

MIDLAND COLLEGE ASSOCIATE DEGREE NURSING STUDENT HANDBOOK

An addendum to the Health Sciences Policy and Procedure Manual

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Associate Degree Nursing Program Introduction

Overview

Founded in 1982, the Associate Degree Nursing (A.D.N.) program at Midland College is fully approved by the Texas Board of Nursing (BON) and the Texas Higher Education Coordinating Board (THECB). Graduates who successfully complete all degree requirements earn an Associate of Applied Science (A.A.S.) degree, qualifying them to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Upon passing, they become licensed Registered Nurses, ready to practice in diverse health care settings.

The A.D.N. program equips students with the knowledge and skills necessary to address the complex needs of patients and families. The curriculum spans four semesters for traditional students and three semesters for those in the Licensed Vocational Nurse (LVN) to A.D.N. Transition Track. General education and nursing courses align with Midland College policies and meet the rigorous standards set by the BON and THECB. Students benefit from hands-on clinical experiences at local health care facilities and state-of-the-art simulation training at the F. Marie Hall SimLife Center.

Prospective students must satisfy Midland College's general admission requirements and specific A.D.N. program criteria. Traditional cohorts are admitted in both fall and spring semesters, while the LVN-to-A.D.N. Transition Track begins annually in the spring.

With a strong foundation in education, clinical practice, and professional development, the A.D.N. program at Midland College is dedicated to shaping the next generation of compassionate and skilled Registered Nurses.

Philosophy

The Midland College A.D.N. program reflects the college's mission and core values, with faculty committed to creating dynamic learning environments where students cultivate nursing knowledge, clinical judgment, and evidence-based practice. The curriculum prioritizes patient-centered care, emphasizing safe, compassionate, and high-quality care grounded in sound nursing judgment and professional ethics.

Central to the program's philosophy is the integration of leadership, management, communication, and information technology skills. Nurses are prepared to collaborate effectively with patients, families, and interdisciplinary health care teams to plan, deliver, and evaluate care tailored to the unique needs of individuals across the lifespan.

Student-Centered Learning

Faculty foster an active, engaging educational experience that empowers students to take ownership of their learning. Through thoughtfully designed activities, students develop the knowledge, skills, and attitudes essential for professional nursing practice. Active participation in the learning process is encouraged, promoting the achievement of program outcomes and lifelong professional growth.

Graduate Roles and Competencies

The A.D.N. program identifies four essential roles for nursing graduates:

1. Member of the Profession – Demonstrating professionalism, leadership, and a commitment to lifelong learning
2. Provider of Patient-Centered Care – Delivering compassionate, evidence-based care that promotes health, prevents illness, and supports recovery and well-being
3. Patient Safety Advocate – Ensuring a culture of safety through vigilance, accountability, and adherence to best practices
4. Member of the Health Care Team – Collaborating and communicating effectively within interdisciplinary teams to optimize patient outcomes

Graduates integrate general education and scientific principles with nursing knowledge to deliver holistic, patient-centered care. They are trained to build therapeutic relationships, address diverse patient needs, and apply evidence-based practices to health promotion, rehabilitation, and restoration. Equipped with sound clinical judgment and technical expertise, graduates function as ethical and effective leaders, adhering to professional standards and advocating for patient safety and quality care. The Midland College A.D.N. program prepares students to excel as compassionate, skilled, and innovative nursing professionals who positively impact the health and well-being of their communities.

Curriculum Framework for Student Learning Outcomes

The Midland College A.D.N. program faculty has designed a comprehensive curriculum to ensure students are prepared to practice as safe, competent entry-level nurses. The program's Student Learning Outcomes (SLOs) outline the essential skills, abilities, and behaviors necessary for successful program completion. These outcomes are reflected in each course syllabus and weekly performance-based criteria, guiding students toward achieving their objectives.

The curriculum is aligned with the Texas Board of Nursing standards and incorporates the Differentiated Essential Competencies (DECs) and Quality and Safety Education for Nurses (QSEN) standards. These frameworks encompass 25 core competencies across four nursing roles, fostering well-rounded professional development.

SLOs and Core Competencies of New Graduate Nurses

1. Patient Advocacy: Serve as an advocate to provide safe, compassionate patient-centered care for culturally diverse patients and their families
2. Safety and Quality: Promote safety and high-quality care to achieve positive patient outcomes
3. Collaboration: Collaborate with members of the health care team to promote and maintain health of patients and their families
4. Technology Integration: Utilize patient care technologies, information systems, and communication skills that support safe nursing practice
5. Evidence-Based Practice: Utilize nursing judgment based on best current evidence that integrates nursing science in the provision of safe, quality care
6. Professional Standards: Adhere to the legal, ethical, and regulatory frameworks of professional nursing practice

7. Leadership and Management: Demonstrate basic leadership and management skills, including delegation, supervision, and prioritization

Curriculum Highlights

- Student Learning Outcomes Integration: Each course is structured to align its SLOs with program-level goals, ensuring consistent progression and mastery of nursing competencies.
- Weekly SLOs: Performance-based criteria are embedded in weekly objectives, providing clear benchmarks for student success.
- Standards and Competencies: The curriculum emphasizes the DEC and QSEN standards, equipping students with the skills needed for modern, patient-centered nursing care.

This rigorous and thoughtfully developed curriculum ensures Midland College nursing graduates are well-prepared to deliver safe, ethical, and compassionate care while meeting the dynamic challenges of the health care environment.

For further information:

Differentiated Essential Competencies of Graduates of Texas Nursing Programs

https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

Quality and Safety Education in Nursing (QSEN) competencies

<https://www.qsen.org/competencies-pre-licensure-ksas>

Student Responsibilities

Students are required to familiarize themselves with and adhere to the Nursing Student Handbook, the Midland College Catalog, and the Health Sciences Policy and Procedure Manual. These documents outline essential policies, some of which are reiterated in course syllabi. Policies may be updated or introduced during the academic year, and students will be notified promptly and may be asked to acknowledge these changes.

All policies in the Health Sciences Policy and Procedure Manual apply to the Associate Degree Nursing Program except where specifically outlined and listed below.

Alcohol and drug screening

See Health Sciences Policy and Procedure Manual, "Drug Screen".

Texas Board of Nursing NCLEX-RN Eligibility

In accordance with Texas law, the Texas Board of Nursing (BON) determines whether graduates of nursing programs are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). If you have concerns about your eligibility based on the criteria below, you must petition the BON for a declaratory order, which serves as formal permission to take the NCLEX-RN. Detailed information about the declaratory order process is available in the Texas Nursing Practice Act on the BON website. The Program Director can provide additional guidance.

Criminal Background Clearance Requirement

To be admitted into the A.D.N. program, all applicants must successfully complete a criminal background check conducted by the BON. This process includes reviews by the Federal Bureau of Investigation and the Texas Department of Public Safety. As part of your admission process, you have already provided the program either the BON-issued blue card or a letter of eligibility.

If the BON required you to obtain a declaratory order as part of this process, it was necessary to resolve this matter before admission to the program. Students cannot start the program without clearance or a finalized declaratory order.

Questions Regarding Criminal History and Fitness to Practice

The following questions are used to determine your eligibility for the NCLEX-RN. If your answer to any of these questions changes to "yes" at any time during the program, you must notify the Program Director within five business days to discuss how this may affect your eligibility and program status.

Criminal History

Have you:

1. Been arrested or have pending criminal charges?
2. Been convicted of a misdemeanor or felony?
3. Pled nolo contendere, no contest, or guilty to any offense?

4. Received deferred adjudication?
5. Been placed on community supervision or court-ordered probation?
6. Been sentenced to serve jail or prison time, or been under court-ordered confinement?
7. Been granted pre-trial diversion?
8. Been cited or charged with any violation of the law (excluding Class C misdemeanor traffic violations)?
9. Been subject to a court-martial, Article 15 violation, or any form of military judgment/punishment?

Important Notes:

- Expunged or Sealed Offenses: You are not required to disclose expunged or sealed offenses. However, it is your responsibility to confirm the offense has been expunged or sealed. Failure to disclose non-expunged offenses may result in disciplinary actions, including fines.
- Orders of Non-Disclosure: Criminal matters subject to an order of non-disclosure do not need to be disclosed. However, the BON has access to such records and may require additional information if the matter raises concerns about your character or fitness to practice.

Other Eligibility Questions

1. Are you currently the subject of a grand jury or governmental agency investigation?
2. Has any licensing authority ever refused, revoked, suspended, or disciplined a license you currently or previously held?
3. Within the past five years, have you been treated for or addicted to alcohol or other drugs?
4. Within the past five years, have you been diagnosed with or treated for any of the following mental health conditions that may impair your ability to function in school or work?
 - Schizophrenia
 - Bipolar disorder
 - Psychotic disorder
 - Paranoid personality disorder
 - Antisocial personality disorder
 - Borderline personality disorder

Program Policies on Eligibility Changes

If your eligibility status changes during the program (i.e., if your answer to any of the above questions changes from “no” to “yes”), your ability to complete the program, attend clinical sites, or take the NCLEX-RN may be affected. You must meet with the Program Director within five business days of the status change to discuss next steps.

Certain criminal offenses may disqualify students from taking the NCLEX-RN, attending clinical sites, or continuing in the program. It is critical to maintain transparency and ensure compliance with all BON regulations to avoid jeopardizing your education and future licensure.

Children in the Learning Environment

See Health Sciences Policy and Procedure Manual, “Children in the Learning Environment”.

Classroom Attendance

Regular attendance and participation in all nursing courses, including online classes, is essential. Students should establish backup plans for transportation and childcare. If an absence is necessary, students must follow the course syllabus and Classroom Attendance Policy for notification. Punctuality is expected, as tardiness disrupts the learning process; students arriving more than five minutes late may be asked to wait until the next break to enter. This policy applies to the start of class and returning from breaks. When possible, students should notify the instructor of any absence at least two hours before class using the Canvas email system, as attendance and participation are crucial for success.

Clinical Attendance

Regular attendance in clinical courses, including on-site labs and clinical experiences, is mandatory. Students should establish backup plans for transportation and childcare. If an absence is necessary, students must follow the course syllabus and instructor guidelines for notification. Punctuality is essential and reflects professional behavior, and students are expected to participate fully in all clinical assignments.

1. Absence Limitation: Only one absence is permitted during a clinical course. Absences beyond one will result in course failure, regardless of whether they have been made up.
2. Make-up Policy: All clinical absences must be made up. Make-up days or hours will be scheduled at the faculty's discretion, and it is the student's responsibility to coordinate with the instructor regarding these arrangements. Failure to make up all absences will result in course failure.
3. Tardiness: Arriving up to 15 minutes late constitutes a tardy. Arriving more than 15 minutes late will be recorded as an absence. Two tardies will count as one absence.
4. Early Departures: Leaving early on two occasions will also count as one absence.
5. SimLife Center Attendance: The F. Marie Hall SimLife Center is utilized in clinical courses, and all attendance policies will apply. Scheduled simulation hours cannot be made up; any absence or tardiness during simulation will count as a clinical absence and receive a zero for the assigned simulation grade.
6. Clinical Assignments: Students at the Fort Stockton campus must attend assigned clinical experiences in Midland/Odessa and participate in simulations and nursing skills at the F. Marie Hall SimLife Center.
7. Clinical Content Time: Post-conference, pre-clinical content, orientations, debriefings after simulations, and other on-campus clinical assignments count as clinical time, and all attendance rules apply.
8. Breaks and Lunch: For 12-hour shifts, students are allowed a 15-minute break in the morning and afternoon and a 30-minute lunch. For an 8-hour or less shift, students are allowed one 15-minute break and a 30-minute lunch. Students are not permitted to skip assigned lunch or break times to leave clinical early. Students may not consume food or drink in patient care areas.

Compliance Requirements for Clinical Attendance

Nursing students are required to maintain compliance with the established guidelines to ensure their eligibility for clinical experiences. Proof of the required documents was submitted prior to full acceptance into the program. To remain compliant with clinical agencies, students must provide evidence of annual TB and flu immunizations, keep their CPR certification current throughout the program, and maintain health insurance. Additionally, students must adhere to the provided HIPAA policies, attend mandatory clinical orientations, and pay any fees associated with My Clinical Exchange. Failure to provide proof of these requirements before attending clinical will result in the inability to attend, which will count as an absence.

To opt out of the flu vaccine requirement, submit the [Flu Shot Declination Form](#).

Clinical Evaluation

Each clinical course in the curriculum utilizes a clinical evaluation tool tailored to its specific student learning outcomes. These outcomes include defined criteria for assessing the student's clinical performance. Instructors will complete the evaluation form around the midpoint of the course for formative assessment and again at the end for summative evaluation. Students will receive a PASS or FAIL grade for the clinical course based on the summative evaluation, with all performance criteria needing to be met to pass. Additionally, each clinical course is paired with a co-requisite didactic course, and students must pass both in the same semester to progress to the next semester or graduate.

Dress Code and Professional Image

This policy establishes the standards for uniform, tattoos, jewelry, piercings, hair, nails, personal hygiene, attire, and overall professional appearance for nursing students in both clinical and classroom settings. Designed to align with the expectations of our nursing program and clinical partners, this comprehensive policy promotes the highest levels of professionalism, safety, and respect for our patients, the nursing profession, and the institution as a whole. Students who do not comply with these standards may be dismissed from any class or clinical activity, resulting in an absence being recorded.

Uniform Requirements

To maintain a professional and consistent appearance, the following uniform guidelines must be adhered to:

- Scrub Pants: Full-length black scrub pants must be neatly hemmed to a length that does not touch the floor. Pants with elastic bands around the ankles, such as "joggers," are permitted.
- Scrub Top: A hunter green scrub top is required. A black crew neck short or long-sleeved shirt free of any printing, pattern, or adornment, may be worn tucked in underneath the scrub top. If you opt not to wear a shirt underneath your scrub top, it is essential that the scrub top provides sufficient coverage to ensure that no skin is visible, particularly in the chest and waistband areas and that it does not gap or ride up to expose these areas. The Midland College A.D.N. patch must be attached to the left shoulder of the scrub top.

- **Jacket:** If a jacket is desired in the clinical area, it must be a black, long-sleeve scrub jacket. Hoodies or other types of black jackets are not acceptable. The Midland College A.D.N. patch must be attached to the left shoulder of the scrub jacket.
- **Shoes and Socks:** Black shoes and shoelaces are required, and shoes must be clean. Students may wear either athletic shoes or professional nursing shoes, provided they are fully enclosed at the toes. Black socks that cover the ankle are required. If crocs or clogs are worn, they must have a strap worn behind the heel. Non-permeable shoes are preferred for protection against fluids.
- **Identification Badges:** A Midland College name badge must be worn along with any hospital-issued badges when in uniform. Badges must be visible and worn above the waist.
- **Face Masks and Eye Protection:** If face masks are required in clinical areas, students must follow the clinical site's guidelines regarding the type of mask to wear.
- **Cultural or Religious Accommodations:** Students with specific uniform requirements related to cultural or religious practices are encouraged to consult with the A.D.N. Program Director to discuss suitable accommodations.

Classroom Exceptions

- For classroom settings only (never clinical settings), the outlined dress code applies, but Midland College branded sweatshirts or hoodies are permitted; however, the hood must remain down. Please note: Due to ATI testing regulations you may be required to remove any jacket or hoodie before testing, so be sure to wear appropriate attire underneath on test days.
- Instead of a scrub top, you may wear a T-shirt representing the National Student Nurses Association, MC Student Nurse, or Alpha Delta Nu Honor Society along with your scrub pants. These shirts are acceptable at all times, except during activities classified as clinical (such as skills check-offs or simulations) or when specifically requested by faculty for special occasions, such as group photos. For information on purchasing shirts, please contact an SNA member or your faculty advisor.

Tattoos

Tattoos are permitted under limited circumstances. Specific guidelines include:

- **Not Allowed:**
 - Tattoos on the face, front of the neck, above the collar line, or on the head.
 - Tattoos that display messages or images that are obscene, advocate gang representation, or include sexual, racial, or religious discrimination, profanity, sexually explicit content, or are otherwise inappropriate for the workplace.
 - Any tattoo that does not comply with these guidelines must be covered with bandages, clothing, or cosmetics.
- **Allowed:**
 - Tattoos may be visible in other areas (such as the arms or hands), provided they do not display obscene or inappropriate messages as outlined above.

Jewelry

- Jewelry must not pose a safety risk to the wearer or others and must not interfere with job performance.
- **Rings:** Only one engagement ring, wedding ring, or ring set is allowed, or alternatively, a single small ring may be worn.
- **Earrings:** The student may wear only two small stud-type (not dangling) earrings per ear.

- Pins, buttons, jewelry, emblems, or insignia bearing political, controversial, inflammatory, or provocative messages are not permitted.

Piercings

- Small nose piercings or studs are allowed.
- Jewelry in the lip, eyebrows, septum (nose), or other parts of the face is not allowed.
- Gauge earrings larger than 3/8 inch (9.525 mm) are prohibited. Larger gauges must be covered with flesh-colored “plugs” or a non-transparent surgical cap.

Hair

- Hair, including facial hair, must be a natural color, clean, and neatly styled.
- During class instruction, students may wear their hair down.
- Clinical Situations: During any clinical setting—whether at a clinical site or in the SimLife Center or campus lab for simulations, check-offs, or practicing skills—the student’s hair must be up, off the shoulders, and away from the face. Hair must be secured with a clean, neutral-colored barrette, elastic band, or headband of 2 inches or less to keep it in place. Headbands must not be worn lower than the natural hairline.
- Facial Hair: Established beards that are short and well-trimmed are acceptable. Students without established beards must be clean-shaven. Facial hair must not interfere with personal protective equipment.

Nails

- Fingernails must be short, well-trimmed, and clean.
- Nail polish, overlays, or artificial nails of any kind are prohibited.

Personal Hygiene

- Students must maintain good personal hygiene. Clinical site managers and/or faculty may send a student home if personal hygiene is deemed offensive.
- Open or healing wounds must be properly covered at all times.

Tobacco-Free Environment

- Students are expected to comply with the tobacco-free policies at all clinical sites.
- Tobacco use, including any type of chew, cigarettes, e-cigarettes, vaping, cigars, or pipes is strictly prohibited during clinical hours.
- Students must not carry the odor of tobacco during clinical activities, as this can impact the professional environment and patient comfort.

Chewing Gum

- Chewing gum is prohibited at all clinical sites.
- In class and during campus activities, students must ensure that chewing gum does not become a distraction.

Earbuds/Headphones

- Earbuds, earphones, and headsets are not allowed in any clinical site or setting.

Electronic Communication Equipment

Students must be aware that the use of electronic communication devices are distracting to self and others in classroom and clinical environments. Students should provide family members and others with the A.D.N. program office phone number (432-686-4862) for emergency purposes. In case of an emergency, the Division Secretary will relay messages to students through the instructor.

Classroom

All electronic devices must be set to silent and kept out of sight unless otherwise directed by the instructor for group activities. Texting is not permitted during class. Students should not leave the classroom to respond to text messages or make/receive phone calls unless there is a potential emergency. In such cases and when possible, the student should inform the instructor before class begins that they may have to step out.

There will be no recordings made in the class environment with any device.

Clinical Areas

The use of electronic communication devices (cell phones and smart watches) is prohibited at clinical sites and in clinical settings such as nursing labs and the F. Marie Hall SimLife Center. Students should give family members and significant others the phone number to their assigned clinical site. All electronic communication equipment must be silent and kept out of sight. Students may use electronic devices on breaks. Violation of this policy may result in the student being sent home from the clinical facility (resulting in an absence with requiring hours to be made up).

See Health Sciences Policy and Procedure Manual, "Personal Electronic Communication Equipment" and "Disciplinary Categories"

Grading

The following grading scale will be followed for all RNSG courses:

- A= 100 – 90
- B= 89.9 – 80
- C= 79.9 – 75
- D= 74.9 – 60
- F= 59.9 or below

No grades will be rounded in the nursing program including final course averages. A semester grade of less than "C" is not considered passing in any required nursing course or in any course required for the degree.

Clinical courses are graded as PASS or FAIL based on a course-specific evaluation tool. A failure will occur if the student does not meet all clinical objectives at the required level, or if unprofessional behavior or unsafe practice is demonstrated.

Competence in nursing procedures is essential and is graded as PASS or FAIL based on evaluation rubrics. Students are allowed two attempts to successfully complete the nursing skills evaluation, with remediation encouraged between attempts. Failure to demonstrate competence will result in course failure, and a grade of F or W will be recorded per the College catalog and calendar.

Graduation

To be eligible for graduation, students must meet the requirements for the Associate in Applied Science (A.A.S.) in Nursing, as outlined in the Midland College Catalog. Graduation requires completion of all required courses in the A.D.N. curriculum with a minimum grade of "C."

The Texas Higher Education Coordinating Board mandates a capstone experience, which for this program is the faculty-approved Curriculum Improvement Preparation for the NCLEX exam. In addition to completing all course requirements, graduation candidates must:

- Achieve a satisfactory score on the Curriculum Improvement Preparation for NCLEX exam (or a prescribed alternative)
- Complete the NCLEX review course in the same semester as graduation
- Pass the nursing jurisprudence exam required by the Texas Board of Nursing
- Settle all financial obligations to the college
- Apply to graduate with the registrar's office. Watch for a link on the MC website.
- Return any borrowed school property

Incident Reports

Maintaining patient and client safety in the clinical setting is paramount. Incident reports are used to promote self-awareness, quality improvement, and professional accountability.

An incident is any event that could result in harm to self or others, including a compromised patient's welfare or treatment plan. This may be due to omission, error, or unsafe practice, and may cause physical, mental, or economic harm. Incidents can occur in various settings, such as hospitals, community agencies, or simulation labs.

Procedure:

Incidents not involving safety or legal/ethical concerns may not require a formal report, but may still be documented at the instructor's discretion.

1. The student must notify the instructor and relevant staff immediately after any incident. If the faculty or staff identifies an incident, they will notify the student.
2. For incidents requiring physician notification (e.g., medication errors), the clinical agency staff is responsible for contacting the physician. The student must follow up with staff to confirm notification and response.

3. The student and instructor will complete the Midland College Health Sciences Incident Report Form, ideally on the day of the incident. If the clinical agency requires a separate report, it should be signed by the student, instructor, and staff nurse.
4. The completed incident report is submitted to the Program Director for review and may be shared with the entire faculty.

Action:

The severity and nature of the incident will guide action. Potential actions include counseling, remedial work, or additional clinical assignments. The student may be required to present the error or incident, including relevant evidence-based research from literature along with a plan for future action to chosen faculty members. In this case the assignment will be thoroughly explained, and a grading rubric will be provided. All incidents will be documented in the student's file.

Midland College A.D.N. Program
Incident Report Form

Student Name: _____ Course # & Name: _____

Instructor: _____ Date of Incident: _____

Incident Time: _____ Facility: _____ Unit: _____

Describe the incident: Include all pertinent information including any events leading to the incident. Use only patient data that is important to the incident, but NO personal information such as initials, room or hospital numbers, age, admission date.

Describe what happened when the incident was discovered: Describe actions taken regarding the patient, student, staff and/or institution including, but not limited to, incident reports, physician notification, patient care alterations, access to facility services, and collaboration with instructor and staff.

Describe that you would have done to prevent the incident from occurring. What did you learn from this experience?

Inclement Weather

Midland College faculty and students should monitor weather conditions through reliable media sources and the MC webpage. College closures or delays will be communicated via the local media, the college alert system, and the college website. The Williams Regional Technical Training Center (WRTTC) follows Fort Stockton ISD's open/close decisions, which are announced locally.

Nursing faculty working in clinical settings may need to make early decisions about travel safety. If the College has not officially canceled or delayed classes, faculty will consult with the Program Director or Dean of Health Sciences and will notify students of altered class or clinical schedules. Students should notify their instructor if they feel driving is unsafe. No penalties will be imposed for weather-related absences or tardies if the College has officially canceled or delayed classes, but all missed clinical time must be made up per the instructor's schedule.

See Health Sciences Policy and Procedure Manual, "Inclement Weather."

Medication Math Competency Testing

Medication calculation competency is assessed at specific points throughout the curriculum. Students must demonstrate proficiency in medication calculations each semester to ensure the safe administration of client medications before performing this task in clinical settings.

- **Attempts:** Students are allowed **three attempts** on each medication math competency exam, as scheduled by the instructor.
- **Remediation:** Time will be allowed for required skill improvement after a failed attempt. **Assessment Technologies Institute (ATI)** has practice problems, and faculty or staff are available to assist students in mastering the material.
- **Clinical Participation:** Students may participate in all clinical activities **except medication administration** until a passing score of **95%** is achieved.

If the student fails to achieve **95% after the third attempt**, remediation with the instructor must be completed before medication administration may occur in the clinical setting. Instructor **approval of competency** is required prior to the student being allowed to administer medications in clinical practice. All remediation and competency must be established by the end of week four. Failure to demonstrate competency in safely administering medications will result in an "NM" (Not Met) evaluation on the clinical performance assessment for each clinical course. Clinical performance is assessed as either "M" (Met) or "NM" (Not Met). A rating of "M"

indicates that the student has successfully met the clinical objectives at the required level of competency. To pass the clinical course, students must receive a rating of "Met" for all learning objectives.

Outside Employment

Midland College is not responsible for students employed while enrolled in the nursing program. Students are accountable to their employer, and a passing grade on a skill check-off does not permit them to perform that skill in a clinical setting. The liability insurance purchased with tuition is valid only in the student role, not as an employee. Students must not present themselves as Midland College nursing students while working. Students must not wear the Midland College nursing uniform or ID during employment. Non-compliance with these rules may result in disciplinary action as outlined in the *Health Science Policy and Procedures Manual, "Outside Employment."*

Students working while enrolled in the program are encouraged to manage their time effectively, as the nursing program is demanding. Conflicts between a student's employment and the ADN program schedule will not be accommodated. Students are expected to treat the ADN program as a full-time commitment.

Pregnancy and Pregnancy-Related Conditions

See Health Sciences Policy and Procedure Manual, "Pregnancy and Pregnancy-Related Conditions."

Professional Conduct

Students must avoid behavior that jeopardizes the safety or well-being of patients, clients, families, clinical staff, faculty, and peers. Violations of laws or Midland College policies, including the student handbook, are prohibited. The A.D.N. department adheres to Midland College's policies on Student Conduct (FLB), Alcohol and Drug Use (FLBE), and Disciplinary Procedures (FMA), with penalties for misconduct outlined in policy FM.

Students must maintain high standards of character and conduct. The Texas Board of Nursing requires nursing programs to outline dismissal criteria based on behavior that could harm patients, criminal conduct, lack of fitness to practice, or poor professional character. "Good professional character" refers to behaviors that align with the Nursing Practice Act and accepted nursing standards.

Disciplinary actions, including dismissal, may result from the following:

1. Abandoning patient care
2. Dishonesty or falsifying records
3. Violating confidentiality (e.g., sharing patient information or social media misuse)

4. Scholastic dishonesty
5. Soliciting gifts or money from patients
6. Violating hospital or clinical policies
7. Threatening patient safety through negligent actions
8. Exercising poor judgment or acting independently without supervision
9. Performing nursing skills without proper supervision
10. Failing to take responsibility for unethical actions
11. Disclosing confidential patient information
12. Seeking personal medical consultations in a clinical setting
13. Disruptive behavior that impedes communication and performance
14. Engaging in incivility, aggression, or bullying

Non-compliance with these standards will result in disciplinary action as outlined in the Disciplinary Categories Policy. Additional corrective measures, including ungraded assignments, may be implemented at the discretion of the instructor in collaboration with the Program Director and/or Dean of Health Sciences.

See Health Science Policy and Procedure Manual, "Health Sciences Student Conduct" and "Disciplinary Categories"

Progression

To progress through the nursing program, students must successfully complete all nursing courses in sequence and meet the following requirements:

- **Course Requirements:**
 - Didactic nursing courses must be passed with a minimum grade of 75%. Scores will not be rounded.
 - Clinical courses must be passed with a grade of "PASS."
 - If not previously taken, PSYC 2314-Lifespan Growth and Development and the Humanities elective must be completed and passed before entering the third semester of nursing courses.
- **Course Failures and Withdrawals:**
 - If a didactic course with a co-requisite clinical course is failed, the student must be removed from both courses and must retake them together. The student will receive an "F" for the didactic course and either a "W" or "F" for the clinical course, depending on the withdrawal date. The didactic and clinical courses are considered a single withdrawal when failed/dropped together.
 - If a clinical course with a co-requisite didactic course is failed, the student must be removed from both courses and must retake them together. The student will receive an "F" for the clinical course and either a "W" or "F" for the didactic course, depending on the withdrawal date. The didactic and clinical courses are considered a single withdrawal when failed/dropped together.

- If a course is failed, it must be retaken in the next semester that the course is offered. If the student does not retake the course in the next semester, they must reapply to the program and restart from the first semester.
- Students are allowed a maximum of two attempts for each individual course, including withdrawals and failures. If a course is not successfully completed after two attempts, the student will be withdrawn from the ADN program.
- Students who are withdrawn may reapply for admission to the first-semester during the next available application cycle. If readmitted, students must re-enter the program as part of the first-semester cohort, regardless of the semester they were in prior to withdrawal or failure. Admission is not guaranteed and will follow the same procedures as for new applicants. Applicants will be ranked among all candidates, and only those scoring within the top accepted group will be admitted.
- If a readmitted student fails any course again, they will be permanently ineligible for readmission to the ADN program.
- **Readmission and Guidance:**
 - After withdrawing or failing a course, the student must meet with the instructor and Program Director for guidance on repeating the course. Readmission is not guaranteed.
 - Students repeating a course may be required to meet periodically with the Program Director to assess progress and address barriers to success. Progress notes will be documented in the student's file.
- **LVN to ADN Transition Students:**
 - Students who fail a first-semester course must reapply to the program, as these courses are offered only once annually.
 - RNSG 1201 *Pharmacology* will not need to be repeated if a grade of "C" or higher was earned. All other RNSG courses must be repeated.

Readmission

Students may be unable to progress in the nursing program due to course failure or withdrawal for personal or academic reasons. To continue in the program, students must request and receive approval for readmission, following the guidelines outlined below.

Guidelines for Readmission:

- **Application Process:** Students must submit a written request for readmission to the Program Director for the next semester in which the course to be repeated is offered. Readmission is contingent upon meeting the application criteria listed above.
- **Readmission Limit:** Only one readmission is permitted during the program.
- **Multiple Failures:** Students who fail more than one course in the same semester are not eligible for readmission to that semester. They may reapply to begin the program again in the first semester, provided they meet all current admission requirements. This will be considered their second and final admission to the program.

- Interview Requirement: Before readmission is granted, applicants may be asked to meet with the Program Director to discuss resources and strategies for success.
- Exclusion Criteria: Students dismissed or failing a course due to conduct that severely threatens patient safety, demonstrates a lack of moral character, professionalism, or judgment, or violates college or clinical agency policies will not be eligible for readmission under any circumstances.

Risk Acknowledgement

Students in the Associate Degree Nursing (ADN) program should be aware of potential health risks they may encounter during their studies and nursing practice. The program adheres to safety guidelines established by organizations such as the CDC, OSHA, and the Texas Department of State Health Services to protect students, patients, and their families. Students will receive instruction on infection control and workplace safety specific to each practicum center throughout the program. Faculty prioritize student safety by providing education on infection control, proper use of PPE, and vaccinations to mitigate health risks.

General safety and infection control considerations for all patient care situations include performing hand hygiene before and after every patient contact, proper disposal of sharps, covering wounds, avoiding contact with face and hair, and using PPE appropriately.

Skills Evaluation

Clinical Skills Check-Off Policy

Each clinical course in the nursing program includes a clinical evaluation tool designed to assess student performance based on specific learning outcomes and evaluation criteria for that course. Students must demonstrate proficiency in required skills before participating in clinical experiences.

Skill Check-Off Requirements:

- Students will have access to instructional videos via the ATI platform and designated practice time to prepare for skills check-offs.
- A list of required skills will be provided in advance, and students are encouraged to seek clarification from instructors if needed.
- Skills check-offs must be successfully completed and passed prior to clinical participation.

Grading and Progression:

- Skills check-offs are graded on a PASS/FAIL basis. To achieve a PASS, students must meet all performance criteria outlined in the clinical evaluation tool.
- Students are allowed two attempts to pass each skill check-off.
- Failure to pass a skill after two attempts will result in a FAIL for the clinical course. As clinical and didactic courses are co-requisites, students will be required to withdraw from the didactic course, and both courses must be repeated and successfully completed to progress in the program.

Student Responsibilities:

- Students are responsible for practicing and preparing for skills check-offs and may be required to submit proof of practice.
- Questions about skill performance should be addressed with the instructor before the check-off evaluation.
- No additional attempts will be granted once a FAIL is received for the skills check-off.

Student Associations

Midland College offers a variety of student activities, including events, lectures, intramurals, and clubs, to enhance the classroom experience. The National Student Nurses Association (NSNA), sponsored by the A.D.N. faculty, promotes professional growth, fellowship, academic support, and community service for nursing students. Membership, open to all A.D.N. students, includes state and national association dues. Students must meet academic and clinical requirements to attend NSNA activities, with potential faculty-approved exceptions to the Clinical Attendance policy.

Student Illness or Injury

Students must immediately notify their instructor if injured or exposed to an infectious disease in a clinical setting, such as through needlestick injuries, mucous membrane contamination, or slips and falls. *See Health Sciences Policy and Procedure Manual, "School-Related Accidents, Injuries, and Exposures."*

Student-Instructor Communication

Students should notify the Health Science Division Secretary of any changes to their contact information to ensure timely communication about program-related matters and post-graduation surveys. All student-instructor communication should occur via Canvas or office phone, and students must regularly check Canvas announcements. Meetings with instructors are available during office hours or by appointment, and urgent messages will be routed through the department. *See Health Sciences Policy and Procedure Manual, "Student-Instructor Communication."*

Testing

The A.D.N. program at Midland College upholds strict guidelines for course exams to ensure fairness and academic integrity. All exams are scheduled by faculty, listed on the course calendar, and administered in designated locations, such as Midland College computer labs, using platforms like ATI. Adherence to the following policies is mandatory:

General Testing Guidelines

1. Timing and Attendance:
 - Exams begin promptly at the scheduled time.
 - Students who arrive late for instructor-made exams will only have the remaining allotted time to complete the exam; no additional time will be granted.
 - For ATI proctored exams, late students will not be allowed to test, as all students must be present during the required pre-exam script reading.
2. Prohibited Items:
 - Personal items, including cell phones, electronic devices, and bags, are strictly prohibited during exams and must be stored away from the testing area.
 - Access to any unauthorized materials or devices is not permitted.

Missed Exams and Make-Up Policy

- Notification of Absence: Students unable to attend an exam must make every effort to notify the instructor in advance.
- Consequences for Missing Exams:
 - Instructor-made exams: A missed exam will result in a grade of zero.
 - ATI proctored assessments: Points will be forfeited, but students are still required to complete the assessment.
- **Make-Up Exams:**
 - It is the responsibility of the student to schedule all make-up exams with the instructor. Make-up exams will be administered during the **final three weeks** of the course.
 - Failure to schedule a make-up exam will result in a grade of zero.

Academic Integrity

- Any form of cheating, collusion, or copying during an exam will result in a grade of zero.
- Additional consequences may include course failure and dismissal from the program.

Non-Compliance and Disciplinary Actions

Students are expected to follow all relevant policies and guidelines, including:

- The course syllabus
- Midland College Student Conduct Policies
- Health Sciences Policy and Procedure Handbook
- Midland College Nursing Program Student Policy Handbook
- Computer lab protocols

These policies ensure a structured, equitable testing environment that upholds the integrity of the nursing program and supports student success. Failure to comply with these standards will result in disciplinary action.

See Health Sciences Policy and Procedure Manual, "Disciplinary Categories."