

Kirkwood Community College Nursing Student Handbook 2026-2027



Nursing | Kirkwood Community College | Cedar Rapids, Iowa

www.kirkwood.edu/health | Health Department | 2164 Linn Hall | 319-398-5563

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TABLE OF CONTENTS

HANDBOOK INFORMATION.....	5
• Welcome	
• Student Responsibilities	
• Kirkwood Community College Academic and Student Procedures	
PROGRAM FOUNDATION AND OVERVIEW.....	6
• Mission Statement, Mission, Philosophy, and Values	
• Organizing Framework and Program Model	
• Accreditation	
• Practical Nurse and Associate Degree in Nursing Program Outcomes	
CURRICULUM.....	9
• Practical Nurse Program Option	
• Associate Degree in Nursing Program Option	
• Curriculum Plan	
• Licensed Practical Nurse Transfer Program Option	
• Course Descriptions	
• Program Cost Estimates Table	
ADMISSION REQUIREMENTS.....	13
Admission to PN and ADN Programs	
• Course Requirements	
• General Requirements	
• Healthcare Background Requirements	
• Math Requirements	
• Program Compliance Requirements	
• Additional Notes	
Admission to LPN Transfer Program	
COMPLIANCE EXPECTATIONS.....	16
• Non-compliance	
• Clinical Partner Requirements	
• Nursing Compliance Process	
• Background Check / Criminal History	
PROFESSIONAL BEHAVIOR EXPECTATIONS.....	18
Professional Standards Categories	
• Professional Policies: Engagement and Responsibilities Policies and Procedures	
○ Makeup Policy	
○ Late to Exam/Quiz Policy	
○ Uniform Policy	
○ Nursing Lab Policies	
○ Nursing Simulation Policies	
○ Communication and Digital Devices Policy	
• Professional Policies: Caring and Compassion Policies and Procedures	
○ Student Conduct and Behavior	
○ Non-Discrimination Policy	
• Professional Policies: Ethical Conduct Policies and Procedures	
○ Academic Integrity Policy	
○ Substance Use Policy	
○ HIPPA Policy	
• Professional Policies: Patient Safety Policies and Procedures	
○ Clinical Impaired Behavior Policies	
○ Clinical Patient Transfer Policies	
○ Clinical Patient Care Policies	
○ Clinical Communication Policies	
○ Clinical Site Policies	
○ Clinical Medication and Procedure Policy Table	
○ Clinical Unsafe Behavior	

○ Clinical Placement Procedures and Policies	
Professionalism Improvement Plan Policy and Form	
GRADING AND EVALUATION	38
• Nursing Grade Scale, Rounding, Extra Credit	
Exam and Quizzes	
• Exams/Quizzes Policies and Procedures	
• Exam/Quiz in Class Review Policy	
• Exam/Quiz Cover Sheets	
• ATI Program	
• Accommodations	
STUDENT RESOURCES	46
• SOAR Program	
• Student Hours	
• Student Learning Support	
• Talon Current Nursing Students	
• Kirkwood Community College Student Support	
PROGRESSION REQUIREMENTS	48
• Clinical Course Progression Requirements	
• General Course Progression Requirements	
• Readmission Policy and Application Form	
• Voluntary Semester Off/Split Semester Policy and Form	
GENERAL INFORMATION	53
• Student Nurse Organization	
• Program Completion	
○ Academic and Graduation Requirements	
○ Licensure Requirements and Moving to Another State	
○ Student Governance	
○ Articulation with RN-BSN Programs	
• Health Department Contact Information and Organizational Chart	
• Health Department Nursing Faculty	
APPENDICES	57
• Appendix A: Health Department Compliance Action Plan	
• Appendix B: Student Physical Form	
• Appendix Links:	
○ Kirkwood Authorization to Release Information to an Affiliated Agency	
○ Kirkwood Student/Visitor Injury Report Form	
○ Kirkwood Bloodborne Pathogen Treatment Form	
○ Kirkwood Nursing Latex Allergy Form	
○ Kirkwood Nursing Student Travel Contract Form	
○ Kirkwood Nursing Audio Recording Agreement Form	
○ Kirkwood Nursing Dosage Calculation Rules	
○ Kirkwood Nursing Lab Values Sheet	
• Nursing Student Handbook Acknowledgement Form	

HANDBOOK INFORMATION

Welcome to the Kirkwood Community College Nursing Program! We are truly delighted that you have chosen to begin your nursing journey with us. Joining this program means becoming part of a supportive learning community dedicated to helping you grow into a knowledgeable, compassionate, and confident professional nurse. We recognize the commitment it takes to pursue nursing, and we are honored to partner with you as you take this important step toward a meaningful and impactful career.

The foundation of our program is shaped by the core values of Kirkwood Community College: integrity, respect, responsibility, excellence, and collaboration. These values guide how we teach, learn, and care for others. You will see them reflected in the expectations we hold, the relationships we build, and the culture we foster. We are committed to creating an environment where you feel welcomed, challenged, and supported as you discover your strengths and develop your professional identity.

Throughout your time in the program, learning experiences are intentionally designed to help you achieve the outcomes that prepare graduates for today's dynamic healthcare environment. You will develop the ability to provide safe, patient-centered, evidence-informed care; strengthen your clinical judgment and critical thinking; collaborate effectively within healthcare teams; demonstrate professionalism and ethical practice; and engage in continuous learning and quality improvement. These outcomes reflect both the expectations of the nursing profession and our belief in your capacity to make meaningful contributions to patient care and community health.

Our curriculum and processes align with the standards of the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), ensuring that your education meets nationally recognized benchmarks for quality and excellence. Through this alignment, we remain committed to student-centered teaching, transparency, continuous program improvement, and preparing graduates who are responsive to the evolving needs of healthcare and society.

This handbook is one of many resources intended to support you along the way. While it provides important policies, guidelines, and program information, it also represents our shared commitment to your success. Faculty and staff are here to guide, mentor, and encourage you through both challenges and achievements. We celebrate your decision to join this profession and look forward to witnessing your growth, resilience, and accomplishments.

Student Responsibilities

Each student is responsible for familiarity with and accordance with the information in this nursing program handbook and the Kirkwood Community College Academic Student Procedures. Failure to read the information will not be considered an excuse for non-compliance. Kirkwood Academic Student Procedures are available at <https://creditcatalog.kirkwood.edu/academic-student-procedures/>. Procedures and policies in this handbook have been adopted by the program faculty. If a student believes an extenuating circumstance justifies a waiver of a particular policy, the student may contact the Health Department. The program reserves the right to change policies or revise curricula as necessary. Students will be notified of changes in a timely manner through designated nursing program communication methods (e.g. Talon - Current Nursing Students, Kirkwood email, current Talon course announcements).

Kirkwood Community College Academic and Student Procedures

Refer to [Kirkwood Academic and Student Procedures](#) for the following college-wide policies:

- Academic and Enrollment Procedures
 - Academic Integrity Procedure
 - Appeal of Policy
- Financial Aid Procedures
- General Procedures and Student Rights
 - Accommodations Services for Students with Disabilities
 - Pregnant Student Accommodations
 - Sexual Harassment Procedure
 - Student Complaint Procedure
 - Student Conduct Code
 - Student Records / FERPA
- Grades / Final Grade Appeal Procedure
- Equal Employment Opportunity / Equal Rights

Non-Discrimination Statement

Kirkwood Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, or other protected classes in its programs and activities. Inquiries may be directed to the Kirkwood Equal Opportunity Officer at 319-398-5572.

NURSING PROGRAM FOUNDATION AND OVERVIEW

Mission, Philosophy, and Values

Mission Statement

Guide, Advise, and Educate Caring, Competent Future Nurses

Mission

The Kirkwood Community College Nursing Program promotes the nursing profession by providing quality evidence-based education that fosters compassionate care to diverse individuals, families, communities, and populations across the lifespan. The mission of the nursing program at Kirkwood Community College reflects the mission, values, and vision of the college and the art and science of nursing. This aligns with Kirkwood's mission statement, instilling the value and significance of lifelong learning and providing learning solutions for the 21st century.

Philosophy

The nursing faculty at Kirkwood Community College believe that education is centered on the values, knowledge, skills, and experiences that nurses need to have in order to function in an ever-changing evolving society, and health care system. We believe that health care is a dynamic continuum of interactive processes between a nurse and a patient. The term "patient" refers to individuals, families, and communities. We believe our curricula reflect the National Academy of Medicine (NAM) and Quality & Safety Education for Nurses (QSEN) competencies.

Values

We believe that caring is a holistic, patient-centered function in which care for each patient and family is individualized, compassionate, and culturally appropriate. Blending the art, science, and practice of nursing requires synthesis of the nurse's professional knowledge, integrity, and human **caring**. Nursing also involves understanding basic human needs and responses in varying states of health and through **health promotion, condition management, and collaboration** with other healthcare team members. The hope is to allow patients to achieve an optimal level of health. Nurses should encourage patients to become actively involved in their own **self-management** by providing **patient education**, support, and guidance to achieve optimal levels of health. In order to do this, nurses need to know how to access and utilize current **health information** and resources due to rapidly evolving health care environments, practice, and nursing knowledge driven by **evidence-based practice**.

We believe that it is important for nurses to develop and maintain their professional identity and values by reflecting integrity, responsibility, and **ethical practices**. This is a dynamic process that includes commitment to **evidence-based practice, caring, advocacy, and leadership** in providing **safe, quality care** for diverse populations. It is important for nurses to develop a spirit of community, teamwork, and partnership through **collaboration** with other health care professionals. Nurses should be empowered to provide **leadership, management, delegation, consultation, advocacy**, and supervision in a variety of health care settings. Therefore, nurses need to **effectively communicate** with patients, families, health care professionals, and other members of the community concerning health-related issues.

We believe it is important for nurses to engage in higher level thinking including critical thinking, problem-solving, and clinical decision-making to heighten interpersonal and cognitive capacity. Nurses who can analyze, synthesize, examine, question, and recognize insights will be effective nurses by using the **nursing process** to make sound judgments and decisions when assessing, planning, implementing, and evaluating care. Nurses should be committed to **lifelong learning** and professional development by engaging in activities that continually build upon current skills and one's knowledge base to effectively promote the quality and effectiveness of nursing practice.

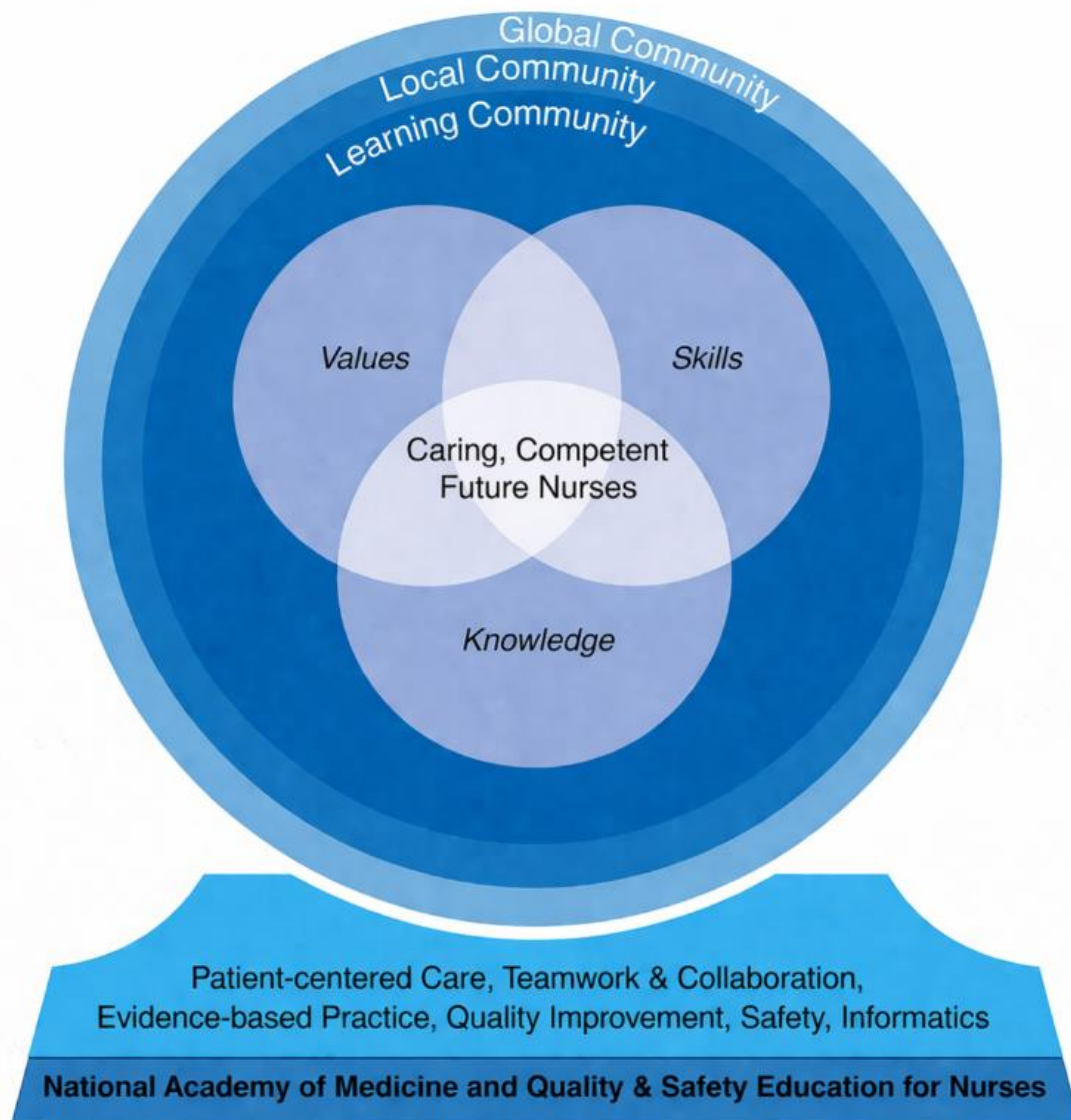
Finally, we believe it is important for nurses to acquire clinical competency through experience in various health care settings so that professional **standards of care** are met. Each clinical setting is unique and brings its own challenges. Nurses must be flexible and adapt to the health care setting to deliver care in a safe, competent, and ethical manner across health care settings.

Nursing Program Framework and Accreditation

Organizing Framework and Program Model

The organizing framework is conceptual in nature and reflects ideas and symbols inherent to nursing. Organizing frameworks are the educational roadmaps to teaching and learning, and must be consistent with the mission, philosophy statement, faculty values and beliefs, as well as reflecting current and future nursing practice trends.

Kirkwood Nursing Program



Accreditation

Kirkwood Community College Nursing Program, awarding the associate degree in nursing is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), 2600 Virginia Avenue, NW Washington, DC 20037, (202) 909-2487, cnea.nln.org. The program holds full accreditation status. The initial accreditation was September 2021. The most recent mid-cycle accreditation report was 2024. The next scheduled review is 2027.

NURSING PROGRAM OUTCOMES

Practical Nurse

Within the context of the scope of practice of the Practical Nurse (PN), the Kirkwood Community College PN graduate will:

Patient Centered Care & Safety

Provide compassionate, safe, holistic care to meet individual patient needs.

Interdisciplinary Collaboration

Communicate and collaborate with interdisciplinary professionals to deliver quality patient care.

Evidence-Based Practice (EBP) & Quality Improvement (QI)

Integrate EBP and QI strategies to enhance patient outcomes and ensure safe, effective nursing practice.

Patient Self-Management

Reinforce education to support patient self-management to promote health, prevent illness, and manage conditions.

Professionalism & Leadership

Demonstrate professionalism and emerging leadership by providing ethical and accountable care within the scope of practice and advocating for safe, quality patient care.

Informatics

Utilize health information technologies, informatics, and data analysis to make informed clinical decisions and document patient care.

Registered Nurse

Within the context of the scope of practice of the Registered Nurse (RN), the Kirkwood Community College Associate Degree in Nursing (ADN) graduate will:

Patient Centered Care & Safety

Manage and provide compassionate, safe, holistic care to meet individual patient needs.

Interdisciplinary Collaboration

Communicate and collaborate with interdisciplinary professionals to coordinate and deliver quality patient care.

Evidence-Based Practice (EBP) & Quality Improvement (QI)

Develop and integrate Evidence-Based Practice and Quality Improvement strategies to enhance patient outcomes and ensure safe, effective nursing practice.

Patient Self-Management

Lead and facilitate education to support patient self-management to promote health, prevent illness, and manage conditions.

Professionalism & Leadership

Demonstrate professionalism and leadership by practicing within ethical and regulatory frameworks and advocating for safe, quality patient care.

Informatics

Apply health information technologies, informatics, and interpret data analysis to make informed clinical decisions and document patient care.

NURSING PROGRAM CURRICULUM

Description of the Nursing Programs

The Kirkwood Community College Nursing Program offers both the Practical Nursing (PN) and Associate Degree in Nursing (ADN) pathways. These programs prepare graduates for the National Council of State Boards of Nursing (NCSBN) licensure examinations (NCLEX), which are required for entry into nursing practice.

The program offers the following options:

- **PN Program Option:** Two semesters of technical nursing coursework
- **ADN Program Option:** Four semesters of technical nursing coursework
- **LPN Transfer Part-Time Program Option:** Includes prerequisite coursework followed by the final two semesters (24 credits) of the ADN program with admission each fall

Practical Nursing (PN) Program Option

Graduates of the Practical Nursing program are prepared to practice as Licensed Practical Nurses (LPNs), providing patient care under the supervision of a Registered Nurse or other healthcare provider. This two-semester program awards a diploma upon completion and represents the first two semesters of the ADN program. Graduates are eligible to take the NCLEX-PN licensure examination. Students who successfully complete the PN program may continue their education by progressing into the ADN program.

PN Program Curriculum Plan

PN Program Term 1		
PNN-228	Foundations of Nursing I	6 credits
PNN-721	Foundations of Nursing I Clinical	2 credits
PNN-293	Health Assessment	3 credits
PNN-280	Pharmacology I	2 credits
PN Program Term 2		
PNN-229	Foundations of Nursing II	4 credits
PNN-723	Foundations of Nursing II Clinical	2 credits
PNN-446	Nursing Care of the Growing Family	4 credits
PNN-282	Pharmacology II	2 credits

Note: Admission occurs three times per year (Fall, Spring, Summer). The program may include classroom, laboratory, simulation and/or clinical experiences during evenings and/or weekends.

Associate Degree in Nursing (ADN) Program Option

Graduates of the Associate Degree in Nursing (ADN) program are prepared to practice as Registered Nurses (RNs), demonstrating leadership skills through the delegation of responsibilities to ancillary personnel and the provision of guidance and supervision in patient care settings. This program includes the two-semester Practical Nursing (PN) curriculum followed by an additional two semesters of advanced nursing coursework. Upon completion, graduates are awarded an Associate of Applied Science (AAS) degree. Graduates are eligible to take the NCLEX-RN licensure examination. Students who successfully complete the ADN program may choose to continue their education by pursuing a Bachelor of Science in Nursing (BSN) at a four-year college or university.

ADN Program Curriculum Plan

ADN Program Term 1		
PNN-228	Foundations of Nursing I	6 credits
PNN-721	Foundations of Nursing I Clinical	2 credits
PNN-293	Health Assessment	3 credits
PNN-280	Pharmacology I	2 credits
ADN Program Term 2		
PNN-229	Foundations of Nursing II	4 credits
PNN-723	Foundations of Nursing II Clinical	2 credits
PNN-446	Nursing Care of the Growing Family	4 credits
PNN-282	Pharmacology II	2 credits
ADN Program Term 3		
ADN-171	Concepts of Nursing	5 credits
ADN-740	Concepts of Nursing Clinical	4 credits
ADN-176	Advanced Concepts in Mental Health Nursing Across the Continuum	5 credits
ADN Program Term 4		
AND 180	Advanced Concepts of Nursing	4 credits
ADN-760	Advanced Concepts of Nursing Clinical	4 credits
ADN-183	Advanced Concepts in Obstetric and Pediatric Nursing	4 credits

Note: Admission occurs three times per year (Fall, Spring, Summer). The program may include classroom, laboratory, simulation and/or clinical experiences during evenings and/or weekends.

Licensed Practical Nurse (LPN) Transfer Program Option

Graduates of the LPN Transfer Program are prepared to practice as Registered Nurses (RNs), building on prior practical nursing education while developing advanced clinical judgment and leadership skills. This part-time program includes required prerequisite coursework followed by the final two semesters (24 credits) of the ADN program. Upon completion, graduates are awarded an Associate of Applied Science (AAS) degree. Graduates are eligible to take the NCLEX-RN licensure examination. Students who successfully complete the LPN Transfer Program may choose to continue their education by pursuing a Bachelor of Science in Nursing (BSN) at a four-year college or university.

LPN Transfer Program Curriculum Pre-Entry Plan

LPN Pre Transfer Term 1		
HSC-189	Introduction to Nursing	4 credits
PNN-280	Pharmacology 1	2 credits
LPN Pre Transfer Term 2		
PNN-293	Health Assessment	3 credits
PNN-282	Pharmacology II	2 credits

Note: If completing the above courses one at a time, the nursing course sequence should be as follows:

- HSC-189 Introduction to Nursing
 - The requirement for this course to be within 2 semesters of program entry will be waived for this sequence with Introduction to Nursing to be taken within 1 year or 3 semesters of program entry.
- PNN-280 Pharmacology I
- PNN-293 Health Assessment
- PNN-282 Pharmacology II

LPN Transfer Program Curriculum Plan

Note: LPN Transfer students must take ADN program courses part-time in the following sequence:

LPN Transfer Term 1		
ADN-176	Advanced Concepts in Mental Health	4 credits
LPN Transfer Term 2		
ADN-171	Concepts of Nursing	5 credits
ADN-740	Concepts of Nursing Clinical	3 credits
LPN Transfer Term 3		
ADN-183	Advanced Concepts in Obstetric and Pediatric Nursing	4 credits
LPN Transfer Term 4		
ADN-180	Advanced Concepts of Nursing	4 credits
ADN-760	Advanced Concepts of Nursing Clinical	5 credits

Note: Admission once per year (Fall). The program may include classroom, laboratory, simulation and/or clinical experiences during evenings and/or weekends.

NURSING PROGRAM COURSE DESCRIPTIONS

Nursing program course descriptions and required pre-requisites for each course can be found at [Kirkwood Course Catalog Degree Programs Nursing Degree Requirements](#).

Nursing Program Cost Estimate Table

Nursing program cost estimates are available at [Kirkwood Community College Nursing Program website](#).

Note: Program costs are subject to change.

Nursing Advisory Committee

The nursing program maintains an Advisory Committee composed of nursing program faculty, representatives from area healthcare facilities, and a student representative. The committee meets twice annually, once in the fall semester and once in the spring semester. The purpose of the Advisory Committee is to promote collaboration, review program, and industry updates, discuss workforce and clinical practice needs, and provide recommendations for continuous program improvement and preparation of graduates for professional practice.

NURSING PROGRAM ADMISSION REQUIREMENTS

Admission to the Practical Nursing and Associate Degree in Nursing Programs

**Courses not needed prior to entry to the Practical Nursing (PN) program. If these are not completed before entry to the PN program, students must complete these courses before being admitted to the Associate Degree in Nursing (ADN) program.

**An attempt is defined as any required course in which a student receives a letter grade (A, B, C, D, F) or a grade of W (Withdrawal).

PN Prerequisite Courses	Timeframe for Completion	Minimum Grade (Each prerequisite course can be attempted** no more than twice within the last 5 years)
Anatomy and Physiology I (4 credits with lab)	Within 5 years prior to program admission. Course attempts taken prior to the 5-year timeframe will not be counted as an attempt**	B-
Anatomy and Physiology II (4 credits with lab)	Within 5 years prior to program admission. Course attempts taken prior to the 5-year timeframe will not be counted as an attempt**	B-
Introduction to Nursing Prerequisites to this course: -Active CNA or HSP certification or LPN licensure -Program Math Requirement -Attendance at a Nursing Program Conference within the past two years	Within 2 semesters prior to program admission	B-
Developmental Psychology	Any time prior to program admission	C
ADN Prerequisite Courses	Timeframe for Completion	Minimum Grade (Each prerequisite course can be attempted** no more than twice within the last 5 years)
Composition I**	Any time prior to program admission	C
Fundamentals of Oral Communication**	Any time prior to program admission	C
Microbiology** (4 credits with lab)	Any time prior to program admission	C
Humanities Elective **	Any time prior to program admission	C

Additional Admission Requirements

General Requirement

The Iowa Code requires that applicants for nursing licensure be a graduate of an accredited high school or equivalent. Because administrative rules do not specify high school equivalents, (e.g. General Educational Development Test {GED}, home schooling, foreign education), the Department of Education may determine an equivalent education on a case-by-case basis at the time of application for licensure. The burden of proof in establishing eligibility for a license is upon the applicant.

Iowa Core Performance Standards Requirement

The Iowa Department of Education has established Core Performance Standards for community college health programs. These standards define the minimum cognitive, communication, sensory, psychomotor, and behavioral competencies expected of students in health career pathways. Students in the nursing program are expected to meet the [Iowa Core Performance Standards](#) in addition to any program-specific essential functions. Students who believe they may need accommodations to meet these standards should contact Kirkwood Accommodation Services.

Grade Point Average Requirement

Applicants must achieve a minimum prerequisite grade point average (GPA) of 2.75 to be eligible for admission. All PN prerequisite courses have minimum grade requirements as listed in the table above. Meeting the minimum grade requirement alone does not guarantee that the minimum GPA requirement has been met. Because a grade of B- in all PN prerequisite courses results in a GPA below 2.75, applicants must earn a higher grade in at least one PN prerequisite course to meet the required GPA for program admission.

To meet the 2.75 GPA requirement, students must earn a minimum grade of a B (not a B-) in at least one of the following courses:

- Anatomy and Physiology I
- Anatomy and Physiology II
- Introduction to Nursing
- Developmental Psychology

It is the student's responsibility to ensure that both the individual course grade requirements and the overall GPA requirement are met prior to application.

Healthcare Background Requirements

Applicants must have proof of one of the following:

- Certificate of completion of a Certified Nurse Aide (CNA) course
- Listed as active on the Iowa Department of Inspections, Appeals, and Licensing (DIAL) Direct Care Worker Registry
- Completion of a Nurse Aide Refresher or CNA course if have not been active on the CNA registry for three or more years and have not worked in healthcare following completion of their CNA course
- Completion of a medical assisting program
- Health Support Professional (HSP) with one of the following requirements:
 - Complete all Health Support Professional (HSP) modules in the Iowa Prepare to Care Direct Care Professional (DCP) Career Pathway curriculum or
 - Verification of patient care work experience with a letter from a nurse manager

Math Requirement

Applicants must achieve one of the following:

- ACT math score of ≥ 19 (Score expires after 2 years)
- SAT math score of ≥ 510 (Score expires after 2 years)
- ALEKS algebra score of ≥ 30 (Score expires after 2 years)
- Earned AA or Bachelor's Degree
- Score of 41-60 on the Multi-Measure Math Placement on admission (score expires after 2 years)

OR complete a math course (MAT-772, MAT-607, MAT-102, or a higher-level course) with a minimum grade of a C

Program Compliance Requirements

Applicants must:

- Be compliant with all program requirements - see Compliance Expectations section of this handbook for details.
- Complete Criminal, Dependent Adult Abuse, and Child Abuse background checks.
 - Nursing courses with clinical components cannot be taken by students who have:
 - Been denied licensure by the Iowa Board of Nursing (IBON) or any other state board.
 - A suspended, surrendered, or revoked license in
 - any United States jurisdiction.
 - another country due to disciplinary action.

Program Laptop Requirement

Applicants accepted into the nursing program are required to have their own personal laptop computer, required software, and other equipment as listed in the Laptop Specifications Sheet: [Nursing 1-to-1](#)

- Students must be able to enable and disable the touchscreen feature in Windows: [Enable and disable a touchscreen in Windows - Microsoft Support](#)

Admission Additional Notes

Technical Program Selective Admission Process

Admission to the technical program is competitive. If the number of qualified applicants exceeds the number of available seats, a holistic admission process will be used to determine placement. If an applicant is not admitted to the semester for which they applied, they must reapply for a future semester, and placement will be determined using the same holistic admission process.

Applicants will be evaluated using multiple criteria, including:

- Cumulative Grade Point Average
- Number of attempts in the following courses:
 - Anatomy & Physiology I
 - Anatomy & Physiology II
 - Introduction to Nursing
- Healthcare-related work experience
- Math placement, assessment scores, completion of upper-level math course, or previously obtained advanced degree

This approach allows us to consider each applicant's overall academic performance, preparation, and experience when making admission decisions.

Transfer Credit Evaluation

College courses taken prior to beginning the nursing program at Kirkwood Community College may be evaluated for possible transfer credit. To have a transcript evaluated, the student must request that an official transcript from each previous college be sent to: Kirkwood Community College Enrollment Services, 6301 Kirkwood Blvd. SW, Cedar Rapids, Iowa 52404. Transcripts sent directly to the program are not acceptable. Once the Registrar has evaluated the official transcript, students can view their transfer equivalencies in MyHub. The student should submit all nursing course syllabi to the Operations Coordinator. The Associate Dean, in conjunction with the Operations Coordinator, will evaluate which transfer nursing courses, if any, are equivalent to Kirkwood Community College nursing courses.

Admission to the Licensed Practical Nurse (LPN) Transfer Program

Students transferring into the Associate Degree in Nursing program with a Practical Nurse (PN) degree from another college or graduates of the Kirkwood Community College PN program who have been out of the nursing program greater than 2 years must:

- Take the additional courses of Health Assessment, Pharmacology I, and Pharmacology II, all with a minimum grade of a B- within the past 5 years (maximum of two attempts).
- Meet the above criteria for admission to the PN/ADN Program except:
 - Provide an official high school transcript
 - CNA or HSP Certification
- Have an active LPN license
- Have current LPN work experience (within 1 year of admission)
- Submit the following:
 - Resume
 - Two professional letters of reference from:
 - Nurse manager
 - Charge nurse or co-worker
 - OR two former faculty (only if no work experience as an LPN)

COMPLIANCE EXPECTATIONS

Compliance Requirements

All Health Department students must meet compliance requirements. These requirements ensure the program meets standards set by accreditors and clinical partners. Compliance is managed through CastleBranch. Students are responsible for setting up, maintaining, and monitoring their own account. All official compliance communications are sent to the student's Kirkwood email and CastleBranch account. Students are responsible for monitoring both regularly. A complete list of required items is available in Appendix A: Health Compliance Action Plan.

All required items must be submitted, approved, and verified by the program's compliance deadline. Items that are pending or in process do not count as compliant. The only exception is an active vaccination series where at least one dose has already been received prior to the compliance deadline. Students' mid-series will not be administratively dropped but are restricted from clinical placement until the series is complete. Some requirements expire and must be renewed. Students are responsible for tracking renewal dates throughout the program and renewing items before they lapse.

Non-Compliance

Students who are not compliant by their deadline will be administratively dropped from affected courses, labs, or clinical experiences, or restricted from progressing in the program. Where co-requisite courses are linked to an affected course, a drop may extend to the co-requisite as well.

Administrative drop for non-compliance has direct financial aid consequences. Where a drop extends to co-requisite courses, the impact on enrollment status may compound financial aid consequences. Depending on timing, a drop may result in Pell Grant recalculation, reduction of annual loan limits for the current and subsequent semester, loss of scholarship eligibility, or a balance owed to the institution. These consequences apply regardless of the reason for the drop. Students receiving any form of financial assistance who anticipate difficulty in meeting compliance requirements should contact the Financial Aid office immediately. Financial Aid can be reached at financialaid@kirkwood.edu, 319-398-7600, or at kirkwood.edu/get-started/paying-for-college. If a requirement expires or lapses, the student will be restricted from affected courses, labs, or clinical experiences until compliance is restored. Unresolved non-compliance that results in missing more than one clinical may result in course failure. A course failure affects Satisfactory Academic Progress (SAP) and may jeopardize future financial aid eligibility. Students receiving any form of financial assistance should contact the Financial Aid office if they are at risk of missing clinical hours.

Students who are dropped or restricted for non-compliance may re-enroll in a future semester once all requirements are resolved; the program confirms the student meets all standards, and space allows.

Clinical Partner Requirements

Clinical placements are hosted by outside facilities that set their own requirements. These can go beyond what Kirkwood requires and may change with limited notice. Examples include site-specific trainings, authorizations, and vaccines. The college cannot override clinical partner decisions, and alternative placement is not guaranteed. Students with questions about specific site requirements should contact their Associate Dean.

Health Requirements and Immunizations

Health and immunization documentation is required by clinical partners as a condition of student placement. All requirements are managed through CastleBranch. Students are responsible for submitting documentation that meets the specific requirements for their program. Records must be current and in accepted status before the program deadline.

Students are responsible for monitoring expiration dates and submitting renewals before items lapse. Expired documentation will result in a non-compliant status in CastleBranch, which may restrict clinical access. For program-specific immunization requirements and renewal schedules, see Appendix A: Health Compliance Action Plan.

Medical and Religious Exemptions

Medical or religious exemption requests are handled according to college policy. To begin the process, students must notify their Associate Dean before submitting a formal request. An exemption granted by the college does not guarantee clinical placement. A clinical partner can independently decide not to host a student whose documentation does not meet their requirements, and that decision is outside the college's control. Inability to be placed for any reason may affect a student's ability to progress or complete the program. Kirkwood Student Accommodations: <https://www.kirkwood.edu/explore/services/dean-of-students/disability-accommodation>

Vaccination Refusal

Kirkwood Community College does not require vaccination as a condition of enrollment. However, clinical partners require documentation of vaccination or demonstrated immunity before allowing students on site. Students who choose not to receive required vaccinations and do not have an approved exemption are still subject to all clinical partner requirements. Students in this situation must notify their Associate Dean. Clinical partners may deny placement regardless of the reason; the college cannot override that decision, and alternative placement is not guaranteed. Inability to be placed may affect a student's ability to progress or complete the program.

Infection Control

All students must complete Occupational Safety and Health Administration (OSHA) and Bloodborne Pathogen training before beginning clinical experiences. This training is documented through CastleBranch and must be renewed annually. Students who allow their OSHA training to lapse will be placed in non-compliant status and may be restricted from clinical access until renewal is documented.

Students are responsible for understanding and following standard precautions in all clinical and laboratory settings. Standard precautions apply to contact with blood, all body fluids, secretions and excretions, non-intact skin, and mucous membranes. Specific infection control procedures are taught within program coursework and must be followed at all clinical sites. Students who violate infection control standards at a clinical site may be removed from the site and subject to program disciplinary procedures.

Background Check / Criminal History

All students must complete a criminal background check by their program's deadline. The background check process is managed through CastleBranch and includes Iowa Division of Criminal Investigation (DCI), Child Abuse Registry, Dependent Adult Abuse Registry, and Sex Offender Registry checks. Students are responsible for all associated fees.

Students with findings on their background check may be subject to further review. Students are advised that certain criminal history findings may prevent clinical placement regardless of program completion and may affect eligibility for professional licensure. Students with a felony conviction should contact their licensure board immediately.

If a student is charged with or convicted of a criminal offense while enrolled in the program, they must notify their Associate Dean immediately. Failure to disclose may result in dismissal from the program.

A background check is not required for renewal unless a new offense is committed or a student exits and re-enters a Kirkwood Health Program after more than two years.

Drug Screening

Some clinical and fieldwork partners require students to complete a drug screening before beginning or continuing a placement. Drug screening requirements are set by the clinical partner, not by Kirkwood Community College, and may vary by site. Students are responsible for completing any drug screening required by their assigned clinical site within the timeframe specified by that site.

A positive drug screen result may result in removal from a clinical placement. The college cannot guarantee an alternative placement, and inability to complete required clinical hours may result in course failure or inability to progress in the program. Students who are prescribed medications that may affect a drug screen should consult with their Associate Dean before beginning a clinical placement.

PROFESSIONAL BEHAVIOR EXPECTATIONS

PROFESSIONAL STANDARDS

Kirkwood Community College nursing students are representatives of the program and the profession of nursing and are expected to be professional in all learning environments. To create and maintain a professional image, students will be knowledgeable of and adhere to the professionalism policies outlined in the [Kirkwood Community College Student Conduct Code](#), the Nursing Student Handbook, and the [American Nurses Association's \(ANA\) Ethical Code for Nurses with Interpretive Statements](#). Professionalism within the nursing program is demonstrated through behaviors and actions that align with the following Professional Standards Categories, which serve as the framework for expectations, evaluation, and improvement throughout the program.

Professional Standards Categories:

- Engagement and Responsibilities
- Caring and Compassion
- Ethical Conduct
- Patient Safety

Professional Standards: Engagement and Responsibilities Category

Students demonstrate engagement and responsibility by:

Attendance, Preparation, and Participation

- Attending all scheduled class, lab, simulation, and clinical experiences as required.
- Arriving on time and prepared for all learning activities.
- Completing assigned readings, coursework, and activities prior to scheduled sessions.
- Participating in class, lab, and simulation through discussion and engagement in activities.
- Participating in clinical patient cares and seeking out learning activities when not busy with patient care.
- Demonstrating attentive listening and giving full attention to the individual speaking.
- Minimizing personal discussions, side conversations, and other distractions during learning activities.

Professional Conduct and Self-Management

- Organizing self, managing time effectively, and adapting to unexpected circumstances.
- Working cooperatively and effectively with peers in individual and group settings.
- Accepting constructive feedback and using it to improve performance.
- Regulating emotional responses (e.g., stress, frustration, anxiety, anger) in a professional manner.
- Maintaining professionalism in all learning environments, including appropriate conduct in person and online.
- Following all clinical partner policies, including parking only in designated student areas and complying with smoke-free facility rules.

Professional Communication, Digital Devices, and Technology

- Reading the Nursing Student Handbook for program requirements, expectations, and policies.
- Reading course syllabi for course-specific requirements, expectations, and policies.
- Reviewing Talon announcements and checking/responding to Kirkwood email daily.
- Communicating openly, honestly, and respectfully with faculty, staff, peers, and others.
- Organizing verbal and written communication clearly and appropriately for the audience and situation.
- Seeking assistance by scheduling meetings with faculty during designated office hours when needed.
- Addressing concerns with the faculty involved first, and then following the appropriate chain of command, including the Associate Dean, if the issue remains unresolved.
- Silencing all personal devices during learning activities unless otherwise approved by faculty.
- Using digital devices in the clinical conference or break room only for clinical with faculty approval.
- Using digital devices in the designated areas only for lab and simulation with faculty approval.

Professional Standards: Caring and Compassion Category

Students demonstrate caring and compassion by:

Patient-Centered Care

- Providing safe, patient-centered, and nonjudgmental care.
- Being attentive and responsive to the physical, emotional, and psychosocial needs of patients.
- Using therapeutic communication to support patient well-being.
- Protecting the dignity, privacy, and comfort of patients and their caregivers.

Respectful Interactions

- Treating all individuals with courtesy, kindness, dignity, and professionalism.
- Showing empathy, compassion, and respect in all interactions.
- Using respectful language, tone, and nonverbal communication.

Inclusion and Supportive Environment

- Respecting diversity, cultural differences, values, beliefs, and differing perspectives.
- Contributing to a positive, inclusive, and supportive learning and care environment.
- Engaging in constructive, non-disruptive learning activities.
- Addressing disagreements professionally and without hostility, intimidation, or disrespect.

Professional Standards: Ethical Conduct Category

Students demonstrate ethical conduct by:

- Adhering to all Kirkwood Community College, nursing program, and course syllabus policies, procedures, and expectations.
- Reviewing, understanding, and upholding the principles outlined in the American Nurses Association Code of Ethics for Nurses.
- Representing academic integrity by completing all coursework honestly, submitting original work, and avoiding cheating, plagiarism, falsification, or unauthorized collaboration.
- Using artificial intelligence (AI) tools responsibly and only as permitted by course, program, and college policies; representing all submitted work truthfully.
- Refraining from the use, possession, impairment, or influence of alcohol, illegal substances, or misuse of medications in any academic, lab, simulation, or clinical setting.
- Protecting patient privacy by maintaining confidentiality and complying with all applicable privacy laws and regulations, including Health Insurance Portability and Accountability Act.
- Maintaining professional relationships and appropriate boundaries with patients, faculty, staff, peers, and others in all learning and practice environments.
- Demonstrating professionalism in all social media, electronic communication, and online activities involving the college, program, classmates, patients, faculty, staff, or clinical agencies.

Professional Standards: Patient Safety Category

Students demonstrate patient safety by:

- Being legally responsible and accountable for their own acts of commission and omission.
- Committing to never participating in patient care while impaired by substance use (including prescribed medications), lack of sleep, or illness.
- Using safe patient handling techniques, transfer equipment, gait belts, and mechanical lifts according to instruction and facility requirements.
- Completing required assessments, vital signs, rounding, and patient care activities within expected timeframes.
- Reporting abnormal findings, errors, incidents, or safety concerns promptly to faculty and appropriate staff.
- Communicating appropriately with the faculty and primary nurse regarding patient care, breaks, and end-of-shift handoff.
- Seeking assistance when unsure or when patient safety may be at risk.
- Following all safety standards, infection prevention measures, and clinical agency requirements.
- Practicing sound clinical judgment and recognizing changes in patient condition.
- Remaining in assigned clinical areas and being available during scheduled clinical hours unless otherwise approved by faculty.
- Performing only those skills, procedures, and medication administrations for which instruction, approval, and required supervision have been provided.
- Understanding that faculty reserves the right to dismiss a student from clinical if the safety of patients, staff, students, or others may be compromised.

PROFESSIONAL POLICIES: Engagement and Responsibilities

Attendance and Makeup

Nursing is a program that prepares students to enter a profession in which employers expect dependable attendance and timeliness to ensure patient safety, employee morale, and civility. It is expected that the student will attend all scheduled learning experiences (class, lab, simulation, and clinical). The following section describes the Kirkwood Community College Nursing Program expectations regarding attendance.

Makeup Policy

Students are expected to notify their faculty prior to being late or absent from class, lab, simulation, or clinical.

- Should the student not be able to attend class or submit any graded material(s) as scheduled, the student must notify the faculty prior to the start of class or prior to the assignment due date/time as designated on the course schedule.
- If the student fails to appropriately give prior notification, zero points will be given for the in-class graded material(s) or submission(s) for that day.
- No more than one day of required graded material(s) can be made up in each course (class and lab) with prior notification directly to the faculty.
- Makeup of graded material(s) may be in alternate format.
- Makeup of graded material(s) must be completed within 48 hours/two school days from the original due date. If it is not made up within the time frame, zero points will be recorded.
- Makeup exams/quizzes must be taken in a Test Center.
- Makeups will not be allowed for unannounced graded material or if the graded material was discussed in class.
- Students arriving more than 10 minutes after start time of simulation or clinical will be dismissed. This dismissal will be considered an absence.
- Failure to be on time to clinical will be reflected in the week's clinical grade.

Student is going to be late or absent from:	Student should notify:	Student who does notify faculty in advance to the start of class or due date/time as designated on course schedule will:	Student who does NOT notify faculty in advance to the start of class or due date/time as designated on course schedule will:	For absence makeup, student will be:
Class	Course faculty (phone, text, or email)	-Have a choice to use their one makeup for the class/lab. -Receive full earned points for all graded material(s) and/or quiz/exam that was missed.	-Have a choice to use their one makeup (if have not already used and 1 st incident of tardiness) on a quiz/exam and then will follow the "Late to Exam/Quiz Policy". -Receive 0 points on any graded materials other than the quiz/exam. -Receive 0 points on any graded materials, quiz, or exam that is missed for additional incidents.	-Responsible for any material missed by obtaining notes and handouts from another student. -Required to submit or complete any graded material(s) within 48 hours/two school days.
Lab	Lab Lead faculty (phone, text, or email)	-Have a choice to use their one makeup for the class/lab. -Receive full earned points for all graded material(s), quiz, and/or skill performance that was missed.	-Receive a PIP -Receive 0 points for any in-lab graded material(s) or quiz for that day. -Receive a no pass on first attempt for any skill performance that day.	-Responsible for any material missed by obtaining notes and handouts from another student. -Required to make up a skill performance at a time assigned by the Lab Lead faculty. -Required to submit any graded material(s) within 48 hours/two school days.

Simulation	Lab Lead faculty (phone, text, or email)	-Be required to attend assigned makeup.	-Receive a PIP -May also be sent home (counting as an absence) if they are unprepared.	-Required to attend assigned makeup (scheduled sim makeup day, unless they can be added to an already scheduled time), still completing required prep work. -Required to complete a client care worksheet to the required standard for the missed scenario within 48 hours of completing makeup sim.
Clinical	Clinical faculty (phone, text, or email)	-Be required to attend assigned makeup.	-Receive a PIP -Have a 20% reduction in overall weekly points on clinical rubric. -May also be sent home (counting as an absence) if they are unprepared.	-Required to attend assigned makeup (scheduled clinical makeup day, unless they can be added to an already scheduled clinical time), still completing required clinical paperwork by the deadline.

Late to Exam/Quiz Policy

Students who are late to an exam/quiz without prior notification and identify they want to use their one makeup are subject to the following earned exam/quiz point reductions:

- 10% off exam/quiz points earned if ≤ 10 minutes late for an exam/quiz;
- 20% off exam/quiz points earned if > 10 minutes but ≤ 20 minutes late for an exam/quiz;
- 30% off exam/quiz points earned if > 20 minutes but ≤ 30 minutes late for an exam/quiz;
- 40% off exam/quiz points earned if > 30 minutes late for an exam/quiz.
- Students will:
 - Be required to use their one makeup for use of the Late to Exam/Quiz Policy.
 - Be required to take the exam/quiz the same day and as soon as possible after notifying faculty.
 - Receive a zero for each subsequent incident of absence or tardiness.

Simulation - MORE THAN ONE Absence

The student must:

- Meet with the Associate Dean regarding possible makeup plan based on extenuating circumstances. Extenuating circumstances are evaluated on a case-by-case basis.
- Bear the financial responsibility (up to \$400.00) of the makeup simulation if the Simulation Lead is unable to fit the student into an already scheduled simulation.
- Complete the simulation makeup and all required simulation paperwork by the end of the semester.
- If the simulation and sim paperwork are not completed in a satisfactory manner by the end of the semester the student will:
 - Receive an incomplete in the course.
 - Be deregistered from all subsequent nursing program courses until the incomplete is completed.

Clinical - MORE THAN ONE Absence

The student must:

- Meet with the Associate Dean regarding course failure *OR* possible makeup plan based on extenuating circumstances. related to the clinical absence. Extenuating circumstances are evaluated on a case-by-case basis.
- Bear the financial responsibility (up to \$400.00) of the makeup clinical if the Clinical Coordinator is unable to fit the student into an already scheduled clinical.
- Complete the clinical makeup and all required clinical paperwork by the end of the semester.
- If the clinical and clinical paperwork are not completed in a satisfactory manner by the end of the semester the student will:
 - Receive an incomplete in the course
 - Be deregistered from all subsequent nursing program courses until the incomplete is completed.

Uniform Policy

Students are required to dress professionally for all lab, simulation, and clinical experiences following the Uniform Policy. The agency's institutional policy may take precedence over Kirkwood Community College Nursing Program's Uniform Policy.

Uniform Requirements

Uniform – Solid Galaxy Blue in color and fit properly with adequate coverage.

- **Scrub Top-** Solid Galaxy Blue.
- **Patch/Embroidery-** Kirkwood Community College Nursing patch/embroidery adhered to left chest pocket or pocket area once students begin the technical program. Patches must be secured by ironing-on or sewing on only.
- **Scrub Pants/Skirt-** Solid Galaxy Blue and hem should not drag on floor; or scrub skirt (must be below the knee and worn with white or nude stockings).
- **Scrub Jacket-** optional Solid Galaxy Blue or White only.
- **Undershirt-** optional White only; must be solid, white, non-hooded; no sweatshirts, hoodies, fleece jackets, colored shirts, or shirts with writing are allowed.
- **Head Coverings-** optional White or Black only; hijab/naqab/khima, bonnets or caps may be worn for religious purposes; must be white or black and non-jeweled; flowing head coverings must be tucked into the scrub top.
- **Shoes-** must be clean, have an enclosed heel and toe, rubber soled, with no holes in the top; athletic shoes are allowed, canvas shoes are not allowed; no neon or extreme colors or patterns.
- **Kirkwood Community College Photo ID-** obtained in the Allsop computer lab; photo is to be taken wearing the scrub top and should include student's first name, first letter of last name, and "Nursing Student"; cost is \$10.
- **Watch-** with a second hand, not a smartwatch.

Hygiene Requirements

- **Hair-** must be clean and short or pulled back; unable to fall forward; if hair is colored, it must be a natural hair color such as blonde, brunette, etc.
- **Eyelashes-** must be natural only, no artificial lashes.
- **Beards-** must be well-trimmed.
- **Nails-** must be clean and short with no nail polish or artificial nails.

Other Requirements

- **Hair ornamentation-** minimal; if cloth, must be solid-colored Galaxy Blue, White or Black.
- **Tattoos-** any tattoo considered to be offensive by faculty will be evaluated by the Associate Dean; and a determination will be made by the Associate Dean if the tattoo(s) are to be covered.
- **Jewelry-** watches, wedding sets, engagement/promise rings, and medical alert bracelet/necklaces are allowed. No other jewelry will be allowed.
- **Piercings**
 - One or more pierced post-type stud rings per ear or nose are allowed. No rings or hoops that hang out of the ear or nose are allowed.
 - No ear or nose bars are allowed.
 - Other than ear or nose piercings as identified above, all other visible areas which are pierced must be jewelry-free.
 - This includes surgically implanted jewelry and tongue piercings.
 - If surgically implanted dermal jewelry cannot be removed, it must be covered appropriately.
 - All gauges must be filled with a flesh-colored plug.
 - The student bears the safety risk associated with wearing any jewelry.

The Following Are NOT Permitted:

- Wrinkled uniform
- Undergarments that are visible and easily identifiable by outline or color beneath the uniform
- Body odor (this includes smoke odor), cologne or perfume
- Gum chewing
- Smoking at the clinical site, parking ramp, or property
- Wearing uniforms at bars, drinking establishments, or other inappropriate locations

Students are expected to follow the Uniform Policy and maintain a professional appearance in all lab, simulation, and clinical settings. Unprofessional clothing, grooming, or misuse of the Kirkwood name or logo may result in corrective action.

Uniform Policy Violations

First Violation

- Verbal warning.
- If corrected within the first 10 minutes of lab, simulation, or clinical, the student may remain but will still receive a warning.

Second Violation

- Professionalism Improvement Plan (PIP): Minor Occurrence.

Additional Violations

- Professionalism Improvement Plan with escalation to Major Occurrence.
- Possible dismissal from lab, simulation, or clinical for the day. This will count as an absence.
- The student may be required to complete a makeup experience and any related assignments.

Nursing Lab Policies

Lab Lobby and Lab Rooms Purpose and Guidelines

- The lab lobby serves as a meeting space during lab courses where students review skills, receive instructions from faculty, and prepare for practice sessions.
- The lab rooms provide a structured environment for lab classes with equipment and supplies to practice clinical skills.
- The lab lobby can be used by Health Department students when not in use for lab classes.
- The lab lobby and lab rooms are not to be occupied by children and/or infants due to safety concerns (e.g. OSHA, sharps).
- The lab lobby is not always monitored, avoid leaving valuables in this space.

Lab Conduct & Expectations

Students must:

- Follow the Uniform Policy as outlined for all lab classes and performances.
- Arrive on time and participate fully in all scheduled lab classes.
- Clean their practice area after each use and return supplies appropriately.
- Maintain tidiness and respectfully use beds, manikins, and equipment.
- Use sharps and sharps containers in designated lab rooms only.
- Avoid eating and drinking in lab rooms.
- Avoid cell phone use or bringing cell phones into lab rooms during lab class unless otherwise directed by faculty.
- Never perform invasive procedures on themselves, other students, family members, or friends.

Medical Considerations

Students must:

- Notify their faculty and the Clinical Coordinator as soon as possible if there is a medical condition (e.g. latex allergies, pregnancy, broken bone) that could impact skill performance or participation.
- Follow documentation and accommodation protocols if allergic to Latex (see Appendix).

Lab Practice Room Policy

Students must:

- Use the Lab Practice Sign-up Document from faculty when practicing outside of scheduled lab classes.
- Sign in and out on the door when using the lab practice room.
- Follow all lab rules when utilizing the lab practice room.
- Wear the following attire for all practice outside of lab class:
 - Closed-toe shoes only (no flip-flops or open-back shoes)
 - Shirts must fully cover from the neck to below the waist
 - Shorts must extend to at least mid-thigh

Lab Remediation

Students must:

- Find the Lab Lead when they do not pass a lab performance on the first attempt.
- Practice the lab performance skill in the Practice Lab when able.
- Schedule an appointment for remediation with the Lab Lead.
- Continue to practice and clarify any questions with the Lab Lead.
- Schedule an appointment for lab performance retest with the Lab Lead.
- Ensure all lab skills have been passed within two attempts to be successful in the course.

Nursing Simulation Policies

Simulation Conduct and Expectations

Students must:

- Follow the Uniform Policy as outlined for all simulations.
- Arrive on time and participate fully in all scheduled simulations.
- Attend and complete all scheduled simulation sessions.
- Attend makeup simulation and complete preparation questions and client care worksheet for any simulation sessions missed-see Attendance and Makeup Policy.
- Complete handwritten preparation questions (when required) before simulation and bring to assigned simulation session.
- Be dismissed from simulation for incomplete/missing preparation questions and attend makeup simulation-see Attendance and Makeup Policy.
- Complete simulation orientation through Talon before first simulation experience.
- Avoid bringing cell phones into simulation rooms or using cell phones unless during pre/debriefing as directed by faculty.

Simulation Schedules

Students have ONE WEEK after schedule posting to report nursing program scheduling conflicts to the Simulation Lead.

Students who need to switch simulation date/time have one week after schedule posting to follow the simulation switch process:

- Find another student willing to switch simulation sessions.
- Email Simulation Lead requesting switch and carbon copy the other student.
- Faculty will approve/deny, and update the roster as needed.
- After one week, no schedule changes are allowed.

Students must block makeup dates on their calendar at the start of the semester in case of a student or faculty absence.

- Students unable to attend their scheduled simulation must follow the makeup simulation policy.
- Students who do not attend their required simulation sessions or turn in any CCW as required will receive an incomplete in the course.

Communication and Digital Devices Policy: Laboratory, Simulation, and Clinical

Students are expected to communicate professionally and use digital devices in a manner that supports learning, patient safety, and professionalism.

- Personal devices must be silenced during learning activities in lab, sim, and clinical, unless otherwise approved by faculty.
- During clinical, digital devices may only be used in designated conference or break room areas with faculty approval. No digital devices including smart watches are permitted in patient care areas or rooms.
- During lab and simulation, digital devices may only be used in designated areas with faculty approval. No digital devices are permitted in lab or sim rooms.
- Use of required technology (e.g. computer for patient charting) must not disrupt learning activities, compromise confidentiality, or interfere with patient care.
- Students must comply with all college, nursing program, and clinical site expectations regarding technology use and electronic communication/netiquette.

PROFESSIONAL POLICIES: Caring and Compassion Policies and Procedures

Student Conduct and Behavior and Non-Discrimination Policy

The Kirkwood Community College Nursing Program is committed to maintaining a safe, respectful, and inclusive learning environment. Bullying, harassment, intimidation, discrimination, retaliation, or other abusive conduct will not be tolerated in any program setting, including the classroom, lab, simulation, clinical settings, online environments, or electronic communications. Students are expected to treat patients, peers, faculty, staff, clinical partners, and others with dignity, professionalism, and respect at all times.

The nursing program upholds all Kirkwood Community College standards for student behavior and conduct. Students are responsible for complying with all applicable college policies and procedures. Please refer to the [Kirkwood Community College Student Conduct Code](#), [Disruptive Student Behavior](#) procedures, and [Non-Discrimination Policy](#) for additional information.

PROFESSIONAL POLICIES: Ethical Conduct Policies and Procedures

Academic Integrity Policy

The nursing program upholds all Kirkwood Community College standards for academic integrity. Students are responsible for complying with all applicable college policies and procedures. Please refer to the [Kirkwood Community College Academic Integrity Procedure](#) for examples of violations, sanctions, and the appeal process.

Turnitin Software

Kirkwood Community College Nursing Program utilizes Turnitin as integrated by the college. Turnitin is a web-based platform that allows faculty and students to check written work for improper citation or misappropriated content. Turnitin checks submissions against internet sources, publications, and other student papers within the course, at Kirkwood Community College, and at other institutions. Each submitted paper receives an "originality report" in which passages of high similarity to another source are highlighted and linked to their original source.

Artificial Intelligence

Kirkwood Community College Nursing Program recognizes that technology, including artificial intelligence (AI), can play a role in the learning process. Students are responsible and accountable for the content produced by the AI tools they use and must ensure that AI-generated outputs are appropriate and accurate compared to nursing program resources. In the nursing program, academic integrity is promoted and the effort the individual students invest in their assignments is appreciated. Assignments are expected to reflect the students' own original ideas. Should AI usage be detected without faculty permission and/or not properly cited, students may receive an Academic Integrity violation and may receive up to a zero for the assignment. All students are encouraged to approach their work with integrity and dedication. If students use AI to revise grammar or for stylistic formatting, they may be asked to show the original written work prior to submission to AI. Patient information should not be entered into AI-generated programs due to this being a HIPAA violation. If there are any questions regarding the use of AI in a course, please reach out to the faculty. If students are utilizing information from another source, it is imperative to give credit where credit is due and complete appropriate APA citation.

Substance Use Policy

Kirkwood Community College Nursing Program requires students participating in any learning experience to be fully capable of responding to instruction and delivering safe care without impairment from alcohol, drugs, or other restricted substances, including prescribed medications. Students may not report to class, lab, simulation, or clinical under the influence of alcohol or any impairing substance. If a student is suspected of impairment at any instructional site, the Kirkwood Community College Student Conduct Code will be followed. If the student is at a clinical site, the facility policy will also be followed, and the student may be removed from the site. Substance use violations will require a Professionalism Improvement Plan and may result in dismissal from the program. Any substance use testing results should be sent to the Dean of Health. Please refer to the [Kirkwood Community College Alcohol and Drug Procedure](#) for additional information.

Health Insurance Portability and Accountability Act Policy

Kirkwood Community College Nursing Program requires students to complete Health Insurance Portability and Accountability Act (HIPAA) training prior to beginning clinical experiences. Students in clinical settings must maintain strict confidentiality of all patient information, including oral, written, and electronic information. This is a fundamental professional and legal obligation. A student who violates HIPAA will require a Professionalism Improvement Plan and disciplinary action will be identified by the severity of violation. The student may receive a reduction of points on a client care worksheet, be removed from the clinical site and/or course or be dismissed from the program.

Types of HIPPA Violations:

Inadvertent or accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information.

- Example: Sending information to an incorrect address.

Failure to follow existing policies/procedures governing patient confidentiality.

- Examples: Talking about patients in areas where others might hear; failure to obtain appropriate consent to release information; or failure to fulfill training requirements.

Inappropriately accessing a patient's record without a need to know or from a remote location.

- Examples: Accessing the record for curiosity including records of friends, family members (verbal permission of family members still violates HIPAA), patients of another student, patients you have previously cared for as a student or an employee but are not caring for now, or accessing a patient record from a remote location.

Accessing and using patient health information (PHI) for personal use or gain or to harm another individual.

- Examples: Accessing your own PHI; allowing another student to see or use any information from your client care worksheet.

E-Mailing or posting PHI on any form of electronic device or social media.

- Examples: Sending or posting any form of PHI (image, information, video) or other images, information, videos taken in the clinical setting via e-mail or text or on social media; e-mailing your client care worksheet to another student or posting it to any site other than Talon.

Note: Examples are not all inclusive.

PROFESSIONAL POLICIES: Patient Safety Policies and Procedures

Patient safety is a fundamental expectation of all nursing students and is essential to safe, effective, and professional nursing practice. The following patient safety and clinical policies establish the expectations required to protect patients, students, staff, and faculty in all clinical experiences.

Clinical Impaired Behavior Policies: Substance Use, Sleep, or Illness

Substance Use

Students participating in any learning experience must be able to respond to instruction and provide safe care without impairment from alcohol, drugs, or other restricted substances, including prescribed medications. If the student is at a clinical site, college and facility procedures will be followed, and the student may be removed from the clinical area.

Sleep

Adequate rest is essential to patient safety. Students are expected to have at least six hours of non-working time and adequate rest prior to the assigned clinical experience. Students who are impaired by lack of sleep may be removed from the clinical area.

Illness

If a student is too ill to think clearly or perform physical tasks safely, they may be removed from the clinical area. Students must be free from fever, vomiting, and diarrhea for 24 hours before attending clinical.

Clinical Patient Transfer Policies

Mechanical Lift

Mechanical lifts may only be used when primarily operated by a facility employee.

Gait/Transfer Belt

Students must demonstrate appropriate use of gait belts. A gait belt should be used for any patient that requires any physical assistance to stand, transfer, or ambulate per facility policy.

Clinical Patient Care Policies

Timely Physical Assessment Policy

Required assessments and vital signs must be completed on the patient(s) within the first hour the student is on the unit unless otherwise directed. Some units, facilities, or patient conditions may require more frequent assessments and vital signs. In these situations, all required care must be completed within the expected timeframe.

Hourly Rounding Policy

Students must round and document for their assigned patient(s) at least hourly. During each round, students must assess each assigned patient on the "5 P's" (Pain, Potty, Positioning, Possessions/Call Light Within Reach, and Personal Hygiene) to meet their patients' needs.

Medication Administration Readiness Policy

Clinical faculty will observe each student's initial head-to-toe assessment prior to the student passing medications during the clinical rotation.

Active Learning

Students are expected to remain actively engaged during clinical by seeking learning opportunities and assisting other patients, peers, faculty, and staff as appropriate. Students should avoid "sitting around" during clinical hours.

Clinical Communication Policies

Patient Report

Students must communicate their plan of care to the primary nurse at the beginning of the shift using the process identified by clinical faculty. Students must report:

- All abnormal findings immediately to the clinical faculty and primary nurse.
- To both the clinical faculty and primary nurse when taking breaks and/or leaving the unit.
- To the primary nurse at the end of the shift. This may occur during bedside report with clinical faculty or as a separate handoff.

Questions and Concerns

Students are expected to speak up when they do not understand a task or need assistance. Procedures or interventions must not be performed if the student feels unsure or has not received appropriate instruction or approval.

If a student has a concern during the clinical rotation, the student should first discuss the concern with the clinical faculty.

If the issue remains unresolved, the student should discuss the concern with the Clinical Lead Faculty. If the concern remains unresolved, the student should then meet with the Clinical Coordinator.

Clinical Site Policies**Remaining on Site**

Students must remain at the clinical facility during scheduled clinical hours unless otherwise approved by faculty.

Parking

Students must park only in areas designated for students. Students must also get parking permits or tags per facility policy.

Additional Clinical Expectations**Latex Allergies**

Students with a latex allergy or sensitivity must notify the Health Department to complete the Kirkwood Nursing Latex Allergy Form and submit the required documentation. Students are also responsible for notifying each of their classroom, lab, simulation, and clinical faculty of their latex allergy so that accommodations may be arranged.

Gifting

To maintain professional boundaries, students may not give or accept gifts valued at more than \$5.00.

Clinical Medication and Procedure Policy Table

The following table identifies what procedures a student can and cannot perform with varying levels of observation.

The protocols below are the minimum standards applicable unless superseded by institution specific policies requiring INCREASED levels of direct observation or prohibition.

General Guidelines
• A hospital nurse will be assigned a patient that a nursing student is assigned. The hospital nurse will monitor the patient and retain ultimate responsibility for the patient and his/her care. The hospital nurse will be a resource to the nursing student and faculty. • Students <u>MAY PERFORM ONLY THOSE PROCEDURES FOR WHICH THEY HAVE HAD PREVIOUS INSTRUCTION</u> by the faculty or assigned preceptor. • Procedures/medication administration performed by the students <u>WILL BE DIRECTLY OBSERVED BY THE FACULTY OR THEIR PRECEPTOR</u> as outlined in the policy/procedure or Mosby's Clinical Skills. • Students <u>MAY NOT</u> take verbal or telephone orders from providers. • Students <u>MAY NOT</u> transcribe the Health Care Provider's medical orders in the electronic medical record (EMR).
Documentation
• Students may document in the EMR after completing the specified training and being granted security. Students may NOT document in the care plan, patient education, and discharge planning. • All student documentation will be reviewed by clinical faculty or staff nurse preceptor for completeness and accuracy. • Nursing Students will NOT: a. Add/modify/discontinue any order in the EPIC system. b. Release orders in the Epic system. c. Release DISPENSE or ADMINISTER orders for blood products in the EPIC system. d. Acknowledge orders on the EPIC system. e. Administer medications or perform patient care orders that have not been acknowledged by RN. f. Add/update/delete allergies or mark allergies as reviewed. g. Add/update Medication history. h. Add/update Immunization history. • Students may not by-pass the "co-sign required" section when entering documentation in the EMR. The student must enter the name of the person who will be responsible for the co-sign, (e.g. faculty or preceptor) upon entering information in the EMR. Faculty/preceptors are responsible for reviewing all student documentation and cosign according to facility policy. • A verbal report will be given to the student from the hospital assigned RN responsible for the patients at the start of the clinical experience and the nursing student will provide a verbal report to the assigned RN assuming full care of the patient from the student nurse before the student leaves the clinical area.
PROHIBITED Procedures and Medication Administration
• Students are <u>PROHIBITED</u> from performing the following invasive and medication-related procedures: A. Removal of invasive lines, e.g. CVP, arterial, Swan Ganz, PICC, central lines B. Insertion of nasogastric tubes with mouth, esophageal, or gastric surgery, or head injury C. Instillation and/or irrigation of the biliary system, fistulas, ureteral catheters, and jejunostomies D. Complete a medication reconciliation E. Be a double check for any high-risk medication or blood product administration F. Addition of medication to intravenous solutions G. Administration of Potassium Chloride Solution bolus drip H. Administration or regulation of intravenous medications requiring Advanced Cardiac Life Support (ACLS) – certification or additional competency training I. Administration of Oxytocic medications J. Administration of drug therapy to prohibit labor K. Administration of any experimental medication L. Regulation of any chemotherapeutic infusions M. Accompany patient by ground or air ambulance N. Manage the care of patients in restraints or seclusion in the Psychiatric units. O. Vaginal examination P. Access/ deaccess an infusaport or change a central line/midline dressing without a PICC/CVC trained nurse present OR their faculty/preceptor present. Q. Peripheral/Venous lab draws

ALL Medications and IV Fluids: DIRECT OBSERVATION REQUIRED AT ALL TIMES

- Medication and IV Fluid Related Procedures: Faculty/assigned preceptor **MUST DIRECTLY SUPERVISE ALL MEDICATION ADMINISTRATION** and must co-sign student's documentation of the medication administration.
- All medication will be removed from medication dispensing unit by the clinical faculty or nurse preceptor. The licensed individual who removes medication from the medication dispensing unit is responsible for ensuring all medication administration is performed per hospital policy. Students will not have access to medication dispensing unit. The student will use the bar code scanning of all patient and medication when administering the medication (St. Luke's Only)
- Direct observation is required **AT ALL TIMES** for:
 - A. Verification that all medication and doses are correct
 - B. ALL medication administrations: oral, topical, injection, sublingual, rectal, etc.
 - C. Regulation of infusion pumps and gravity infusions
 - D. PCA infusion and therapy management
 - E. Insertion of IV needles and catheters
 - F. Regulation and rate changes of all intravenous fluids
 - G. Epidural infusion therapy
 - H. Instillation of medication and/or irrigation of the bladder, upper gastrointestinal tract, eyes, and ears

Procedures: DIRECT OBSERVATION REQUIRED AT ALL TIMES

- General Procedures: Faculty/assigned preceptor direct observation is required **AT ALL TIMES** for:
 - A. Removal of casts
 - B. Suctioning of tracheostomy or endotracheal tube
 - C. Provision of tracheostomy care
 - D. Administration of blood and/or blood derivative
 - E. Application of external fetal monitor
 - F. Application of traction
 - G. Obtaining specimens
 - H. Use of an ambu bag on an intubated patient
 - I. Insertion of a nasogastric tube
 - J. Instill adult tube feedings per nasogastric tube
 - K. Foley catheter insertion
 - L. Changing of IV dressing and tubing (except central line)
 - M. Drawing of blood gases from an arterial line
 - N. Drawing of specimens from a central line
 - O. Medication Administration

Procedures: Direct Observation Required FOR THE INITIAL EXPERIENCE

- Faculty/assigned preceptor direct observation is required **FOR THE INITIAL EXPERIENCE** but is at the discretion of the faculty or assigned preceptor for subsequent experience:
 - A. Removal of peripheral IV needles or catheters (except PICC)
 - B. Provision of ostomy care
 - C. Monitoring of drains, chest tubes
 - D. Removal of surgical dressing, performance of wound care, and changing of wound dressings
 - E. Application of cardiac monitors
 - F. Changing peripheral saline lock dressings (except central line)
 - G. Removal of sutures, staples, and clips
 - H. Irrigation of jejunostomy and gastrostomy tubes and instillation of j-tube and g-tube feedings
 - I. Removal of Foley catheter

NOTE: The above procedure guideline was adopted from Unity Point St. Luke's Hospital "Guidelines for Selected Clinical Procedures for Professional Nursing Students" and reviewed with all area hospitals.

Unsafe Clinical Behavior

The following are examples of possible unsafe clinical behavior that could result in a Professional Improvement Plan.

Patient Safety	Physical Safety: - Fails to position patient appropriately. - Fails to follow medical/nursing orders. - Misuses side rails/restraints. - Injures a patient. - Functions under the influence of substances. - Fails to report significant patient information timely. - Leaves the clinical site without permission. Psychosocial Safety: - Uses non-therapeutic communication repeatedly. - Disrespects patient beliefs or values. - Calls the patient by inappropriate names. Microbiological Safety: - Fails to follow aseptic technique. - Misuses or fails to wear personal protective equipment. - Does not perform proper hand hygiene. Chemical Safety: - Fails to follow medication administration rights. - Incorrectly prepares or monitors IV infusions. - Does not double-check high-alert medications. Thermal Safety: - Fails to follow precautions during oxygen therapy. - Causes skin injury with hot/cold therapy.
Nursing Process	- Inadequate or inaccurate patient assessment, care planning, implementation, or evaluation. - Fails to identify basic patient needs. - Makes repeated errors in judgment. - Fails to document or report critical information.
Nursing Skills	- Unable to perform previously mastered skills or learning objectives. - Unable to correctly obtain vital signs or give IM injections at level 1. - Unable to correctly prepare and hang IV fluids at level 2. - Unable to correctly administer IV medications at level 3 and 4. - Unable to correctly recall key concepts from lab/classroom.
Decision Making	- Performs competencies without proper testing. - Fails to seek assistance when needed. - Ignores supervision requirements. - Fails to report significant information timely. - Accepts verbal/telephone orders. - Signs or witnesses consent forms improperly.
Professional Accountability	- Fails to uphold ethical and legal responsibilities. - Engages in unprofessional conduct. - Arrives unprepared for clinical. - Falsifies or omits information. - Engages in academic dishonesty. - Functions while impaired or steals. - Violates institutional policies. - Breaches patient confidentiality (HIPAA violation).

Clinical Placement Procedures and Policies

Clinical Assignments

A range of data sources will be considered when determining clinical site placement. This may include previous clinical site placement or faculty, computer training needs, class schedules, and current and past employment sites.

Students must be able to accommodate their assigned clinical rotations and transportation to the sites. Clinical site experiences can be scheduled:

- anywhere within an 80-mile radius
- on day (first), evening (second), or night (third) shifts
- during the week or on the weekends.

Advanced Concepts Clinical (Preceptorship) experiences are typically in medical-surgical areas. Assignments are made based on the following:

- Score on the ATI PN Comprehensive Predictor Exam
- Scores on ATI RN Medical-Surgical, RN Fundamentals, and RN Pharmacology Exams
- Student performance in Concepts Clinical
 - When ATI scores and clinical performance identifies that the student is strong in medical-surgical nursing, students may be placed in a split medical-surgical and specialty preceptorship experience (50% medical-surgical and 50% specialty) depending on hospital availability. A student may not do more than 50% of their total hours in a specialty unit without the approval of the Preceptor Lead.

Facility computer training dates and times are determined by the community sites. Students need to be aware they will need to accommodate their schedules to attend the training.

Weekend Package Clinical Placement

The Kirkwood Community College Nursing Program is committed to supporting local healthcare facilities by assisting students who work weekend package jobs in meeting their clinical education requirements. To accommodate these students while maintaining the integrity of the program, the following policy has been established:

Eligibility Requirements:

To qualify for clinical schedule accommodations based on a weekend package job, students must meet the following criteria:

- Submission of Contract – Students must upload a copy of their weekend package contract by the due date of the clinical preference survey. Late submissions will not be considered.
- Weekend Commitment – The contract must explicitly state that the student is required to work every weekend. Part-time or flexible weekend contracts will not qualify.
- Official Verification – The contract must be signed by a Human Resources representative. Signatures from nurse managers or other department heads will not be accepted.
- Recency of Contract – The contract must have a date within the last calendar year to ensure its validity.
- Healthcare Facility Requirement – The weekend package contract must be for employment at a healthcare facility. Contracts for non-healthcare positions will not be considered.

Failure to meet any of these requirements will result in the student being scheduled for clinicals based on standard program procedures. This policy is designed to support both students and local healthcare facilities while maintaining the high standards of Kirkwood's Community College's Nursing Program.

While we strive to honor requests for non-weekend clinical assignments, we cannot guarantee placement in a specific clinical schedule. If there are limited site or faculty availability, students may be required to participate in a weekend clinical rotation despite their employment status.

The Kirkwood Community College's Nursing Program is typically able to accommodate weekend package job requests for students in Levels 1-3, provided they meet the eligibility requirements. However, due to the nature of Advanced Concepts Preceptorships, we are unable to offer schedule accommodations for weekend package positions at this level. Students enrolled in Advanced Concepts must arrange their schedules accordingly to meet the required clinical hours. Preceptorship placements are based on site and clinical (preceptorship) availability, which may include weekday, evening, night, or weekend shifts. It is the student's responsibility to ensure they can fulfill their preceptorship commitments.

Professionalism Improvement Plan (PIP) Policy

Overview

Professionalism is essential for safe, ethical, and effective nursing practice. The Professionalism Improvement Plan (PIP) provides a structured, objective, and consistent process for identifying, addressing, and improving behaviors that do not meet nursing program standards. This process is educational and corrective, designed to promote student growth and ensure patient safety across laboratory, simulation, and clinical environments.

Purpose

The PIP supports students in:

- Identifying behaviors that do not meet professional standards
- Demonstrating measurable improvement through structured action plans
- Developing competencies in professional and ethical conduct, patient safety, communication, and compassionate care

Professional Standards Categories

All professionalism concerns must be classified under one or more of the professional standards categories. Please see the Professional Behavior Expectations section of this handbook for additional information about the following categories:

Engagement and Responsibilities

- Attendance, punctuality, preparedness, dress code, communication, and engagement in learning activities

Caring and Compassion

- Providing patient centered care, with therapeutic communication, and treating others with dignity and respect

Ethical Conduct

- Integrity, accountability, honesty, adherence to policies (e.g. HIPAA, academic integrity, ANA code of conduct)

Patient Safety

- Adherence to safety protocols, clinical judgment, and safe patient care practices

Evaluation of Professional Standards

All professional standard evaluations must be:

- Based on observable, objective, and documented behaviors
- Measured using standardized criteria
- Applied consistently to ensure fairness, transparency, and equity

Minor Occurrences

Examples include attendance, tardiness, dress code, or preparedness issues.

- 1st Occurrence → Verbal discussion with faculty (documented informally)
- 2nd Occurrence (same category) → Written PIP required
- Repeated occurrences → May escalate to Major Occurrence

Major Occurrences

Behaviors that pose risk to patient safety, violate policy, or significantly disrupt the learning environment are classified as major.

Examples include patient safety violations, HIPAA violations, academic integrity concerns, impaired behavior, or disruptive behavior.

- Immediate Written PIP required
- Automatic Associate Dean and/or Dean of Health review

Written PIP Requirements

A Written PIP must include:

- Faculty documentation of objective behavior, context, and impact (including patient safety when applicable)
- Student reflection on behavior
- Measurable goals for improvement
- Specific strategies and resources for improvement

Monitoring & Documentation

- All PIP forms are placed in the student academic record
- The SOAR Coordinator monitors patterns of repeated professionalism concerns
- Recurrent or escalating behaviors may result in administrative action

Administrative Review (if applicable)

The Associate Dean and/or Dean of Health may impose:

- Grade penalty
- Course removal
- Clinical removal
- Program dismissal
- Other corrective actions

Appeal Process

Students have the right to appeal decisions that impact progression.

- Submit written appeal to the Registrar's Office within designated timeframe
- May include a non-nursing faculty advocate
- Appeal panel may:
 - Affirm decision
 - Modify decision
 - Rescind decision
- Additional information can be found: [Kirkwood Community College Appeal of Policy and Procedure](#)

Commitment to Student Success

The PIP is designed to:

- Promote accountability and professional growth
- Ensure safe, ethical patient care
- Support student success and progression

Student Information:

Date: _____

Student Name: _____

Student k#: _____

Course: _____

Professional Standards Category (Select all that apply):

- ☐ Engagement and Responsibilities
- ☐ Caring and Compassion
- ☐ Ethical Conduct
- ☐ Patient Safety

Minor Occurrences (1st = Verbal Discussion; 2nd within same category = Written PIP):

- ☐ More than 1 Excused Absence (prior notification, see Makeup Policy)
- ☐ Any Unexcused Absence (no prior notification)
- ☐ More than 1 Excused Tardiness (>10 minutes with prior notification, see Makeup Policy)
- ☐ Any Unexcused Tardiness (>10 minutes no prior notification)
- ☐ Uniform or Dress Code Violation (see Uniform Policy)
- ☐ Unpreparedness (e.g. lack of required materials or prep, see specific Lab, Sim, or Clinical Requirements)
- ☐ Uncooperative Behavior (e.g. failure to engage or participate in required learning, see Communication and Digital Devices Policy)
- ☐ Other: _____

Major Occurrences (Automatic Written PIP & Administrative Review):

- ☐ Academic Integrity Violation (e.g. plagiarism, see Academic Integrity Policy)
- ☐ Substance Use (e.g. odor, slurred speech, unsteady gait, altered mental status, see Substance Use Policy)
- ☐ HIPAA Violation (e.g. patient name on CCW, posting patient info on social media, see HIPPA Policy)
- ☐ Medication Policy Violation (e.g. incorrect medication preparation with actual or potential for harm, see Clinical Medication and Procedure Policy)
- ☐ Patient Safety Violation (e.g. incorrect use of equipment with actual or potential for harm, see all Clinical Policies and Unsafe Clinical Behavior)
- ☐ Disruptive Behavior (e.g. refusal to follow faculty direction, see Kirkwood Student Conduct Code)
- ☐ Disrespectful Behavior (e.g. intimidating or hostile tone/language, see Kirkwood Disruptive Student Behavior)
- ☐ Other: _____

Written PIP

1. Faculty Documentation

- Describe objective, observable behavior, including context and impact (include patient safety if applicable)
- Date of meeting with student: _____
- Action Plan due date: _____

Faculty Statement:

2. Student Reflection & Plan:

- Reflect on behavior
- Identify measurable goals
- Outline strategies for improvement
- Identify resources/support needed

Student Statement & Plan:

3. Administrative Review (if applicable):

- ☐ Grade Penalty ☐ Course Removal ☐ Clinical Removal
☐ Program Dismissal ☐ Appeal Process Initiated ☐ Other Corrective Action: _____

Administrator Statement:

Acknowledgment of Receipt:

By signing, the student acknowledges receipt and understanding of this PIP.

Student Name: _____ Signature: _____ Date: _____

Faculty Name: _____ Signature: _____ Date: _____

Distribution:

- ☐ Student ☐ SOAR Coordinator ☐ Course Faculty
☐ Clinical Coordinator ☐ Associate Dean / Dean

Note: This form must be completed in accordance with the Professionalism Improvement Plan Policy.

GRADING AND EVALUATION

Nursing Grade Scale

Letter Grade	Total Course Point Percentage
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83 (Passing)
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	59 or below

Final course grades are computed based on the final total course points as the denominator. Students must complete all examinations, including the comprehensive final, as retention of nursing course information is imperative for patient safety.

Rounding

The student must achieve an 80% cumulative score to pass each nursing course.

There is no rounding in any course point element except rounding of final course percentages.

Rounding will only be for course percentages that are ≥ 0.50 for grade calculation (e.g. a percentage of 79.5% will be rounded to 80%).

There will be no rounding up from anything < 0.50 .

Extra Credit

There will be no extra credit points provided to students enrolled in Introduction to Nursing or any course within the nursing program.

EXAMS AND QUIZZES

Exams/Quizzes Policies and Procedures

Exams/quizzes will be focused on unit objectives. Items will come from unit objectives, assigned readings, classroom discussion, and class activities. Blueprints will be provided for students prior to exams. All exams and some quizzes will be delivered via computer using Exemplify software (Examsoft).

Exam/Quiz Preparation

The student will:

- Bring their laptop that has Exemplify installed and be sure it is fully charged.
- Know their password to Exemplify.
- Ensure they have the most recent Exemplify version.
 - Be responsible for knowing where to check what version of Exemplify they have downloaded.
 - Restart their laptop which will prompt them to complete any Exemplify and operating system updates.
- Not be allowed to take exams/quizzes prior to the scheduled date/time.
- Notify the faculty prior to the exam/quiz if they are unable to take it at the scheduled time.

Laptop Issue

The student will:

- Speak to faculty if they need to borrow a loaner laptop.
 - Faculty will then notify the Health Department Assistants that the student needs to borrow a laptop.
- Pick up the loaner laptop from the Health Department prior to the exam/quiz start time, where the student will complete the Health Department Computer Rental Form.
- Speak to faculty if they need to borrow a laptop for more than one exam/quiz.
 - Faculty will then notify the Operations Coordinator to discuss options.
- Speak to faculty if they are experiencing a battery issue.
 - Faculty will seat the student near an outlet and issue a warning.
 - Students who have continued battery issues can speak to the Operations Coordinator to discuss options.

Exam/Quiz Start

The student will:

- Be on time to the scheduled exam/quiz room with fully charged laptop with a battery that will hold a full charge.
 - If not in chair ready to go when the exam/quiz begins, student will not be permitted to enter the classroom and will be redirected to take the exam/quiz in the Test Center.
 - Failure to be on time for any exam/quiz will result in exam point deductions based on the Late to Exam/Quiz Policy.
- Be randomly assigned to a seat by the faculty.
- Ensure area is clear of all items including phones, electronic devices, books, etc.
- Use a pen and faculty distributed scratch paper only.
- Sign into Exemplify using their assigned username and password.
- Ensure laptop is muted/silenced.
- Download the exam/quiz and enter the password when directed.
- Launch the exam and navigate to the "Begin Screen."
- Review the Exam/Quiz Cover Sheet within their exam/quiz prior to starting (see Exam/Quiz Cover Sheet).
- Restart the computer if they experience technical difficulties. If there are further technical difficulties, notify the faculty for further directions.
- Not talk during exams/quizzes.
- Not look at other students or their exams/quizzes/laptops/scratch paper.
- Complete a hard shut down of computer before leaving testing room in the event of a disaster training drill or real disaster. The faculty will provide directions upon re-entering the testing room.

Exam/Quiz Completion

The student will:

- Upload the file prior to leaving the classroom.
- Show the Upload Confirmation Screen to the faculty and turn in scratch paper.
 - If a student leaves the room without uploading the exam/quiz and/or does not show the Upload Confirmation Screen and/or loses their exam/quiz file for any reason, they will receive a zero for that exam/quiz.

- If a student chooses to not complete the exam/quiz, the student may upload the completed portion and show the Upload Confirmation Screen to receive credit for those items completed.
- Leave the room quietly when the exam/quiz is completed and not congregate outside the entrance of the room in which testing is occurring.
- Avoid discussing any item on the exam/quiz except with the faculty in an individual face-to-face meeting.
- Return to the room when asked by the faculty, as applicable.

Exam/Quiz in Class Review Policy

- The review of exams/quizzes on ExamSoft will be completed in the last 10 minutes of the class period after all students have completed the exam and an item analysis has been conducted.
- Only 10 minutes will be allowed within the ExamSoft program to complete a review. If the student would like additional time, the student should make an appointment with the faculty for an individual review.
- The exam/quiz review will show all missed questions and rationale.
- During the 10 minutes set aside for exam/quiz review of incorrect items in class, students will:
 - Clear their desks of all items including phones, electronic devices, books, and papers.
 - Avoid talking to other students during the review.
 - Avoid asking questions related to exam/quiz items during the review beyond simple clarification.
 - Close out of the exam/quiz and show the instructor that the exam/quiz review is complete. If this is not done, the student will receive a zero for the score on that exam/quiz.
- Students who have concerns with an exam/quiz item will:
 - Contact the faculty to set up a face-to-face appointment.
 - Ask any questions regarding exam/quiz items in a face-to-face meeting only with faculty to ensure exam/quiz security and student confidentiality.
 - Avoid discussing exam/quiz items via phone or email communications.
- Any violation of the Exam/Quiz In Class Review Policy could result in the exam/quiz review being stopped, dismissal of the student(s) from the classroom, an Academic Integrity violation report, and possible loss of exam points. If there is a second violation of the exam review policy, the student will receive an additional Academic Integrity violation report and a zero for the exam being reviewed.

Exam/Quiz individual/small group review with faculty

- Students are welcome to meet with the course faculty to review their exam/quiz performance within 1 week of that exam/quiz review in class.
- Students who have questions following the exam/quiz in class content review are strongly encouraged to meet individually or in a small group with their course faculty.
- Students who achieve less than 78% on an exam/quiz are encouraged to meet individually or in a small group with their course faculty.

PAPER Exam/Quiz Cover Sheet

1. There are _____ questions on this exam/quiz. You have _____ minutes to complete this exam/quiz.
Start Time: _____
Finish Time: _____
2. You may not take breaks or leave the classroom during the exam/quiz. IF you leave the exam/quiz room or test center for any reason before completing the exam/quiz, the exam/quiz must be turned in and any remaining unanswered questions will be counted as incorrect. In the event of an emergency, notify the staff immediately. A bathroom break may be permitted with an escort. The bathroom may be subject to inspection. No talking to others is allowed, and no personal items may be taken along. Time for the exam/quiz is not paused during the break.
3. Turn off and remove any advanced technology (smart phones, watches, glasses, jewelry, etc) and place them in your book bag or purse at the front/back of the classroom as directed.
 - a. Use of vibrate mode on phone devices is not allowed because it can be a distraction.
 - b. Any time any electronic device makes an audible sound during a graded activity, 2 points will automatically be deducted from the offender's graded material.
4. No books or papers on the desk. No eating or drinking during the exam/quiz. Hats are to be removed.
5. Record your answers on the exam/quiz. Answers must be marked clearly on the exam/quiz, as no credit will be given for answers that are not obviously indicated.
6. A basic calculator will be provided for Dosage Calculation questions.
7. If you have a question during the exam/quiz, raise your hand and faculty will come to you.
8. Exam/quiz content must not be shared outside the classroom. Any discovery of unethical disclosure and breach of exam/quiz confidentiality will result in a zero and a report of an Academic Integrity violation will be filed with the Dean of Students Office. If you observe another student sharing information, contact faculty immediately. Kirkwood Community College & the Department of Nursing have established policies of Academic Dishonesty which reflect the highest level of integrity and expectations of each student who will carry this into practice as a future professional nurse.

I have read the above policy and will uphold the guidelines set forth. I understand that violations of this policy could result in a zero on the exam/quiz.

Signature_____

Printed name_____

Date_____

EXAMSSOFT Exam/Quiz Cover Sheet

1. You may not take breaks or leave the classroom during the exam/quiz. IF you leave the exam/quiz room or test center for any reason before completing the exam/quiz, the exam/quiz must be turned in, and any remaining unanswered questions will be counted as incorrect. In the event of an emergency, notify the staff immediately. A bathroom break may be permitted with an escort. The bathroom may be subject to inspection. No talking to others is allowed, and no personal items may be taken along. Time for the exam/quiz is not paused during the break.
2. Turn off and remove any advanced technology (smart phones, watches, glasses, jewelry, etc.) and place them in your book bag or purse at the front/back of the classroom as directed.
 - a. Use of vibrate mode on phone devices is not allowed because it can be a distraction.
 - b. Any time any electronic device makes an audible sound during a graded activity, 2 points will automatically be deducted from the offender's graded material.
3. No books or papers on the desk. No eating or drinking during the exam/quiz. Hats are to be removed.
4. Laptop must be fully charged, set up, and ready to start by the designated exam/quiz start time.
5. If you have a question during the exam/quiz, raise your hand and faculty will come to you.
6. Upon completion of your exam/quiz, upload your exam/quiz file and show your upload confirmation screen (green screen) to the proctor.
7. Exam/quiz content must not be shared outside the classroom. Any discovery of unethical disclosure and breach of exam/quiz confidentiality will result in a zero, and a report of an Academic Integrity violation will be filed with the Dean of Students Office. If you observe another student sharing information, contact faculty immediately. Kirkwood Community College & the Department of Nursing have established policies of Academic Dishonesty which reflect the highest level of integrity and expectations of each student who will carry this into practice as a future professional nurse.

I have read the above policy and will uphold the guidelines set forth. I understand that violations of this policy could result in a zero on the exam/quiz. By clicking the "next" button, I am accepting and agreeing to following this policy.

Signature_____

Printed name_____

Date_____

ATI PROGRAM

Assessment Technologies Institute, LLC (ATI) resources will be used throughout the Kirkwood Community College Nursing Program. The specific resources will vary by course and may include interactive modules, practice quizzes, practice assessments, and proctored assessments. These ATI resources help students prepare for course-level exams as well as the NCLEX exam. In addition, ATI helps build critical thinking skills by encouraging nursing students to prioritize patient care and make safe, evidence-based decisions in a variety of patient scenarios.

ATI Assessments

ATI practice assessments are designed to identify specific topics that need to be reviewed. ATI proctored assessments are standardized nursing exams to assess students' clinical knowledge.

The student must:

- Complete each proctored assessment or receive an incomplete for the course.

ATI Practice Assessments	Points Possible
<u>Form A and B:</u> ○ Complete the entire assessment by <u>due date/time</u> ○ Spend a <u>minimum</u> of 30 minutes within Focused Review by due date/time on the first attempt's assessment. • The Focused Review is designed to help the student review content areas that they did not meet the benchmark on and to help strengthen that knowledge for any proctored assessment and/or NCLEX, as well as clinical practice.	1 point each
ATI Proctored Assessment	
○ Level 3 - 8 points • No retake ○ Level 2 - 7 points • No retake ○ Level 1 - 2 points • Retake required. • Focused Review required for a minimum of one hour prior to retake. ○ < Level 1 - 0 points • Retake required. • Focused Review required for a minimum of one hour prior to retake. ○ Cannot retake exam unless scored < Level 2	8 points
ATI Proctored Retake	
○ Level 3 - 3 additional points will be awarded ○ Level 2 - 2 additional points will be awarded ○ Level 1 • If previous Level 1, 0 additional points will be awarded • If previous <Level 1, 1 additional point will be awarded	
TOTAL POINTS AVAILABLE	10 points

ATI Comprehensive Predictor

ATI Comprehensive Predictor proctored assessments are designed to assess students' overall readiness for the specified NCLEX exam and identify specific topics that need to be reviewed to improve success on the exam.

The student must:

- Complete each proctored assessment or receive an incomplete for the course

ATI Comprehensive Predictor Practice Assessments	Points Possible
<u>Form A and B:</u> ○ Complete the entire assessment by <u>due date/time</u> ○ Spend a <u>minimum</u> of 30 minutes within Focused Review by due date/time on the first attempt's assessment. • The Focused Review is designed to help the student review content areas that they did not meet the benchmark on and to help strengthen that knowledge for any proctored assessment and/or NCLEX, as well as clinical practice.	1 point each
ATI Comprehensive Predictor Proctored Assessment	
○ ≥95% probability of passing NCLEX – 10 points • No retake ○ 90-94.99% probability of passing NCLEX – 8 points • No retake ○ 85-89.99% probability of passing NCLEX – 4 points • Retake required. • Focused Review required for a minimum of two hours prior to retake. ○ <85% probability of passing NCLEX – 0 points • Retake required. • Focused Review required for a minimum of two hours prior to retake. ○ Cannot retake exam unless scored <90% probability of passing NCLEX	10 points
ATI Comprehensive Predictor Proctored Retake	
○ 95% probability of passing or above – 3 points ○ 90-94.99% probability of passing – 2 points ○ 85-89.99% probability of passing – 0 points	
TOTAL POINTS AVAILABLE	12 points

ACCOMMODATIONS

For students requiring Accommodations, the student process can be found at Kirkwood Community College Accommodation Services: <https://www.kirkwood.edu/explore/services/dean-of-students/disability-accomodation>. Students with accommodations should discuss the Student Accommodation Letter with each of their faculty.

Students who are approved for accommodations must:

- Schedule exam/quiz dates and times with the Kirkwood Community College Test Center.
 - The student is responsible for scheduling exams/quizzes in the Test Center through the course on Talon (Student Tools > Test Center/RegisterBlast).
 - If lecture is scheduled following the exam/quiz, the student is expected to schedule the exam/quiz at the Main Campus Test Center.
- Renew their accommodations each semester by renewing online or scheduling a meeting with Accommodation Services prior to the start of every semester (student accommodations expire at the end of each semester).

Additional Accommodation Requirements

- The student is responsible for adhering to Kirkwood Community College Nursing Program exam/quiz policies when taking exams/quizzes at the Test Center per the Kirkwood Community College Nursing Student Handbook.
- The student is responsible for bringing their personal laptop to use in the Test Center for exams/quizzes taken on ExamSoft or ATI.
- The faculty will verify the dates and times the student will be taking all exams/quizzes.
- Exams/quizzes must be started no later than the normal start of class exam/quiz time. Students are highly encouraged to start exams/quizzes earlier than the normal start of class time if receiving extended time so that they can be back in time for class/lecture afterwards.
- If a student begins the exam/quiz after the start time initially scheduled with the Test Center, it will be considered a late start with point deductions assigned according to the Late to Exam/Quiz Policy.
- If a student finishes an exam/quiz in the Test Center prior to their course section starting the exam/quiz, the student is asked to remain in the Test Center until the class exam/quiz time without accessing their phone or laptop/tablet.
- The student taking exams/quizzes in the Test Center is expected to be accountable regarding identified time limitations. If the student exceeds the time allotted, there will be a 5% deduction from the total score for each additional 5 minutes.

STUDENT RESOURCES

Student Opportunity and Resources (SOAR) Program

The Student Opportunity and Resources (SOAR) Program is designed to promote nursing student success. Within the SOAR Program, student learning needs and barriers to student success are identified by the student and/or faculty. Learning needs and barriers to success are then addressed.

Assistance for students may include the following:

- Referrals to counseling and/or tutoring
- Identification of test-taking, learning, and time management strategies
- Exam/quiz self-assessment
- Computer assisted learning
- Provision of additional instructional materials to assist the student in meeting identified classroom objectives

Referral to SOAR Coordinator

Course faculty may refer students to the SOAR Coordinator via email. After being referred to SOAR, students may contact the Health Department or SOAR Coordinator via email to schedule an appointment. Students may also make a self-referral for assistance.

During the initial appointment, the SOAR Coordinator will:

- Evaluate the student for risk factors, and
- Collaborate with the student to develop an individualized action plan.

Following the initial meeting, it may be recommended for the student to follow up with:

- The SOAR Coordinator and/or
- Course faculty

The SOAR Coordinator will communicate with course faculty as needed to support ongoing student success and coordination.

Additional Nursing Program Student Support

Faculty Availability and Student Hours

Nursing faculty maintain regular student hours to support student success and accessibility. Faculty prioritize meeting with students during these designated times. Each nursing faculty member holds a minimum of five student hours per week.

To increase access, students may meet with faculty in person or virtually through Zoom during scheduled student hours. Student hour schedules, Zoom links, and contact information are available through the Health Department office staff, course syllabi, Talon course pages, and faculty office doors.

Student Learning Support

Free student learning support is available to all students in the nursing program. Support is provided by a nurse, often a graduate of the Kirkwood Community College Nursing Program, to help students strengthen understanding and build confidence. Assistance may be offered in person, virtually, or through hands-on lab support. Support hours and locations will be posted during the first week of each semester.

Talon Current Nursing Students

The Talon – Current Nursing Students course is available to all students beginning in Introduction to Nursing. This resource provides nursing-specific support tools and information, including study tips, note-taking strategies, test-taking resources, recommended practice apps, and student well-being resources. Talon also serves as a central location for current announcements, such as career fair dates, focus sessions, employment opportunities, and other important program updates.

Additional Kirkwood Community College Student Support

Kirkwood Community College offers a variety of support services to help students succeed academically and personally. Students are encouraged to explore available resources through [Kirkwood Services for Student](#).

Learning Commons

The Learning Commons offers free, high-quality academic support including study assistance, group sessions, drop-in help, and academic coaching. Students may drop in for walk-in support or request an individual Learning Assistant by visiting the [Learning Commons](#).

Writing Center

The Writing Center provides individualized support for writing, critical thinking, and communication for any type of writing project. The Writing Center helps students strengthen their writing, critical thinking, and communication skills across all subjects. Writing support is available both in-person and online. For more information and appointment options, visit [Writing Center](#).

Academic Advising and Transfer Support

Advising help is available for planning student schedules, completing Late Registration forms, registering, obtaining graduation information and transfer planning. For additional information visit [Academic Advising](#).

Counseling and Wellness Resources

Personal, career and educational counseling are available for immediate or long-range personal growth goals and awareness. Wellness support and career planning services are also offered. Additional information, including how to make an appointment, can be found at [Counseling](#).

PROGRESSION REQUIREMENTS

Progression Requirements for the Nursing Program

Clinical Course Progression Requirements

- PN (Foundations I & II) and ADN (Concepts of Nursing)

Progression to Foundations of Nursing I Clinical

Students must:

- Earn a minimum grade of B- in Health Assessment and Pharmacology I, or be concurrently enrolled in both
- Demonstrate active academic engagement, including completion of required coursework
- Pass laboratory components of Health Assessment and Foundations I
- Submit all required coursework by designated deadlines

Progression in Foundations of Nursing II Clinical

Students must:

- Pass the laboratory portion of Foundations of Nursing II

Progression in Concepts of Nursing Clinical

Students must:

- Pass the laboratory portion of Concepts of Nursing

Clinical Eligibility & Continuation

- Students who do not meet the above progression requirements will not be permitted to start or continue in clinical.
- Students may choose whether to remain in the didactic (theory) course, considering factors such as academic standing, financial aid, and course load.

Course Completion Requirement

- Didactic and clinical must be passed together to successfully complete a nursing course
- If either component is not passed, both must be repeated
 - Course Pairs that are affected
 - Foundations of Nursing I and Foundations I Clinical
 - Foundations of Nursing II and Foundations II Clinical
 - Concepts of Nursing and Concepts Clinical
 - Advanced Concepts of Nursing and Advanced Concepts Clinical

General Nursing Course Progression Requirements

- Students must pass each nursing course in the program with a B- or above.
- Students cannot progress to the ADN program from the PN program until all the PN courses are complete with a B- or above.
- Students achieving less than a B- in any nursing course must fill out a readmission application and retake that course before continuing in the program.

READMISSION POLICY

Nursing Program and Introduction to Nursing Readmission

A student who has not academically progressed or who has withdrawn from Introduction to Nursing or the Kirkwood Community College Nursing Program may apply for readmission.

- A student may repeat a maximum of 3 courses in the PN level. No course may be taken for a 3rd time.
- A student may repeat a maximum of 2 courses at the ADN level. No course may be taken for a 3rd time.
- Any withdrawal from a cohort course will count as a course attempt in that level of the nursing program (Introduction to Nursing, PN, or ADN) unless the student is approved for an appeal. Link for appeal process can be found here: <https://www.kirkwood.edu/get-started/registrar/policies>
- Readmission applications are due within 3 days after your course final exam.
- Readmission is contingent upon space availability. If the number of applicants exceeds available space, the decision will be based on student cumulative GPA. Applicants may be deferred to a subsequent semester.
- A student repeating Foundations of Nursing I, Foundations of Nursing II, Concepts of Nursing, or Advanced Concepts of Nursing must repeat both the didactic course and clinical component.
- To be considered for readmission, the student must:
 - Submit the Readmission Application via email 3 days after your course final exam.
 - Meet all program compliance requirements in order to attend clinical prior to readmission. Student should review their profile at www.mycb.castlebranch.com to review compliance status and verify that all items are complete and nothing will expire during the upcoming term.
 - Repeat a criminal background check and a health physical if the student has been out of the cohort program for more than two semesters. Criminal background checks cannot be done more than 30 days prior to start date.
- A student who is asked to leave a clinical facility for safety concerns will be ineligible for readmission.
- A student who is approved for readmission will be contacted prior to the start of the following semester.
- Readmission approvals apply only to the semester for which the readmission paperwork was submitted.
 - If a student declines an offer of readmission, the student must once again apply for readmission prior to the semester they wish to re-enter the program by resubmitting the appropriate paperwork.
 - A subsequent offer of readmission is not guaranteed.
 - Students who remain out of the program > one year prior to successful readmission will have to restart the program to which they are requesting readmission (PN or ADN program) AND must meet the curriculum requirements at the time of readmission.
- If readmitted, the student will have a Readmission Pathway Plan which requires the student to complete the following as assigned by the Readmission Pathway Coordinator.
 - Meet with the Readmission Pathway Coordinator as specified in the contract – Students will be required to meet to discuss progress throughout the length of their plan.
 - Complete two Online Activities – The online activities are designed to help students develop skills to achieve success in nursing school.
 - Maintain physical assessment knowledge and skills, as applicable – PN level students who are out of clinical for 2 or more semesters are required to complete a head-to-toe review prior to their next clinical course.
 - Students who complete Health Assessment but do not attend a full clinical course in the same semester will be required to complete a head-to-toe review prior to their next clinical course.
 - Maintain pharmacology knowledge, as applicable – Students will be required to complete ATI Pharmacology Made Easy modules and PracSafe assignments.
 - Failure to complete any assigned requirement will require a meeting with the Associate Dean.
- A student must wait three semesters before reapplying to the Kirkwood Community College Nursing Program if they do not receive a passing grade in:
 - Intro to Nursing for the second time
 - A fourth course in the Practical Nursing (PN) program
 - A third course in the Associate Degree Nursing (ADN) program
 - The same course twice
- Any student who is out of the program for any reason (personal, academic) for 3 or more semesters will restart at the beginning of the corresponding program level (PN or ADN).

Readmission Application

This application is due to the Health Office within one day of final grades being posted in Talon. Students will have a hold put on their registration and will not be allowed to register for classes until after their application is reviewed and approved.

Please note: Taking less than 12 credits hours could impact your financial aid award. Contact Financial Aid with questions.

Student Information

Name:	
Date:	K#:
Street Address:	
City, State, Zip:	
Phone Number:	
Are you an LPN Transfer Student? Yes No	
Readmission Level	
Courses needed to repeat:	
What was the last semester you were enrolled in nursing classes? (ex. Spring 2026)	
Please look at the class offerings and times listed on MyHub and rank all the sections from 1 to 4 for Introduction to Nursing, Or A to D for the Technical Program. Based on your preference below (1 =what section you prefer the most; 5= what section you prefer the least)	
Section 1/A _____ Section 2/B _____ Section 3/C _____ Section 4/D _____	

Agreement and Signature:

By submitting this application: (initial each statement)

_____ I agree to comply with all Kirkwood Community College policies & procedures.

_____ I understand I will be notified of approval/denial via my Kirkwood Community College email.

_____ If readmitted, I understand that I will be required to complete a Readmission Pathway Plan.

_____ I understand that taking less than 12 credits could impact my financial aid and I will discuss any questions with my Financial Aid Advisor.

For office use only:		
Decision:	Registration Hold:	1st Time: Appeal:
Date Received: Notes:		

Student Signature: _____ Date: _____

Submit this application via email to health@kirkwood.edu

KIRKWOOD NURSING VOLUNTARY SEMESTER OFF/SPLIT SEMESTER POLICY

Voluntary Semester Off: Students who need to take the next semester off for any reason must fill out the Voluntary Semester Off/Split Semester Form (next page) and submit it as soon as possible (but no later than the last day of the current semester) to the Health Office.

Students who do not return after a voluntary semester off must complete the readmission process. The student must **repeat a criminal background check if the student has been out of the cohort program for more than two semesters.**

Criminal background checks cannot be done more than 30 days prior to start date.

PN level students who are out of clinical for 2 or more semesters are required to complete a head-to-toe review prior to beginning their next clinical course. Students who complete Health Assessment, but do not attend a full clinical course in the same semester will be required to complete a head-to-toe review prior to beginning their next clinical course

Upon their return to the program, students who take a semester off will be able to register for courses based on space availability.

Split Semester: Students who need to split nursing courses for any reason must fill out the Voluntary Semester Off/Split Semester Form (next page) and submit it as soon as possible (but no later than the last day of the current semester) to the Health Office.

Students who plan on splitting a level **will not register for courses.** If you register for courses without approval, you will be dropped from all future classes, **Full time students get top priority for registration, then Part time students.**

Students will be informed via their Kirkwood student email of the decision from the Admission Team. This email will come prior to the start of the semester.

Students who are approved to split nursing courses will be placed in courses based on space availability by the Admission Team.

Part-time students must submit **this required form** at every level (2, 3, and 4) to maintain part-time status. Approval is not guaranteed across terms; a spring approval does not ensure summer approval if space is limited.

I have read the above information and understand the policies associated with taking a semester off or splitting nursing courses in the Kirkwood Community College Nursing Program.

Student Signature: _____ Date: _____

Submit this application via email to: health@kirkwood.edu

<i>For office use only:</i>
Date Received:
Decision:

Voluntary Semester Off/Split Semester Form

Please fill out and submit to the Health Office. You will be informed via your Kirkwood student email of the decision.

Voluntary Semester Off /Split Semester Form
Date: _____
K# _____
Name: _____
Phone: _____
Email: _____
Voluntary Semester Off Request
Semester you would like to take off (ex. Summer 2025):
Semester you will be returning (ex: Fall 2025):
Courses you will be returning to (ex: Foundations II):
Split Semester Request
Which semester would you like to split? _____ Level 1 (PN): Foundations of Nursing I, Foundations of Nursing I Clinical, Pharmacology I, Health Assessment _____ Level 2 (PN): Foundations of Nursing II, Foundations of Nursing II Clinical, Pharmacology II, Care of the Growing Family _____ Level 3 (ADN): Mental Health, Concepts of Nursing, Concepts of Nursing Clinical _____ Level 4 (ADN): Advanced OB/Peds, Advanced Concepts of Nursing, Advanced Concepts of Nursing Clinical The Admissions Team will register you for your courses once they have approved your split request. What is your preferred section choice? _____

Agreement and Signature:

By submitting this application: (initial each statement)

_____ I agree to comply with all applicable policies & procedures in the Kirkwood Nursing Student Handbook.

_____ I understand I will be notified of approval/denial via my Kirkwood Community College email.

_____ I understand that taking less than 12 credits could impact my financial aid and I will discuss any questions with my Financial Aid Advisor.

Student Signature: _____ Date: _____

GENERAL INFORMATION

Student Nurse Organization

Kirkwood Student Nurse Association (KSNA)

The Kirkwood Student Nurse Association (KSNA) is a student-led organization established at Kirkwood Community College to support the professional growth, leadership development, and engagement of nursing students. KSNA aligns with the mission and values of state and national nursing student organizations, including the Iowa Association of Nursing Students and the National Student Nurses' Association. The NSNA mentors the professional development of future Registered Nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance.

Mission

KSNA's mission is to mentor students preparing for initial licensure as Registered Nurses, and to convey the standards, ethics, and skills that students will need as responsible leaders and members of the profession.

Benefits

- Leadership development and mentorship
- Collaboration and networking
- Fundraising opportunities
- Involvement in campus and community events
- Access to unique educational opportunities
- Participation in state and national conventions

To find out more about KSNA or to sign up, please stop by the Health Department, 2164 Linn Hall.

Program Completion

Academic and Graduation Requirements

Students are awarded a diploma for Practical Nursing (PN) after successful completion of semester 2 and an Associate of Applied Science degree for Associate Degree in Nursing (ADN) after successful completion of semester 4.

To graduate from this program, students must successfully complete all required courses and maintain a minimum cumulative grade point average (GPA) of 2.0. Please note the GPA is not rounded; a final average below 2.0 does not meet graduation requirements.

No "D" developmental level courses are accepted as course substitutions in this program. These courses have a "D" in the course catalog number (e.g. PT080D, Pre-algebra).

Details regarding the application for graduation are provided in the final semester of the PN and ADN programs, as applicable. The Health Department hosts an ADN Pinning Ceremony at the end of each semester.

Licensure Requirements

After graduation, nursing students must apply for state licensure and pass the National Council Licensure Examination (NCLEX) to legally practice as a nurse.

- The NCLEX-PN is taken by the graduate to obtain a license to practice as a Licensed Practical Nurse (LPN).
- The NCLEX-RN is taken by the graduate to obtain a license to practice as a Registered Nurse (RN).

Prior to graduation, all LPN and ADN students are provided with Iowa Board of Nursing license examination application information which is reviewed in detail by the Operations Coordinator.

All ADN students will complete an RN licensing examination review course at the end of the ADN program. This is part of the ATI preparation program package that students have purchased. More information regarding this course will be provided in the last semester of the ADN program.

The nursing program tracks NCLEX pass rates each year. The program benchmark is to maintain first-time pass rates at or above applicable state and national expectations.

Effective February 2026, Iowa licensing agencies are required to verify lawful presence in the United States through the Systematic Alien Verification for Entitlements (SAVE) program at the time of licensure application. Graduates applying for an Iowa professional license should expect to complete the SAVE verification process as part of their license application. Students should confirm whether their program credentials require an Iowa state license before program completion. Students with questions about their licensure eligibility should contact the relevant Iowa licensing board directly.

Students Moving to Another State Upon Graduation

Students moving to another state upon graduation should contact the Health Department to set up an appointment with the Associate Dean to discuss plans for licensure by examination to ensure all requirements are met. Some states may not accept Kirkwood Community College credits when applying to take the NCLEX. If you plan to practice in a non-compact state, you must meet with the Associate Dean prior to admission to the nursing program.

Student Governance

Student input is valued and regularly used to support continuous program improvement. Feedback is gathered through course surveys each semester, student focus group sessions conducted twice annually, and program exit surveys completed at the end of the PN and ADN programs. In addition, one cabinet member from the Kirkwood Student Nursing Association (KSNA) is invited to participate in each Nursing Advisory Committee meeting held twice annually. Information gathered through these opportunities is reviewed by faculty to identify trends and guide program improvements.

Articulation With Four-Year College RN-BSN Programs

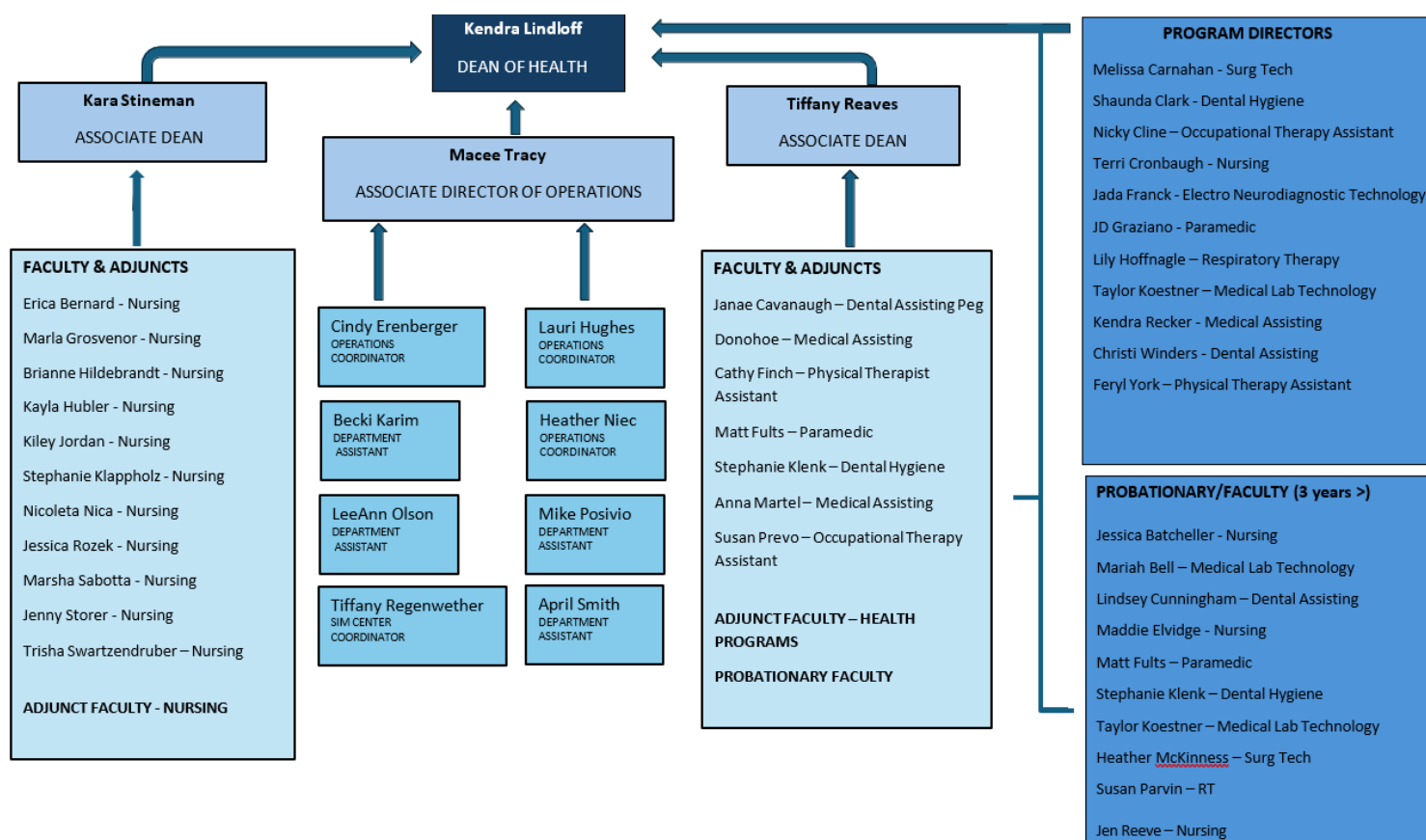
The Kirkwood Community College Nursing Program participates in the Iowa Articulation Plan for Associate Degree in Nursing (ADN) to Bachelor of Science Degree in Nursing (BSN) completion. This means that course work taken at Kirkwood for the nursing program will transfer to participating BSN programs without needing to be repeated. Students who intend to obtain a BSN degree are encouraged to inform their nursing program academic advisor.

Health Department

Location: 2164 Linn Hall
 Phone: 319-398-5566
 Fax: 319-398-7750
 Email: health@kirkwood.edu
 Website: www.kirkwood.edu/health

Health Department Staff

Kendra Lindloff , Dean of Health	319-398-1775
Kara Stineman , Associate Dean of Health, Nursing Program	319-398-4965
Lauri Hughes , Operations Coordinator	319-398-5613
Macee Tracy , Associate Director of Operations	319-784-1791
Becki Karim , Department Assistant, Admissions	319-398-7746
LeeAnn Olson , Department Assistant, Advisory	319-398-4062
April Smith , Department Assistant, Budget and Compliance	319-398-4989



Health Department, Nursing Faculty

Jessica Batcheller 319-398-5899 ext. 4035 Jessica.batcheller@kirkwood.edu	Lindsey Neuhaus 319-398-5899 ext. 5335 Lindsey.neuhaus@kirkwood.edu
Erica Bernard 319-398-5899 ext. 5508 Erica.bernard@kirkwood.edu	Nicoleta Nica 319-398-5899 ext. 4343 Nicoleta.nica@kirkwood.edu
Terri Cronbaugh 319-784-1770 Terri.cronbaugh@kirkwood.edu	Jen Reeve 319-398-5899 ext. 4989 Jen.reeve@kirkwood.edu
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Kelly Joseph 319-398-5899 ext. 4351 Kelly.joseph@kirkwood.edu	Jennifer Storer 319-398-5899 ext. 5331 Jennifer.storer@kirkwood.edu
Stephanie Klappholz 319-398-5899 ext. 4094 Stephanie.klappholz@kirkwood.edu	Trisha Swartzendruber 319-398-4992 Trish.swartzendruber@kirkwood.edu
Emily Majerus 319-398-5899 ext. 4017 emily.majerus@kirkwood.edu	

APPENDICES

• Appendix A: Kirkwood Community College Health Department Compliance Action Plan

KIRKWOOD COMMUNITY COLLEGE · HEALTH DEPARTMENT

Student Compliance Action Plan

All Health Department Programs

Student Name: _____	k#: _____	Program: _____
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How to Use This Tracker - Write your semester name or dates in each Semester column header (e.g., Fall 2025, Jan-May 2026). - For one-time requirements (marked One-time / N/A in green), record the completion date once. - For renewing requirements, record the date completed and the expiration date each time. - Before each new semester, scan expiration dates and plan any upcoming renewals. - All items must be fully approved before your deadline; Pending or In-Process does not count.	Key Reminders - All requirements must be valid through the last day of the semester. - Your program sets your compliance deadline. Contact your program if you are unsure. - CPR must be American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers. Online-only courses are not accepted. - If you are charged with or involved in any criminal activity during the program, notify your advisor immediately.
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Renewal Quick Reference

One-Time Hepatitis B MMR Varicella (Chicken Pox) TB Screening Physical Exam HIPAA Training OSHA Training Background Checks Authorization Agreements	Annual Influenza (Flu) N95 Mask Fit Test Health Insurance	Every 2-3 Years CPR (every 2 yrs) Mandatory Reporter – Adult (every 3 yrs) Mandatory Reporter – Child (every 3 yrs)	Every 10 Years Tdap / Td
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Compliance Tracker

Record semester name/dates in each header column. Track completion and expiration dates as you progress. One-time items (marked green / N/A) are completed once and do not require renewal.

Requirement	Renewal Schedule	Semester 1:		Semester 2:		Semester 3:		Semester 4:	
		Date Completed	Expiration Date	Date Completed	Expiration Date	Date Completed	Expiration Date	Date Completed	Expiration Date
Health & Immunization Requirements									
Hepatitis B	One-time		N/A		N/A		N/A		N/A
MMR (Measles, Mumps, Rubella)	One-time		N/A		N/A		N/A		N/A
Varicella (Chicken Pox)	One-time		N/A		N/A		N/A		N/A
Tuberculosis (TB) Screening	One-time		N/A		N/A		N/A		N/A
Physical Exam	One-time		N/A		N/A		N/A		N/A
Seasonal Influenza (Flu) <i>Does not apply to Dental Assisting or Dental Hygiene</i>	Annually								
Tetanus / Tdap	Every 10 yrs								
Certification Requirements									
CPR -- AHA BLS for Healthcare Providers	Every 2 yrs								
Health & Safety Training									
HIPAA Training	One-time		N/A		N/A		N/A		N/A
OSHA / Bloodborne Pathogens Training	One-time		N/A		N/A		N/A		N/A
Mandatory Reporter -- Adult Abuse	Every 3 yrs								
Mandatory Reporter -- Child Abuse	Every 3 yrs								
Clinical & Respiratory Protection									
N95 Mask Fit Test <i>Does not apply to Dental Assisting or Dental Hygiene</i>	Annually								
Insurance & Screening									
Proof of Current Health Insurance	Every January or upon expiration								
Criminal, Dependent Adult Abuse, and Child Abuse Background Checks	One-time		N/A		N/A		N/A		N/A
Program & Authorization Agreements									
Clinical Privacy and Security Agreement	One-time		N/A		N/A		N/A		N/A
Katz Family Healthcare Simulation Center Shared Use Agreement	One-time		N/A		N/A		N/A		N/A
Learner Consent to Photo	One-time		N/A		N/A		N/A		N/A
Kirkwood Authorization to Release Information (FERPA)	One-time		N/A		N/A		N/A		N/A

Appendix B: Health Department Student Physical Form



Health Department Student Medical History and Physical

Student Name (print)

Last Name First Name Middle Initial
K# _____ Date of Birth: _____

This form MUST be completed by Health Care Provider (MD, DO, PA or ARNP)				Date of Examination:	
Height:	Weight:	Pulse:	Blood Pressure:		
Allergies: YES NO	☐ Medications _____	☐ Latex _____	☐ Food _____	☐ Other _____	
Med-Alert Condition:					

CLINICAL EVALUATION

	General Good Health	Fair Health Describe restrictions or concerns in space below by system.	Poor Health Describe restrictions or concerns in space below by system.
Neurological			
EENT			
Respiratory			
Cardiac			
Gastrointestinal			
Immunological			
Musculoskeletal			
Psychological			

HEALTH STATUS

Current Medications	
Past Surgeries	
Chronic Illnesses	☐ Cardiac ☐ Respiratory ☐ Diabetes ☐ Hypertension ☐ Seizure Disorder ☐ Cancer ☐ Musculoskeletal ☐ Anxiety ☐ Learning Disabilities ☐ Other: _____

Please contact the Kirkwood Community College Health Department with any questions:
6301 Kirkwood Blvd. SW, Cedar Rapids IA 52404
319-398-5566

HEALTH CARE STATEMENT

I have examined: _____ Date of birth: _____
Last First MI 00/00/0000

☐ I find her/him to be free of communicable disease and in _____ health.
(good, fair or poor)

HEALTH CARE PROVIDER INFORMATION:

HCP Name (print) _____	HCP Title: _____
Signature: _____	Date: _____
Clinic/Office Stamp (REQUIRED):	

Appendix Links:

- [Kirkwood Authorization to Release Information to an Affiliated Agency](#)
- [Kirkwood Student and Visitor Injury Report Form](#)
- [Kirkwood Bloodborne Pathogen Treatment Policy and Form](#)
- [Kirkwood Nursing Latex Allergy Form](#)
- [Kirkwood Nursing Student Travel Contract Form](#)
- [Kirkwood Nursing Audio Recording Agreement Form](#)
- [Kirkwood Nursing Dosage Calculation Rules](#)
- [Kirkwood Nursing Lab Values Sheet](#)

KIRKWOOD NURSING STUDENT HANDBOOK ACKNOWLEDGMENT

I, _____ acknowledge
that I have access to the 2026-2027 Nursing Student Handbook online.

I understand that I am expected to familiarize myself with the policies and procedures contained in this document and that failure to comply with these policies and procedures could ultimately result in dismissal from the program.

I understand that any criminal activity is a matter of public record and failure to disclose any change in my criminal background will result in my dismissal from the nursing program.

I understand that if I decide to obtain licensure in a state other than Iowa, I will need to meet with the Associate Dean to ensure that the Kirkwood Community College Program meets that state's licensure by examination requirements.

Student Signature

Print Name

K Number

Date

***This document is reviewed and may be changed on an annual basis. Policies may change at the discretion of the program. Students are held responsible for the policies and procedures contained in the Nursing Student Handbook for the time specified in the handbook.**