internal environments, affect their level of adaption.

C. Nursing

Nursing is an art and science that applies knowledge from the physical, behavioral, and nursing sciences. The practical nurse uses critical thinking when contributing to the nursing process. With guidance, the practical nurse promotes adaptive behavior and provides basic nursing care to individuals of various developmental levels and cultural backgrounds in structured settings.

D. Practical Nursing

The Practical Nurse is an integral part of the nursing team and uses knowledge and skills to meet the basic health needs of people in a variety of settings under the direction of qualified health professionals. The entry-level practical nurse, under appropriate supervision, provides competent care for clients with stable, well-defined health care needs. In more complex situations, the practical nurse communicates significant observations to the registered nurse and/or physician for guidance in meeting specific nursing requirements.
E. Teaching-Learning Process

The faculty believes the teaching-learning process is a cooperative and collaborative effort between the student and the teacher and that the adult learner desires relevancy in the curriculum. The educational process is based upon clearly defined goals and is conducted in a positive learning environment where the learner is viewed as having inherent worth, uniqueness, and individual learning needs. The faculty recognizes that students learn at different rates, from simple to complex, and possess varying learning styles, and therefore, strive to accommodate these individualized differences through curriculum planning and teaching strategies. The teacher is seen as a facilitator of learning.

F. Nursing Education

Education of the practical nurse is vocational in nature and prepares the practitioner to perform basic nursing skills and to contribute to the nursing process with clients in stable nursing situations. The program is skills oriented focusing on practice and “hands-on” client care using standardized nursing interventions and competencies.

The practical nursing curriculum is designed to guide the student in the development of problem-solving techniques, critical thinking, values clarification, and legal-ethical standards of practice.

G. Education as a Life-Long Process

The faculty endorse and promote the value of life-long learning. It is expected that the practical nurse graduate will assume responsibility for life-long learning to maintain safe and effective nursing practice and to promote professional growth by participating in activities in the work setting and professional organizations. Additionally, the graduate will value and consider educational opportunities for career mobility options.

Approved 12/10/1999
Reviewed and approved 11/12/2004
Reviewed 10/2009
Practical Nursing Student Learning Outcomes

Upon graduation from the CSN Practical Nursing Program the graduate will be able to:

1. Plan for safe, quality, evidence-based, patient-centered nursing care in a variety of environments to diverse patient populations and cultures across the lifespan within the scope of practice of a Licensed Practical Nurse.

2. Incorporate clinical judgement to promote health, as well as psychosocial and physiologic integrity.

3. Formulate quality improvement processes to improve patient care.

4. Facilitate collaboration with the interdisciplinary team, the patients, and the patient’s support persons when providing care within the scope of practice of a Licensed Practical Nurse.

5. Integrate management theories and legal, ethical, and professional standards in practice as a Licensed Practical Nurse.

6. Maximize the use of information management systems and patient care technology to communicate, update knowledge, avoid error, and support decision making.

Approved 12/2/2002
Reviewed and approved 11/12/2004
Revised 7/2015
Practical Nursing Program Outcomes

Performance on End-of-Program Student Learning Outcomes

100% of the Practical Nursing graduates will attain at least a 2 rating on the final clinical evaluation tool (PN 110B).

100% of the Military Medic/Corpsman to LPN graduates will attain at least a 2 rating on all three clinical evaluation tools (PN 106B, PN 107B, and PN 109B).

Performance on Licensure Exams

Annually, the Practical Nursing and Military Medic/Corpsman to LPN graduates will meet or exceed 80% on the NCLEX-PN licensure exam as first-time test takers.

Program Completion

At least 70% of the students who enter the Practical Nursing Program will graduate in five (5) semesters.

At least 80% of the students who enter the Military Medic/Corpsman to LPN Program will graduate in two (2) semesters.

Program Satisfaction (End-of-Program Survey)

95% of the Practical Nursing and Military Medic/Corpsman to LPN graduates will rate the quality of curriculum, classroom, and clinical use in attaining program outcomes an average of a 3.0 or higher on a 5-point Likert scale.

Job Placement

Within six to twelve months after graduation, at least 80% of the Practical Nursing and Military Medic/Corpsman to LPN graduates who desire employment will be employed in the field of nursing.

Approved 4/16/04
Reviewed 10/2009
Revised 7/13/2016; 6/27/17
Revised 9/17/2017
**Auditing a Course**

A nursing student **cannot** audit a required nursing course. Exceptions include, but are not limited to, students wanting to audit a course that was previously completed or nurses requesting to audit for professional reasons. Requests to audit a nursing course must be initiated with the PN Program Director who will consult with the course coordinator. Audit is dependent upon faculty approval, space availability, existing college policies, and professional regulations. Students who are auditing a course will be required to follow the same program policies as non-auditing students.

**Transfer Students**

An applicant seeking recognition of previously earned nursing credits at another college or university nursing program must meet **all** requirements for admission including the pre-admission exam for the nursing program, all immunizations, and a completed health history and physical. In addition, the applicant must submit:

- Course syllabi containing course outline(s) and course objective(s) for all earned nursing credits which are to be evaluated.
- A letter of recommendation from the Dean/Director of the nursing program previously attended.

Upon receipt, the PN Program Director and appropriate faculty will review all materials to determine which, if any, credits will be considered transferable. Transferability is considered in terms of similarity in course content, course grades, course credits, and course sequence. Nursing course grades must be “C” or higher to be considered for transfer.

After this review, qualified transfer students are admitted on a space-available basis.

Reinstatement students have priority over transfer students for available course openings.

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**Disclaimer:** Changes to published nursing course schedules may be necessitated by departmental or clinical agency imperatives that may not be foreseeable or controllable by the school of nursing. CSN Nursing Department administration reserves the right to change days, dates, times, and locations of nursing course sections at any time. Such changes may affect previously assigned student course and section selections. Students will be informed by email or phone message and will be required to change their schedules accordingly.
Professional Standards

Nurses have the privilege of interacting with a diverse group of people. During the course of nursing education, students will develop and strengthen communication skills. Communication involves interactions between students, clients, faculty, staff, and guests located on campus or at off-campus learning sites (clinical facilities or other settings). Respect for individual differences in opinions, beliefs, gender, lifestyle practices, religious, racial, cultural, or social backgrounds should be demonstrated by effective listening and communication skills as well as respect for physical space and privacy issues. Professional conduct standards at CSN are based on the American Nurses Association (ANA) code of ethics.

Therefore, professional communication and behavior is expected in all interactions and in all settings. Unethical or unprofessional conduct may result in expulsion from the program.

Nursing is a hands-on profession. During the course of nursing education students will learn about nursing practice and demonstrate a variety of nursing skills. This means that students will be touching and may be touched in a learning context. At times impressions, communications, or behaviors may be misinterpreted. Honest communication with the person(s) involved is needed to clarify feelings and expectations. Effective communication is one of the tools available for personal empowerment.

If at any time a student feels that safety is threatened or feels uncomfortable confronting behavior thought to be unprofessional, please describe your feelings to a faculty member or the Program Director. Immediate reporting of concerns is needed so that concerns can be dealt with quickly and effectively.
The Code for License Practical/Vocational Nurses

The Code, adopted by the National Federation of Licensed Practical Nurses (NFLPN) in 1961 and revised in 1979, provides a motivation for establishing, maintaining, and elevating Professional standards. Each LPN/LVN, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct as set forth in this Code.

1. Know the scope of maximum utilization of the LPN/LVN as specified by the nursing practice act and function within the scope.

2. Safeguard the confidential information acquired from any source about the patient.

3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.

4. Uphold the highest standards in personal appearance, language, dress, and demeanor.

5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.

6. Accept responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.

7. Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

NSNA Code of Academic and Clinical Conduct

PREAMBLE
Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS
As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

**Honor Code**

The faculty of CSN Nursing Programs value integrity. To support this value, the faculty endorses the College of Southern Nevada Engelstad School of Health Sciences Student Honor Code. Respect, honesty, integrity, and accountability are expectations for the behavior of all nursing students and every student enrolled in the Practical Nursing Program is expected to follow the honor code. Students who break the honor code are subject to the processes and consequences described in the CSN Academic Integrity Policy and the CSN Disruptive and Abusive Student Policy. Students are referred to the Engelstad School of Health Sciences Student Handbook and the CSN Policies and Procedures Manual.

**Academic Honesty Policy**

Honesty is a professional characteristic that is vital to the practice of safe nursing and is expected of all students. Therefore, dishonest behavior will not be tolerated because of its potential to place the public at risk.

Attempting to access instructor material through publishing companies is considered to be dishonest behavior and may result in removal from the program. Academic dishonesty includes, but is not limited to, plagiarizing, cheating, falsifying or altering information connected to academic evaluation, and failure to report clinical errors. Any student who submits the work of another as her/his own or purposefully does not credit words or ideas borrowed from another source, is guilty of plagiarism. A student who uses notes (without instructor approval) during an examination, takes an exam for another student, copies answers from another student’s exam, or who discusses a test with a student who has not taken the test is guilty of cheating. The program has the right to individually evaluate cases of academic dishonesty and, when behavior is proven to be dishonest, action will be taken following the Academic Integrity Policy: https://at.csn.edu/documents/student-academic-integrity-policy

All students are required to sign the Acknowledgment of Academic Honesty Policy Form (see signature forms).

**Electronic Device Policy**

The CSN Department of Nursing supports professional use of electronic devices, such as cell phones, tablets, or personal computers, for appropriate learning purposes. This policy is developed for the purpose of defining appropriate use of electronic devices in classroom, lab, and clinical. In general, the non-disruptive use of electronic devices to promote learning is supported. But, illegal, distracting, disruptive, or rude use of electronic devices is not tolerated. The following guidelines are meant to guide students and faculty about the appropriate professional use of electronic devices, and provide consequences for illegal, distracting, disruptive, or rude use.
1. Electronic devices may be used during class or lab only with permission of the instructor for reference and taking notes. The following activities using electronic devices during class or lab are not permitted: phone calls, texts, games, unrelated internet searches, communication on social media, as well as any other use of electronic device that is not related to learning the topic of the class or lab.

2. Video or audio recording of classes and labs is forbidden according to NSHE and CSN policy. Your instructor may permit recording after you complete the required permission form and agreement about use of recordings for personal study purposes only. Recordings may never be published to any media.

3. Data and images may never be scanned, photographed, or video or audio recorded while inside any clinical facility. Use of electronic devices that is a violation of HIPAA will result in immediate failure of the course and termination from the nursing program.

4. Nursing students will adhere to the clinical facility policy and clinical instructor direction regarding use of electronic devices. The clinical instructor will inform students during clinical orientation of the facility policy and of their directions regarding the use of electronic devices.

5. If a clinical facility does not permit use of an electronic device, students may not bring the electronic device into the facility at any time.

6. If a clinical facility does permit use of an electronic device, students will adhere to the following:
   i) Cell phones may be carried only if entirely covered in a pocket and set on vibrate or silent. The cell phone may not be removed from the pocket in patient care areas.
   ii) Electronic devices may not be used or visible in patient rooms, nurses’ stations, or hallways at any time.
   iii) Electronic devices may not be used or visible during clinical conferences, except with the express permission of the instructor.
   iv) If a student wishes to use an electronic device, they must first inform their supervising nurse and/or instructor that they will be leaving their assigned patient care area. The student will go to a conference room or break room to use their electronic device.
   v) If a student expects an emergency call, the student will inform their instructor at the beginning of clinical and adhere to the directions of their instructor.

7. Violation of HIPAA will result in failure of the course and termination from the nursing program. Violation of any of the remaining guidelines above will result in the following consequences:
   i) First offense: Learning contract.
   ii) Second offense: 3% deduction from the course grade.
   iii) Third offense: Failure of the course and termination from the nursing program.

8. Consequences for violation of the electronic device policy may not be appealed to the Academic Progression and Graduation Committee (APG).
**Students as Committee Members**

The faculty values student representation on select nursing department committees. Information will be sent via email or posted on the bulletin board for information regarding selection of student representatives. In addition, one student will be elected from each starting class for representation at faculty meetings. Student volunteers are requested for the curriculum and advisory board meetings as well.

**Communications to Students**

Every student is provided a physical "mailbox" which is a file in a cabinet in K106. It is understood that student mailboxes are personal and private. Thus, other students are not allowed to look into another student’s mailbox without their permission. Also, every student is provided a CSN student email account. Students are responsible to activate their student email account and keep their personal email current in MyCSN. Additionally, every nursing course has an email within the online portion of their course.

The faculty use the student emails, mailbox, course announcements (in lecture and online courses), Canvas Nursing Student site, and bulletin boards to post notices, changes, and other types of communication. It is the responsibility of the student to check their various emails and course announcements daily and to check their mailbox and read the information contained on the bulletin boards at least weekly.

**Mandatory Advising**

Students enrolled in a practical nursing program are assigned a Faculty Advisor. Students are informed of the name of their advisor during new student orientation. Alternatively, students may ask in K106. Students may make appointments with their advisor to help problem-solve any issue or problem they may be experiencing that can potentially interrupt their progress in the practical nursing program. Students are strongly encouraged to seek assistance at the first indication that they may be experiencing an issue or problem that can potentially interrupt their progress in the nursing program.

Students are required to meet with an advisor prior to the start of each and every semester. If a student does not meet with their assigned advisor on the scheduled advising day, the student is responsible to arrange an advising appointment.

Two activities are required during every mandatory advising meeting. The advisor will verify that the student is current on all required clinical documents (clinical ticket) and the advisor will review the student’s progress toward fulfilling the requirements for their degree pathway.
Missed Appointments

For efficient use of student, faculty, and staff time, many activities are scheduled by appointment. Once the student has selected a time for the activity, the student is expected to demonstrate professional responsibility by preparing for and keeping the appointment.

Students who find it necessary to change appointment times are advised to call to cancel at least one hour before the time of the appointment. This applies to advising appointments, practicum appointments, and any appointments made with any faculty member or administrator. Students who have a repeated pattern of missed appointments will be referred to the Program Director.

Health Documents

Each nursing student must submit proof of the following to the document repository service (CastleBranch).

- Current American Heart Association Basic Life Support training certification. (Please note: only American Heart Association Basic Life Support training is accepted). The student may call the American Heart Association to receive information of those training centers endorsed by them.
- An annual physical exam. Students must use the School of Health Sciences physical exam form. This form was developed based on the needs of the health programs. No other form will be accepted. Forms available at the Nursing Program Office (K 106 F).
- Negative urine drug screen. Students will purchase their drug screen from the document repository service (CastleBranch). Students will follow CastleBranch procedures for purchasing, completing and submitting their urine drug screen.
- Proof of current health insurance semester.
- Completion of criminal history background check from StudentCheck.
- Proof of noninfectivity for TB (see Engelstad School of Health Sciences Policies and Procedures).
- Proof of immunity to Hepatitis B, Varicella, Measles, Mumps, Rubella, Tetanus, Diphtheria, and Pertussis (see Engelstad School of Health Sciences Policies and Procedures).

Name Change During the Program

Students must consistently use the name under which they were admitted unless they have completed the entire name change process. Changing your name is permitted only if a student has legal documentation showing that their name has been legally changed. Either a court document showing legal name change or marriage certificate, plus social security card and driver’s license with changed name, are required to initiate a name change while in the nursing program.

To change your name while in the nursing program, the student must initiate the name change in all of the following places:
• CSN Admissions and Records
• PreCheck (student must purchase a new PreCheck)
• Name Tags
• ATI (fourth semester students)
• NV State Board of Nursing (if a CNA)
• Nursing Department

Student must complete the Name Change Form and provide documentation that name changes have been accomplished in all places indicated on the form. When complete, the Name Change Form with all supporting documentation must be submitted to nursing front desk in K106. The Program Director will change the student’s name with CastleBranch after receiving the Name Change Form with all supporting documentation. Only after the student receives the approval email from their Program Director or the Director of Nursing, may the student begin to use their new name within the nursing program.

Approved 4/1/2016

**Academic Policies**

**Progression in the Practical Nursing Program**

Practical nursing students must successfully complete all of the PN courses in a semester before progressing to the next semester. Students are not required to repeat nursing courses they have successfully completed unless they have withdrawn from and been readmitted to the program.

**To Remain in Good Academic Standing**

Because of the interdependent nature of theory, lab, and clinical, failure to successfully complete any one of these components requires the practical nursing student to repeat ALL components of a course.

Except in extraordinary circumstances (determined by the ESHS reinstatement policy), students in the Practical Nursing program must complete the nursing course sequence within **five semesters** of the date of admission to the first nursing course. All Military Medic/Corpsman to LPN students must complete the nursing course sequence within **two semesters** of the date of admission to the first nursing course.

Except in extraordinary circumstances (determined by the ESHS reinstatement policy), students who earn a grade less than C in any nursing course twice will not be considered in good academic standing.
Grades

Students must achieve a grade of “C” in all required nursing courses to progress in the Practical Nursing Program. Clinical and lab courses are graded on a pass/fail basis (refer to each specific course syllabus for grading). In order to pass a nursing course, the student must pass theory, clinical, and lab. A failed course may be repeated once after program reinstatement.

The grading scale for all practical nursing courses, is as follows:
A= 93-100
B= 84-92
C= 75-83
D= 70-74
F= Below 70

The Nursing Program does not use + or – grading

Credit Class Instructional Ratio

Lecture 1 credit hour = 1 hour of instruction
Clinical 1 credit hour = 3 hours of instruction
Lab 1 credit hour = 3 hours of instruction
Simulation 2 hours = 1 hour clinical instruction

Content Mastery Testing

Practical nursing students are required to purchase the Kaplan course resources, testing, remediation, and NCLEX-PN preparation packages. The course syllabi will describe how the resources, exams, and NCLEX-PN preparation packages will be utilized in each course.

Learning Contract

The purpose of a learning contract is to promote student success through creating a supportive partnership between student and instructor. A learning contract will be initiated when a student is having difficulty meeting learning outcomes (see criteria below). The learning contract is designed to help the student to meet the course outcomes and requires the student’s active participation in the learning contract’s development and fulfillment. The initiation of a learning contract is not necessarily associated with a point penalty for a course.

If one or more of the following criteria occur, the student is required to meet with their instructor to complete a learning contract. If a student does not meet with their instructor as required, their learning contract will be developed by their instructor and sent to the student via email. The appendix contains the learning contract form which may be edited to meet the individual needs of the student. Learning contracts are placed in the student’s file for
future reference and serve as documentation that the instructor notified the student of risk of course failure and provided individual assistance to the student to meet the course outcomes.

Criteria:
• Theory grade below 80% after the first exam or later in the semester
• Unsatisfactory progress in meeting clinical or lab outcomes
• Receipt of a penalty for violation of the Attendance and Preparedness Policy or for late submission of an assignment.
• Failure of the first dosage calculation test

See Appendices for a copy of the Learning Contract Form

Unsatisfactory Progress Notification

Instructors are expected to bring performance problems to the student’s attention in a timely manner in order that the student may have an opportunity to correct the problem. Students will be requested to sign the Unsatisfactory Progress Notification Form for the purpose of documenting that notification to the student has occurred.

Attendance and Preparedness

The Practical Nursing Program at CSN is a college level program that prepares students for entry-level practical nurse positions. College enrollment assumes maturity, seriousness of purpose, and self-discipline in order to meet course objectives. Consistent attendance at the assigned time and full preparedness is the standard of the profession. Therefore, these behaviors must be demonstrated by all nursing students at CSN. The Nursing faculty also strongly recommend attendance at all theory classes, labs, and clinical practicums in order to develop the knowledge, skills, and attitudes necessary to be prepared for the industry’s entry level positions. In cases of an unavoidable absence, the student must notify their instructor, in a manner deemed by the instructor, at least one hour in advance of the scheduled start time for either clinical or lab.

Information on Absences from Exam, Lab, or Clinical Practicum

The 10% Rule
Students must attend 90% of scheduled clinical time to pass every nursing course. Students who miss more than 16% of clinical time for any reason (even if the associated grade penalty has been excused by the Admissions, Progression, and Graduation [APG] Committee) will NOT be able to proceed in their nursing course. Students who miss more than 10% and less than 16% of clinical time may be able to complete an alternative clinical experience (ACE) in lieu of the clinical hours missed over 10%. For two absences approved by APG, students may be eligible for this ACE only if:
1) the associated penalty for ALL clinical absence time has been waived by the APG Committee;
2) it is possible for the student to achieve a passing score in the theory portion of the class;
3) the student has passed the lab portion of the course; and
4) the student has met the clinical objectives of the course.

After the scheduled clinical is over, an ACE for up to 6% of clinical hours will be arranged. The same standards of professionalism and preparation that is required for all clinical time is expected.

**Exam Absence**

If the student notifies their instructor at least one hour in advance, the student and instructor will arrange a make-up test within one week. However, 20% of the maximum points possible for the exam will be initially deducted from the student’s score.

If the student neglects to notify their instructor at least one hour ahead of a scheduled exam, a score of 0 will be assigned.

The instructor will complete the appropriate form to document the exam absence. The student’s signature is not required on the form. Students who have appropriate documentation may submit an appeal to the APG committee to remove the 20% score penalty.

**Clinical Absence**

Clinical absence is defined as:

1) arriving after the facility’s or unit’s policy for what is considered unacceptable lateness, or the specified time after which patient care may not be rendered.
2) arriving more than 30 minutes late, or leaving more than 30 minutes early, or
3) missing the entire clinical for any reason.

Each clinical absence will result in a 3% grade penalty deduction from the final theory course. The 3% deduction may be appealed to the APG committee. The student **will not be permitted** to stay in clinical if 1) above applies or if the student arrives more than 60 minutes late. Students who arrive more than 30 but less than 60 minutes late will be permitted to stay in clinical to avoid missing clinical time, but the 3% grade penalty will apply. The instructor will complete the appropriate form to document the exam absence. The student’s signature is not required on the form. Students who have appropriate documentation may submit an appeal to the APG committee to remove the 3% score penalty.

**Laboratory Absence**

Laboratory absence is defined as:

1) arriving more than 10 minutes late, or
2) leaving more than 10 minutes early, or
3) missing the entire lab for any reason.

Each laboratory absence will result in a 3% grade penalty deduction from the final theory course. The 3% deduction may be appealed to the APG committee. The opportunity to complete lab at an alternate time may be arranged only if doing so would not impose undue hardship on the instructor or institution that could not have been reasonably avoided. If the alternate for the missed lab cannot be arranged and more than 10% of lab time has been missed, then the student will fail the laboratory course. The instructor will complete the
appropriate form to document the exam absence. The student’s signature is not required on the form. Students who have appropriate documentation may submit an appeal to the APG committee to remove the 3% score penalty.

**If an instructor deems that a student is ill** the student will be required to leave theory, lab, or clinical and this will be considered an absence. The student is responsible for safe transportation, including any necessary costs.

**Religious observance** that conflicts with scheduled coursework may be accommodated. It is the responsibility of the student to notify their instructor in advance and in writing if the student intends to participate in a religious observance. Opportunity to complete coursework may be provided by the instructor. The usual penalty for absence will apply and may be appealed to the APG committee. This policy shall not apply in the event that administering the coursework at an alternate time would impose undue hardship on the instructor or institution that could not have been reasonably avoided.

**School-sanctioned events** receive designation only from the Director of Nursing. Students are responsible to request such designation for an event from the Director of Nursing. Students are responsible for notifying their instructors at least one week prior to such absences to arrange to complete any and all required assignments. Failure to obtain school sanctioned event designation or to notify instructors at least one week ahead will result in the usual penalty for the absence. Students remain responsible for didactic course content or to complete assignments as per course syllabus.

**Information on Tardiness to Exams, Lab or Clinical Practicum**

**Exam Tardiness**
If the student arrives late for an exam, the student will be permitted to take the exam, however the end time will not be extended. Each course syllabus will explain course policy for late arrival to classroom quizzes.

**Clinical Tardiness**
Clinical tardiness is defined as:
1) arriving 1-30 minutes late or
2) leaving 1-30 minutes early for any reason.
The first clinical tardiness will result in a documented verbal warning. The second clinical tardiness will result in a written warning. The third clinical tardiness will result in a 3% grade penalty deduction from the final theory course. Each subsequent clinical tardiness will result in additional 3% grade penalty deductions from the final theory course. In case of clinical tardiness, students will be allowed to remain in clinical to avoid missing clinical experience time, but penalties described in above will be applied. The instructor will complete the appropriate form to document the exam absence. The student’s signature is not required on the form. Students who have appropriate documentation may submit an appeal to the APG committee to remove the 3% score penalty.
**Laboratory Tardiness**

Laboratory tardiness is defined as:
1) arriving 1-10 minutes late or
2) leaving 1-10 minutes early for any reason.

The first lab tardiness will result in a documented verbal warning. The second lab tardiness will result in a written warning. The third lab tardiness will result in a 3% grade penalty deduction from the final theory course. Each subsequent laboratory tardiness will result in additional 3% grade penalty deductions from the final theory course. In case of laboratory tardiness, students will be allowed to remain in lab to learn the skills, but will still incur penalties explained above. The instructor will complete the appropriate form to document the exam absence. The student's signature is not required on the form. Students who have appropriate documentation may submit an appeal to the APG committee to remove the 3% score penalty.

**Information on Being Unprepared**

**Unprepared** is defined as failure to bring any one of the following materials to clinical or lab:

1) Updated clinical ticket/compliance report
2) Uniform
3) Nametag and agency badge (if applicable)
4) Preparation assignment
5) Nursing Skills Checklist
6) Stethoscope
7) Watch
8) Black pen
   - Additional materials as specified in the course syllabus or as required by the instructor

**Clinical:** Students will be dismissed from clinical and a 3% deduction from their final course grade applied if they:
1) do not have completed preparation assignment or
2) are not wearing the specified clinical uniform, or
3) do not have their updated clinical ticket/compliance report, nametag and/or agency badge (if applicable),

However, If the student did previously complete their preparatory assignment or has their clinical uniform, updated clinical ticket/compliance report, nametag, and/or agency badge easily obtainable, the student will be permitted to retrieve the missing item(s) and return to clinical within one hour. The student will not be permitted to complete the preparatory assignment during clinical hours. Upon returning to the clinical area, the tardy or absence policy will apply depending on the time when the student returns.

**Lab:** Students who are not in appropriate lab attire or do not bring their completed preparation assignment to lab stay in lab; however, a 3% deduction from their final course grade will be applied. However, if the student did previously complete their preparatory assignment but simply forgot to bring it, the student may retrieve it and return to lab within
10 minutes. The student will not be permitted to complete the preparatory assignment during lab hours. Upon returning to lab, the tardy or absence policy will apply depending on the time when the student returns.

The first instance of being unprepared for clinical or lab that does not involve any materials specified above, the student will be given a documented verbal warning and learning contract. See the remainder of this paragraph about the penalty for the second and every subsequent instance of being unprepared for clinical or lab that does not involve any materials specified in above.

**Clinical:** A 3% deduction from their final course grade will be applied and learning contract written for unprepared student with the following exception: If the student can retrieve the missing items within one hour, the student will be permitted do so and return to clinical. Upon returning to clinical, the tardy or absence policy will apply depending on the time when the student returns.

**Lab:** A 3% deduction from their final course grade will be applied and learning contract written for unprepared student with the following exception: If the student can retrieve the missing items within ten minutes, the student will be permitted do so and return to lab. Upon returning to lab, the tardy or absence policy will apply depending on the time when the student returns.

An unprepared penalty (including absence and tardy penalties because of being unprepared) cannot be appealed.

**Open Lab and Being Unprepared:** Open lab is optional, unless you are given a referral by your instructor to improve specified skills. In such a circumstance, this will be treated as an assignment and open lab is mandatory. You must go to open lab for the specified amount of time (if making up clinical time), or until skills are mastered and the open lab tutor is willing to sign off on the referral slip for those skills. At that time, you will return the signed referral form to your instructor. Failure to do so in the time allotted by the instructor on the form will be considered an “unprepared,” and will result in a 3% deduction for the class.

**Information on Referral to the Nursing Academic Progression and Graduation Committee (APG)**

The instructor will complete the appropriate form documenting absence, tardiness, or unpreparedness as soon as possible with or without the student. The student's signature is not necessary on the form. The instructor may email the completed form to the student. The instructor and student may discuss appropriateness of appeal 3% grade penalty deduction from the final theory course at the APG Committee. Appropriate bases for referral to APG will include serious, unusual, and unavoidable events prohibiting student from attendance. The student must provide documentation. Examples include:

1) Illness, injury, childbirth
2) Student's minor child’s emergency,
3) Death of a family member: grandparent, parent, child, sibling, spouse/partner, in-laws
4) Religious observance
5) Subpoena for court appearance, jury summons or other legal appearance
6) Natural disaster

If you are absent due to illness, you must seek medical care and, in appealing the 3% deduction, provide a medical excuse for the date you missed. This excuse must identify the facility, or be on the medical provider's prescription pad. This excuse will be accepted only if signed by a licensed medical provider, such as an MD, OD, PA, or nurse practitioner. If the signature is a stamp, a written signature will also be required.

An appeal to the APG is not appropriate in the following circumstances:
1) Student absences exceeding 16% of the scheduled clinical per course
2) Failure to notify the instructor at least one hour ahead of absence or tardiness (unless has documentation of inability to do so)
3) Unpreparedness
4) If the student does not adhere to the two-week rule (see paragraph E below)

The student will indicate on the form if appeal to APG is requested. The instructor will note the request for an appeal in the “comments” section of the form, and will note the student’s instructors on the form. The instructor will forward the form to the course coordinator and chair of the APG committee. The chair of the APG committee will notify the student’s instructors of an impending meeting involving their student. Results of all APG committee meeting outcomes will be emailed to all faculty.

Two-Week Rule: The student is responsible to go in person to the Nursing Administration Desk in WC K106 within 2 weeks of the absence/tardiness to submit their written appeal of a 3% deduction. If the student does not submit their written appeal to the Nursing Administration Desk at WC K106 within 2 weeks of the absence/tardiness, the APG will not consider their appeal for this 3% grade penalty deduction at any time.

The student’s written appeal must contain the following:
1) written explanation of their appeal
2) written explanation of the circumstances of the appealed situation
3) supporting documentation of their appeal (i.e. doctor's or mortician's note)
4) phone number where student will be available when their appeal is being considered by the APG.
5) student’s email

Students may choose to appear at the APG committee meeting when their written appeal is being considered. If the student does not appear and the APG has questions, the student will be called at the phone number provided by the student.

If a student does not choose to appear at the APG committee meeting when their written appeal is being considered and if the APG committee decides to uphold the 3% deduction, then the student may request to appear at the next scheduled APG meeting to discuss the details of their appeal. This request to appear at the next scheduled APG meeting must be made in person at or via email to the Nursing Administration Desk in WC K106 at least one week prior to the next scheduled APG meeting. If the student does not request at least one
week prior to appear at the next scheduled APG meeting, then the 3% penalty will apply and the APG will not consider the matter again.
A student who has concerns about the decision of the APG, may speak to the Director of Nursing.

See Appendices for a copy of the Attendance and Preparedness Forms

**Faculty Absences**

Due to extenuating circumstances, it may be necessary on occasion for a faculty member to miss a class. In such a situation, if possible, the instructor will arrange for a replacement instructor and the class will be held as scheduled. If the instructor is unable to arrange for a replacement, he or she will contact the students involved to notify them of the cancellation of the class (in the case of clinicals), or have a notice posted on the classroom door. Such absences will, of course, be excused for the students.

**Course Withdrawal and/or Failure**

A student who withdraws from a nursing course or fails to successfully complete a required course in the practical nursing curriculum is terminated from the program. Once terminated from the program, a student who wishes to be reinstated must follow the process for program reinstatement.

If a student elects to reapply rather than request reinstatement to the nursing program, see Readmission to Program.

Students who withdraw from or fail a course must:
1. Obtain and complete Student Withdrawal Forms (available in Nursing Program Office and Nursing Program Guidelines handbook).
2. Schedule an exit interview with the Program Director (recommended also for first semester students). The Program Director may obtain input regarding student’s academic performance from appropriate faculty.
3. Bring the Student Withdrawal Forms to the meeting with Program Director. During the exit interview, the Program Director will develop a plan for remediation and success.
4. If not past the CSN withdrawal date, drop the course in MyCSN.
5. Check with a financial aid counselor regarding implications for financial aid.
6. Follow the process for reinstatement, if desired.

**Reinstatement to the Program**

Students who are terminated or withdraw from their first semester of the nursing program are not eligible for reinstatement, but may reapply to a nursing program.

Students desiring reinstatement into a nursing program must submit a “Limited Entry Reinstatement Committee Student Letter” form to the Program Director. This form must be received by the Program Director no later than one calendar year from the date of their
termination letter. If the “Limited Entry Reinstatement Committee Student Letter” form is received by the Program Director more than one calendar year after the date of the student’s termination letter, then the student is not eligible for reinstatement but may reapply to a nursing program.

In accordance to the Engelstad School of Health Sciences reinstatement policy and process, the Program Director must make a recommendation to the Reinstatement Committee. The following will be used as guidelines for the recommendation:

1. Health problems, which in previous terms resulted in withdrawal or failure to meet course requirements should be cured or controlled before reinstatement. The Nursing Program requires a medical release form addressing specific information for illness/accidents prior to reinstatement.
2. Personal problems, which in previous terms resulted in withdrawal or failure to meet course requirements, should be resolved. The applicant should submit an explanatory statement.
3. If the student received an unsatisfactory grade for a nursing course, s/he must fulfill the remediation contract.
4. Except in very extraordinary circumstances, students with a failure in or withdrawal from any nursing course, who have been reinstated to the program one time, will not be eligible for a second reinstatement.

Students who are reinstated must have a drug screen test as arranged through the Nursing Program.

It is highly recommended that reinstated students attend open nursing lab within the first two weeks of the semester to review the nursing skills learned during their previous semesters.

Readmission to Program

A student who has been terminated from the nursing program may apply for readmission as a new student. A former student selecting this option must meet the current selection criteria, apply prior to the application deadline, and begin the program as a new student in the first semester of the nursing program.

Medication Dosage Calculation Policy

Accurate medication dosage calculation is essential for safe administration of medications. PN students must demonstrate proficiency in dosage calculation by passing a dosage calculation exam administered within the first weeks (as specified in the course syllabi) of PN 104B, 105B, 106B, 107B, 108B, and 109B. If after the initial exam and one retake the student still has not achieved a passing grade, the student will be considered to have failed the course, the student must withdraw from the course, and the student will be terminated from the PN program.

1. If a student fails the first attempt at the dosage calculation exam, the student must see
his/her course instructor to receive a learning contract and be referred for individual remediation within one day.

2. The student cannot pass medications in clinical until they have passed the dosage calculation exam. Any student who violates this policy will be considered to have committed a serious breach of integrity and accountability.

3. If after the initial exam and one retake, the student still has not achieved a passing grade, the student will be considered to have failed the course. The student must see the PN Program Director as soon as possible to withdraw from the course and the PN program.

4. If a student has been terminated from the program due to failure to pass the dosage calculation exam and decides to request reinstatement, the student must show proof of acceptable remediation (toolbox class or individual tutoring) with their reinstatement request.

5. Calculators (non-scientific) are allowed on the exams. Phone calculators are not allowed.

6. The nursing department policy for Attendance and Tardiness will apply to the dosage calculation exams.

<table>
<thead>
<tr>
<th>Course</th>
<th>Expected Score</th>
<th>Number of Attempts</th>
<th>Number of Test Questions</th>
<th>Time Given To Complete</th>
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<td>90%</td>
<td>2</td>
<td>10</td>
<td>30 minutes</td>
</tr>
<tr>
<td>PN 105B</td>
<td>90%</td>
<td>2</td>
<td>10</td>
<td>30 minutes</td>
</tr>
<tr>
<td>PN 106B</td>
<td>90%</td>
<td>2</td>
<td>10</td>
<td>30 minutes</td>
</tr>
<tr>
<td>PN 107B</td>
<td>90%</td>
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</tr>
<tr>
<td>PN 108B</td>
<td>90%</td>
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</tr>
<tr>
<td>PN 109B</td>
<td>90%</td>
<td>2</td>
<td>10</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

**Clinical Policies**

1. General Orientation, as identified by the clinical site, will be arranged by the Clinical Coordinator and/or the Course Coordinator prior to, or at the beginning of each semester.

2. Preparation for clinical is essential. The instructor is obligated to protect patient safety; this includes the necessity to send an unprepared student home from the clinical setting. In courses where “prep sheets” are required, the sheets must be completed and given to the clinical instructor at the beginning of clinical. Unprepared “prep sheets” may result in an unexcused absence. Course preparedness is determined course-by-course. Students should refer to their course syllabus for complete information.

3. If a student receives an Open Lab referral from an instructor, the remediation must be completed before the student returns to the next clinical session. (Refer to Open Lab and Being Unprepared.)

4. Students are expected to be ready to work at the scheduled time.

5. Students must inform the instructor of clinical absence at least one hour before the scheduled experience.

6. Additional breaks for smoking are not permitted during clinical.
7. It is strongly recommended that students not work at least 8 hours immediately preceding their clinical hours.

8. The end of one clinical must be at least 12 hours prior to the beginning of the next clinical experience.

9. The instructor reserves the right to ask the student to leave the clinical area if the student does not meet the dress code for the nursing program/health care facility as outlined, or if the student appears impaired in any way.

10. The English language is to be spoken exclusively in class, lab, and clinical settings.

Uniform and Dress Code

Classroom and Nursing Laboratory: Students must wear appropriate street clothes to all classroom sessions and scrubs with closed toed shoes to lab.

Clinical Setting: Students must adhere to the following requirements for all clinical sessions. The clinical instructor is responsible for monitoring the uniform and dress code and is the final authority for the appropriateness of the student’s dress.

a. Daily shower or bath.

b. Antiperspirant/deodorant daily.

c. No perfumes or other products with strong odors

d. Students will not smell of cigarette smoke while in uniform in the clinical area.

e. Hair clean and off the face; if hair is long, it must be restrained at the nape of the neck. No excessive decorative adornments.

f. Beards and/or mustaches, if worn, must be clean and neatly trimmed

g. Fingernails clean and trimmed short (no more than ¼ inch past the tip of the finger).
   
   •   No artificial nails, defined as application of a product to the nail to include, but not limited to, acrylic, overlay, tips, or silk wraps.
   
   •   No nail jewelry, defined as items applied to the nail for decoration to include, but not limited to, items glued to or pierced through the nail.
   
   •   No nail polish.

h. White leather shoes, clean and in good repair. No open-toed shoes, backless shoes, sandals, or slippers permitted with no exceptions.

i. White over the ankle socks.

j. Students will wear the specified nursing department student uniform whenever in the clinical area. The course coordinator/clinical instructor will inform students regarding the specified nursing department student uniform.

k. Jewelry is restricted to a plain wedding band and a watch. Small post pierced earrings are permitted. Dangling earrings, gauges, and hoop earrings are not permitted.

l. Jewelry in visible body piercing other than ears must be removed if possible or covered whenever present at clinical facility including obtaining assignments and patient information.

m. Tattoos will be covered in clinical according to facility policy. The clinical instructor will inform students regarding the facility policy about tattoos.

n. Name identification is to be worn at all times. A name badge will be provided to the student prior to the first clinical. If the clinical facility requires a specific badge, this must be worn at all times while in the facility.
Note: The nursing program will provide students with one nametag. The student must purchase additional or replacements for nametag.

**Required Equipment**

- a. Stethoscope
- b. Bandage Scissors
- c. Hemostat (straight or curved)
- d. Watch with second hand
- e. Ballpoint pens with black and red ink
- g. Penlight
- h. Clear goggles with full solid side shield
- i. Calculator

**Clinical Assignments**

Students are responsible for preparing for all clinical experiences. Clinical instructors are responsible for informing students of clinical assignments. Assignments will be discussed in a scheduled pre-clinical conference. Students are expected to dress in nursing school uniform whenever at the clinical facility. Students are only permitted in the clinical facility with the knowledge and permission of their clinical instructor. For most courses, simulation will be part of the clinical experience. Two hours of simulation is equivalent to one hour of clinical instruction. Students will be held to the same accountability as for clinical and be responsible to prepare for simulation with assigned scenario material.

**Confidentiality of Patient’s Records**

Students are expected to adhere to the requirements of professional behavior as outlined in the *Engelstad School of Health Sciences Student Handbook*. Under certain circumstances, and with the clinical instructor’s knowledge and approval, students may be granted permission to review a former patient’s record in the Medical Records Department of the affiliating agency for the purpose of completing a nursing care plan or like assignment. In compliance with HIPAA, every student will guard the confidentiality of the patient’s medical record. Patient information may not be removed from the clinical facility. Records are not to be photocopied.

**Leveled Clinical Skills Notebook**

The associate degree nursing student purchases an *Associate Degree Leveled Clinical Skills Notebook* when beginning NURS 101. This notebook is used throughout the nursing program, in all courses with clinical components, to record the laboratory and clinical completion of the critical clinical skills required for each course. An asterisk indicates which skills are considered critical.
The student is responsible for maintaining the *Leveled Clinical Skills Notebook*. If it is lost, the **student is responsible** for obtaining new signatures for all required clinical skills. The *Leveled Clinical Skills Notebook* will be used as a reference for each course clinical evaluation tool. Students must satisfactorily complete at least 90% of the required clinical skills in order to receive a passing grade for the clinical component of the course. The student will bring the *Leveled Clinical Skills Notebook* to the midterm clinical evaluation for review with the instructor.

If, in the clinical instructor’s opinion, sufficient clinical skills have not been completed by midterm, the student is responsible for submitting a plan for performing and completing the necessary skills required for satisfactory completion of the course.

The student will bring the *Leveled Clinical Skills Notebook* to the final clinical evaluation meeting with the instructor. At least 90% of the skills required for the course must be satisfactorily completed and documented in the *Leveled Clinical Skills Notebook* at this time to receive a passing grade for the clinical component of the course.

**Clinical Performance**

1. Clinical is conducted every day specified and for the full time frame specified in the course syllabus.
2. Students’ technical skills will be evaluated on an ongoing basis in the clinical setting according to criteria and standards outlined in the course objectives, as established by the instructor at the beginning of each clinical course. Students must **satisfactorily achieve each clinical objective** in order to meet course requirements and progress in the nursing program. All skills performed in the clinical setting must be initially supervised by the clinical instructor, or designee, who will evaluate the student’s performance in the skill, and who will inform the student when he/she may perform the skill unsupervised. **A student who performs a procedure incorrectly in the clinical setting will be referred to the nursing laboratory for further review and practice.**
3. **Under no circumstances**, after reporting for duty, are students permitted to leave their assigned areas **without the permission** of the clinical instructor.
4. One critical incident in the clinical setting may result in termination from the program (see Critical Incident section).

**Clinical Evaluations**

1. **Midterm clinical evaluation** occurs at mid semester. The clinical faculty member meets with each individual student and discusses the student’s progress toward meeting clinical objectives. A substandard rating will be discussed with the student and expectations for future performance will be put in writing. The clinical faculty member informs the Course Coordinator of all students who may be at risk of being unsuccessful.
2. **Final clinical evaluation** occurs during or after the student’s last clinical experience or during Final Exam Week. The clinical faculty member meets with the individual
students to discuss their clinical performance for the course and assigns a clinical
grade. The clinical faculty member informs the Course Coordinator of any student who
receives a “No Pass” grade and the Course Coordinator informs the Program Director.

Critical Incident

A critical incident is defined as a single, discrete, observable behavior or action which, by
its omission or commission, actually or potentially places the patient or another individual in
physical or psychological jeopardy, or involves ethical or legal issues. Commission of a critical incident may result in failure of the course. The faculty member will
initiate the necessary report form(s) and submit the form(s) to the Program Director and the
Director of Nursing. This report will be filed in the student’s official file in the Nursing
Program Office. An agency incident report may also be required.

Critical Elements

• Safety (actual and potential)
The student will act in a safe manner.

When performing skills, the critical element of safety must be upheld. Safety is defined as
freedom from injury or possibility of injury of any type. Safety includes:
  o Prevention of bacteriological injury through asepsis. Asepsis is of the utmost
    importance from the standpoint of preventing and controlling the spread of
    microorganisms.
  o Prevention of mechanical, thermal, chemical, electrical, and pharmacological
    injuries.
  o Maintenance of psychological safety which includes mental well-being and patient
    comfort by preventing emotional upsets.

The following indicate that the critical element of safety has not been met:
  o Any act or omission which actually and/or potentially endangers the client, others,
    and/or self.
  o Failure to conform to the essential standards of acceptable and prevailing nursing
    practice. Actual injury need not be established.

• Integrity
The student will display behavior of integrity and honesty. Any act or omission that
demonstrates dishonesty or lack of integrity (e.g., fraud, misrepresentation, deceit, and
theft) indicates this critical element has not been met.

• Accountability
The student will demonstrate accountability by accepting responsibility for individual action
and maintaining clinical competency. Failure to demonstrate accountability and
responsibility for behaviors and/or omissions or any other irresponsible behavior indicates
the critical element of accountability has not been met.
Tips for Success

- Cut back on work if at all possible.
- Develop a peer, “buddy” system. Form a study group.
- Get to know your advisor and see that person regularly to discuss your concerns and ask for help.
- Learn to manage time and make it work for you.
- Plan three hours of study time for every credit hour you take. For example, nine credits = a minimum of 27 hours of study a week.
- Study difficult or boring subjects before tackling content you like.
- Study in short sessions.
- Study at your best time of day (most people do best during daylight hours).
- Use your waiting time, e.g., between classes or bus travel time.
- Develop a regular study pattern and a specific place to study (e.g., library).
- Make agreements with living mates about your study time and keep to it.
- Avoid noisy distractions such as TV, stereo, kids, traffic, and telephone.
- Don’t allow others to misuse your time.
- Say NO to unexpected requests for your attention or time.
- Hang a “Do Not Disturb” sign on your door when studying.
- Study objectives and use the learning activities in the syllabus.
- Come prepared to class and to skills lab by completing the readings before the class or lab.
- Give yourself permission to be human – no one is perfect!
- Allow yourself to be:
  - Willing to learn
  - Interested in learning
  - Willing to explore new ideas, attitudes
  - Self-directed
  - Inquisitive…ask questions
  - Willing to risk
  - Intuitive
  - Creative
  - Willing to laugh
  - Willing to be uncomfortable
  - Willing to learn new roles and experiences
  - Joyful, loving, honest, sharing
  - Reality oriented
  - Successful
Student-to-Student Tips for Success

Students attending a National Student Nurses’ Association convention were asked to share one “survival” tip they would like to pass on to beginning students. Their suggestions can be divided into four categories: 1) take care of yourself; 2) take care of each other; 3) take one day at a time; and 4) take care of business.

Take Care of Yourself
- “Set time aside each day for yourself or your family”. “Don’t spend all of your time studying”.
- “Make sure to take care of yourself. Don’t put nursing school ahead of your own health”.
- “Make sure you look your best every day. The better you look, the better others will treat you”.
- “Take a fun elective”.
- “Study hard, but play hard too. Make time for friends. Take walks, work out, dance, swim, play tennis – it will keep you sane”.

Take Care of Each Other
- “Build a support system with your fellow students”.
- “Work together as a class. Don’t let the competitive spirit get in the way”. “Get involved early with NSNA. Networking is important”.
- “Join a study group. I couldn’t have made it without mine”.
- “Study with friends. Try studying for 50 minutes and playing or talking for 10 minutes. Repeat. It’s not much of a social life, but it’s better than nothing”.
- “Get involved with other students. They can help you and you can help them”.

Take One Day at a Time
- “Take it one day, one test, one patient at a time and don’t get discouraged”.
- “Live one day at a time. Once something is done, don’t worry about it. Just keep doing your best at each task”.
- “Make the best of any situation by adjusting your attitude”.
- “Please yourself – be happy meeting your own personal/professional/academic goals”. “Looking at the overall picture can be pretty scary. Just concentrate on one assignment at a time”.

Take Care of Business
- “Make nursing school your first priority”.
- “Take classes seriously. Start out studying hard”. “Maintain good study habits”.
- “Keep up with the reading from Day One”. “Do the reading as you go along. Don’t wait!”
- “Take the extra time needed to do extra readings”.
- “Keep up with school work rather than trying to catch up”.
- “Start a good home library to use for care plans”. “Keep your notes current”.
- “Review notes daily”.

Practical Nursing Program Guidelines
“Organize your time. Conserve your energy”. “Use Sunday night to plan your entire week”. “Create your own flash cards”.

“**Be prepared for three times more work than you ever imagined**”.

“Take a course in stress management”.

“Learn to be happy with Cs and thrilled with Bs (especially if you were a straight “A” student in high school”.

“Get a tutor if necessary”.

“Make sure you’re financially stable enough to work minimal hours while in school”. “Realize that it is impossible to work full-time and be a good student. If you want to survive nursing, don’t try to work full-time”. “Get to know your instructors”.

“Do what the teacher tells you to do. Don’t argue; just do it! It will decrease your stress and your teacher’s stress too”.

“Buy a book on nursing math and bone up ahead of time”. “**Don’t just memorize material. Learn how to apply it**”. “Learn how to live without sleep”.

“Don’t forget to breathe”.

“**keep your sense of humor**”.

GOAL: To attain a passing average for the nursing course

Criteria:

1. Score below 80%, students must make an appointment with their instructor.

Assessments: (circle those that apply)

Did not complete assigned readings
Did not study notes
Did not attend class
Unable to identify relationship between class topic outcomes/objectives and test questions
Reading comprehension
Reading rate
Test anxiety
Pattern of missed questions e.g. recall, application, comprehension, analysis or synthesis.

Pattern related to test taking skills, e.g., Reading into the question, not reading all of the options, missing the key or qualifying word(s), difficulty discriminating the best answer, using personal experience versus standard nursing practice.

Work obligation, e.g., hours worked/time of day work
Family commitments
Personal concerns/issues
Other: ________________________________
Problem Identification:

Problem: _____________________________________________________________

Interventions: (circle)

See academic counselor for study skills
See academic counselor for test anxiety
Complete study skills course
Tutoring
Study Groups
Use test taking software in Computer Lab
Time management and priority setting
Investigate financial aid office
Refer to ACCESS office
Other: ______________________________________________________________

Plan of Action:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

EVALUATION:

____________________________________________________________________
____________________________________________________________________

____________________________________________________________________

Student Signature      Date      Faculty Signature      Date
GOAL: To satisfactorily meet the clinical/lab objectives for the nursing course

Criteria:

1. Unsatisfactory progress in meeting clinical/lab objectives

Assessment: (circle those that apply)

- Unable to apply prior knowledge and skills
- Unable to apply theory content to clinical situations
- Unsafe nursing practice (potential or actual patient harm)
- Unprepared for clinical
- Pattern of repeated errors
- Scope of practice issues/concerns
- Unprofessional socialization into role of nursing issues
- Unprofessional conduct
- Does not follow directions
- Work obligation, e.g., hours worked/time of day work
- Family commitments
- Personal concerns/issues
- Multiple incidents of: ____________________________________________
- Other: ________________________________________________________
Problem Identification:

Problem ______________________________________

Interventions: (circle)

Use open lab for practice

Tutoring

Revise study habits and clinical prep activities

Participate in the development and completion of an individualized plan for re-mediation that provides clear, specific expectations to satisfactorily meet the clinical objectives.

Time management and priority setting

Other: ____________________________________________________

__________________________________________________________

Plan of Action:

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

EVALUATION:

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

Student Signature               Date              Faculty Signature                         Date
COLLEGE OF SOUTHERN NEVADA
NURSING PROGRAM
Lab TARDY (10 min or less)

Student Name: ____________________________________

Date of Tardy: ____________________________________

Lab Course #: ____________________________________

Student’s Instructors: ____________________________________

The following remediation plan will apply: (please check the appropriate line)

Tardy 1: Documented verbal warning __________

Tardy 2: Written warning ________

Tardy 3 or more: 3% deduction from the final course grade __

What serious, unusual, and unavoidable events prohibited student from being punctual and warrants referral to the Admissions/Progression/Graduation (APG) committee?

How much notice did student provide instructor?

Student is appealing the sanction?*: YES ____ NO ____ (Student to initial one)

* Go in person to the Nursing Administration Desk in WC in K106 within 2 weeks of the absence/tardiness which is before ____________ (date) to complete and submit the appeal form

Student signature: ________________________________

Student phone number: ____________________________

Faculty signature: ________________________________ Date: ____________

Faculty comments/recommendations:

Faculty: Please forward a copy of this form to the Nursing Department Administrative Assistant and your course coordinator ASAP.

Faculty comments/recommendations:
COLLEGE OF SOUTHERN NEVADA
NURSING PROGRAM
Clinical TARDY (30 min or less)

Student Name: ______________________________________

Date of Tardy: ______________________________________

Clinical Course #: ____________________________________

Student’s Instructors: _________________________________

The following remediation plan will apply: (please check the appropriate line)

Tardy 1: Documented verbal warning __________

Tardy 2: Written warning ______

Tardy 3 or more: 3% deduction from the final course grade __

What serious, unusual, and unavoidable events prohibited student from being punctual and warrants referral to the Admissions/Progression/Graduation (APG) committee?

How much notice did student provide instructor?

Student is appealing the sanction?*: YES ____ NO ____ (Student to initial one)

*Go in person to the Nursing Administration Desk in WC in K106 within 2 weeks of the absence/tardiness which is before __________ (date) to complete and submit the appeal form

Student signature: _________________________________

Student phone number: _____________________________

Faculty signature: ___________________________ Date: _____________

Faculty: Please forward a copy of this form to the Nursing Department Administrative Assistant and your course coordinator ASAP.

Faculty comments/recommendations:
COLLEGE OF SOUTHERN NEVADA
NURSING PROGRAM
Lab/Clinical Unpreparedness

Student Name: ____________________________________

Date of Incident: ____________________________________

Course #: ____________________________________

Student’s Instructors: ____________________________________

Is this the first incidence of being unprepared? *(mark one below)*

☐ Yes, due to missing clinical/lab preparation/ follow up work/ self-evaluation/journal violation of agency policy. 3% deduction*

☐ Yes, this unprepared is due to another reason. Written warning _________

☐ No, this is second or subsequent incident. 3% deduction*

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*3% deduction will be applied to final course grade. Students will stay in lab unless item can be retrieved within 10 minutes. Students will be dismissed from clinical if without preparation or if a violation of agency policy. Clinical/ lab preparation may not be completed during the scheduled course hours. However, the student may choose to retrieve the missing items/completed preparation (in order to avoid missing clinical/lab time and/or the 3% deduction). In clinical, students may return only if travel time is less than 60 minutes; the tardy or absence policy will apply depending upon when the student returns. An unprepared penalty (including absence and tardy penalties because of being unprepared) may not be appealed.

Description of incident:

Student signature: ____________________________________

Student phone number: ___________________________

Faculty signature: ___________________________ Date: ___________

Additional faculty comments/recommendations:

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Faculty: Please forward a copy of this form to the Nursing Department Administrative Assistant and your course coordinator ASA
COLLEGE OF SOUTHERN NEVADA
NURSING PROGRAM
Lab/Clinical/Exam Absence

Student Name: ___________________________________________

Date of Absence: ___________________________________________

Course #: ___________________________________________

Student’s Instructors: ___________________________________________

Lab or Clinical Absence:
Reflects the _____ incidence within the time-frame of this course.
(1st, 2nd, 3rd, 4th, etc.)

10% or less of total lab/clinical time
(3% deduction from final course grade)

10-16% of the total lab/clinical time or one clinical/lab day (whichever longer)
(3% deduction from final course grade and refer to Director of Nursing to determine viability in course)

in excess of 16% of the total lab/clinical time or one clinical/lab day (whichever longer) (Refer to Director of Nursing to determine viability in course)

How much notice did student provide instructor? _________________________

Exam Absence: Student notified their instructor at least one hour in advance?

□ No – Exam may not be made up and is scored a 0%. This penalty may not be appealed.

□ Yes – Exam penalty is 20% off the student’s exam score. This penalty may be appealed.

What serious, unusual, and unavoidable events prohibited student from being punctual and warrants referral to the Admissions/Progression/Graduation (APG) committee?

Student is appealing the sanction?*: YES ____ No ____ (Student to initial one)

* Go in person to the Nursing Administration Desk in WC in K106 within 2 weeks of the absence/tardiness which is before ___________ (date) to complete and submit the appeal form

Student signature: ______________________ Phone number: ________________

Faculty signature: ______________________ Date: ____________________

Faculty: Please forward a copy of this form to the Nursing Department Administrative Assistant and your course coordinator ASAP.
COLLEGE OF SOUTHERN NEVADA
NURSING DEPARTMENT
RECOMMENDATION FOR REMOVAL FROM A
HEALTH SCIENCES PROGRAM

Student Name ___________________________ Program ________________________
Student ID Number _______________________

Reason for Removal

A. Academic Failure
   Nature of Problem _______________________________________________________
   ____________________________________________________________

B. Unsatisfactory Clinical Performance
   Nature of Problem _____________________________________________________
   ____________________________________________________________

C. Professional Misconduct
   Nature of Problem _____________________________________________________
   ____________________________________________________________

D. Voluntary Program Withdrawal
   Nature of Problem _____________________________________________________
   ____________________________________________________________

I have read and discussed the above with the Program director. I have been informed of the appeals process.

__________________________  __________________________
Student Signature           Date

__________________________  __________________________
Program Director Signature  Date

PRINT Program director Name

Copies to: student, program director, department chair, and dean of health sciences
COLLEGE OF SOUTHERN NEVADA
NURSING DEPARTMENT
Name Change Form

Date:

Original Name:

Changed Name:

Street Address:

Email:

Home Phone:

Cell Phone:

— Legal document or marriage certificate showing name change
— Social Security Card
— Driver’s License
— CSN Admissions and Records (student must purchase a new PreCheck)
— PreCheck
— ATI (Fourth semester only)
— Name Tag(s)
— NV State Board of Nursing (if a CNA)

Submit with supporting documentation to the Nursing Department front desk in K106. Wait for approval email from Program Director or the Director of nursing, before using new name within the nursing program.
THE FOLLOWING INFORMATION WILL BE SENT AS A REFERENCE UPON WRITTEN REQUEST BY A PROSPECTIVE EMPLOYER. AN OFFICIAL COPY WILL BE RETAINED IN THE STUDENT’S FILE FOR ONE YEAR AND WILL BE AVAILABLE UPON REQUEST.

THE FOLLOWING RATING SCALE IS USED:

5 = excellent
4 = very good
3 = average
2 = satisfactory
1 = poor

NAME OF GRADUATE ______________________________________________________

I AUTHORIZE RELEASE OF THIS REFERENCE: ________________________________________

(graduate signature)

DATE OF PROGRAM COMPLETION: __________________________

NAME OF FACULTY PROVIDING REFERENCE ______________________________________

DESCRIPT THE EDUCATIONAL EXPERIENCES IN WHICH YOU OBSERVED OR INTERACTED WITH THE GRADUATE, E.G., CLINICAL, SKILLS LAB, CLASSROOM, ADVISOR. INCLUDE NAME OR FOCUS OF COURSE AND SEMESTER OF PROGRAM CURRICULUM:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

RATINGS:

SYNTHESIZES FACTS AND PRINCIPLES

_____ Uses critical thinking when contributing to the nursing process

_____ Uses principles of biological, psychological, social, and nursing sciences when assisting with the development and implementation of the plan of care

_____ Is proficient in basic nursing techniques and skills
Nursing process

- Contributes to assessment of the client’s health status
- Participates in development of written care plan
- Accurately determines priority of care
- Assists with collection of evaluation data

Communication

- Able to express self effectively – verbally and written
- Modifies communication based on assessment of client needs
- Maintains legal documents and/or records

Self-development/self-awareness

- Is dependable, self-directed, and uses initiative
- Recognizes own abilities and limitations
- Consults with appropriate resources when necessary
- Accepts responsibility for own learning/growth

Management

- Uses systematic organization/sets priorities
- Consults with RN and others and seeks guidance as necessary
- Works well in stable, predictable environment
- Capable of providing nursing care for a group of clients
- Demonstrates leadership potential
Legal-ethical

_____ Aware of LPN scope of practice

_____ Maintains standards of conduct outlined in the ANA code for nurses

_____ Assumes responsibility for individual judgments and actions

_____ Demonstrates an understanding of and commitment to the institution’s established policies

Other comments:

Faculty Signature ___________________________ Date __________
EQUAL OPPORTUNITY IS THE LAW

It is against the law for the College of Southern Nevada as a recipient of Federal financial assistance to discriminate on the following bases:

against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or

making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

1.) The recipient's Equal Opportunity Officer (Mr. Thomas Brown); or

2.) The Director, Civil Rights Center (CRC),
    U.S. Department of Labor,
    200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

For more information contact: Debbie Tanner, Coordinator AA/EEO/ADAA
College of Southern Nevada 6375 W
Charleston Blvd.
WC E 128
Las Vegas, NV 89146
deborah.tanner@csn.edu
702-651-5783

Participant’s Signature Date

An equal opportunity employer/program
Auxiliary aids/services available upon request for individuals with disabilities
702-651-4486