



2026-2027

Associate Degree Nursing and Practical Nursing Technical Diploma Program Student Handbook

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- *Lakeshore College is accredited by the Higher Learning Commission (HLC).*
- *The Nursing Associate Degree program at Lakeshores Cleveland Wisconsin campus is approved by the Wisconsin Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision made by ACEN for this program is Continuing Accreditation.*
- *The Practical Nursing technical diploma program at Lakeshores Cleveland Wisconsin campus has been granted authorization to admit by the Wisconsin Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision made by ACEN for this program is Initial Accreditation.*
- *Contact information for the Accreditation Commission for Education in Nursing (ACEN): 3390 Peachtree Road, NE, Suite 1400, Atlanta, GA 30326; Phone: 1.404.975.5000. Website: www.ACENursing.org*

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INTRODUCTION

Welcome to the Associate Degree and Practical Nursing Programs. The following policies and information are in addition to those contained in the Lakeshore College Student Calendar, College Handbook and College Catalog. Students will be held responsible for information contained in this handbook.

Policies and procedures may be more defined in the nursing program student handbook in response to local employer requests, to meet accreditation requirements, for the purposes of student success, to ensure equitable treatment of students, or a combination.

The student is directed to reference each course syllabus for specific academic information, direction, and requirements.

If a process or responsibility in the nursing handbook differs from the college's process or responsibility, the nursing student handbook will be followed. Faculty may modify policies, given sufficient cause. These policies are intended to be current but are subject to change.

The most current edition of the handbook is available on the Lakeshore website: <http://lakeshore.edu>.

Click on "Career Areas" then "Health Sciences"

- Locate and click on either Nursing-Associate Degree or Practical Nursing
 - Scroll down to the bottom of the page and see area that has "Downloads"
 - Click on "Nursing Program Student Handbook"

In the event of questions, or need for clarification, the student is urged to confer with the current course instructor, the academic counselor, or Associate Dean of Nursing.

MISSION, VISION AND PHILOSOPHY STATEMENTS

WTCS Nursing Program Mission

The Wisconsin Technical College System (WTCS) provides comprehensive education opportunities that position students and employers to thrive in the face of rapid changes in the workplace, creating economic vitality for individuals and communities throughout the state.

We value:

- Evidence-based practice
- Holistic, patient-centered care
- Honesty, integrity, and fairness
- Life-long learning
- Safe and cooperative work environments
- Partnerships with students, businesses, government, educational systems, and communities
- Wise use of technology and resources entrusted to us

WTCS Nursing Program Vision

We empower technical colleges to recognize and meet the unique needs of individuals and employers in driving economic prosperity for all and promoting lifelong learning as a model for the advancement of diverse communities throughout Wisconsin.

WTCS Nursing Curriculum Philosophy

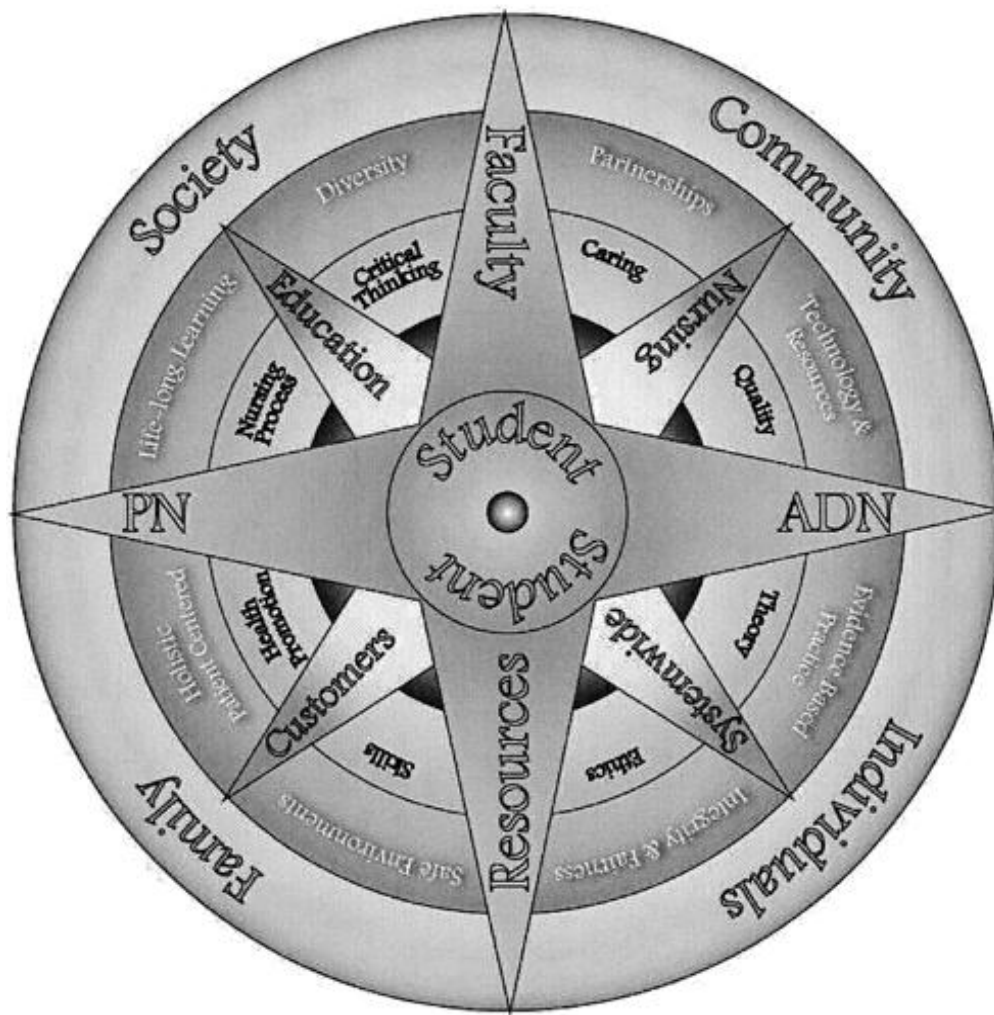
This philosophy incorporates Wisconsin Technical College System (WTCS) and Lakeshore faculty beliefs regarding nursing education as shaped by the WTCS nursing mission statement. Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community, and society. The concept of caring, which is central to nursing, is communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to provide holistic care to individuals, families, and groups within the healthcare system. Nurses assess health and make clinical decisions to provide safe and effective nursing care according to standards of practice within the legal, ethical, and regulatory frameworks. Nursing Practice is based on its own body of knowledge. Through collaboration with other healthcare professionals, nursing is responsive to the needs of the community across the health-illness continuum.

Nursing education facilitates the development of knowledge, attitudes, and skills appropriate to the learner's level of nursing practice. Nursing education integrates concepts from nursing and other disciplines and takes place in institutions of higher learning. As a practice discipline, nursing education requires the use of performance-based instruction with measurable competencies. Faculty and learners create a safe, cooperative environment which stimulates the spirit of inquiry, clinical reasoning, and self-directed life-long learning. Excellence in nursing education is achieved by providing students with a rigorous and dynamic curriculum using technology, partnerships, and resources. Graduates are prepared to meet community specific healthcare needs as entry level practitioners.

System-wide Curriculum

The WTCS nursing programs provide a seamless curriculum, which is flexible and accessible for learners on a statewide basis. Prior learning, experience and career mobility are valued, and efforts are aimed at facilitating articulation between levels of nursing. Information gathering within the community network that includes advisory committees, employers, and healthcare consumers enhances curriculum review and revision.

CONCEPTUAL FRAMEWORK



The conceptual framework of the State Nursing Curriculum is derived from the mission and philosophy of the nursing program. The conceptual model is a visualization of interrelationships between the nursing students, the values of the program, and the main concepts that are threaded throughout the program outcomes and competencies.

The compass symbolizes the direction of the student's growth throughout the program as well as their future endeavors. The star focuses on the program itself, the customers, and student resources. Eight core values defined in the mission are noted in the inner circle. The middle circle describes the threads of the nursing program, necessary for growth and direction for the student. The threads add structure to content and attainment of program outcomes. The outer circle depicts the environment where nursing care is provided, and student learning develops.

Three major concepts are integrated into this conceptual framework. The first concept is the tradition of nursing care in a holistic, patient-centered environment. The second concept is the Nursing Process and the integration of the process into every nursing course. The third concept is the outcomes that are woven throughout the program, which help to organize the course content. The program outcomes are also the framework for evaluation of student progress, direction, and performance. All the concepts utilize evidence-based practice and information from the sciences, technology, and humanities.

STUDENT PROGRAM OUTCOMES

PRACTICAL NURSING STUDENT PROGRAM OUTCOMES	ASSOCIATE DEGREE NURSING STUDENT LEARNING OUTCOMES
The graduates of the Practical Nursing program will be able to: • Integrate Practical Nursing identity reflecting integrity, responsibility and nursing standards. • Communicate basic information using multiple sources in nursing practice. • Utilize theoretical knowledge to participate in decision making. • Apply the nursing process to basic client care across diverse populations. • Function as a healthcare team member to provide safe and effective care.	The graduate of the Associate Degree Nursing program will be able to: • Integrate professional nursing identify reflecting integrity, responsibility, and nursing standards. • Communicate comprehensive information using multiple sources in nursing practice. • Integrate theoretical knowledge to support decision making. • Integrate the nursing process into patient care across diverse populations. • Function as a healthcare team member to provide safe and effective care.

Student Achievement Outcome Data

According to the Accreditation Commission for Education in Nursing (ACEN), student achievement outcome data must be made publicly accessible. Lakeshore data is available on each of the nursing programs' web pages.

NURSING CURRICULUM AT A GLANCE

Practical Nursing Technical Diploma

The Practical Nursing Technical Diploma is a 5-semester program (with 3 semesters of core nursing classes). Upon graduation, a student will have completed 31 credits.

Term 1	Credits
31809188 Developmental Psych	3
10801136 English Composition 1	<u>3</u>
	6 Credits

Term 2	Credits
31509302 Human Body in Health & Disease* OR	3
31806177 General Anatomy & Physiology* (4 cr) 31801196	
Oral/Interpersonal Communications	<u>3</u>
	6 Credits

Term 3 (Offered Summer Only)	Credits
31543101 Nursing Fundamentals	<u>2</u>
	2 Credits

Term 4 (Offered Fall Only)	Credits
31543102 Nursing Skills	3
31543103 Nursing Pharmacology	2
31543104 Nursing Intro Clinical Practice	<u>2</u>
	7 Credits

Term 5 (Offered Spring Only)	Credits
31543105 Nursing Health Alterations	3
31543106 Nursing Health Promotion	3
31543107 Nursing Clinical Care across Lifespan	2
31543108 Nursing Intro Clinical Care Management	<u>2</u>
	10 Credits

Curriculum Notes:

- *Grade of "B" or better is required for Human Body in Health & Disease or General Anatomy & Physiology.
- All 2nd semester core nursing courses (Term 5) must be taken at Lakeshore College.

Medical Assistant Bridge to Practical Nursing Pathway

Medical Assistants with previous work experience may be eligible for the Medical Assistant to Practical Nursing bridge pathway and receive experiential credit based on education and work experience.

1. Student must follow college application and admission requirements.
2. Student must have completed a course of study in Medical Assistant and submit official college transcripts.
3. Students must submit verification of employment and Medical Assistant certification, if applicable.
 - a. The MA must have earned MA certification/registration and worked 3,000 hours within the past 3 years.
 - b. If not credentialed, the MA must provide verification of 6,000 hours of employment within the past 4 years.
4. Student must meet all academic preparedness requirements prior to enrolling in core nursing courses (see Academic Preparedness Requirements). Selection criteria for enrollment in core nursing courses will be based on current TCS10 waiting list policies and procedures.
5. Upon admission to the core nursing courses for the MA Bridge to PN Pathway, the academic counselor will submit the Advanced Standing form to grant credit for the following courses: 31509302 Human Body in Health and Disease, 31543303 Nursing Pharmacology, and 31543307 Clinical Care Across the Lifespan.

Term 1 General Education classes:

318011136 English Composition 1	3
31809188 Developmental Psychology	3
31801196 Oral/Interpersonal Communication	<u>3</u>
	9 Credits

Term 2 (Offered Summer Only)

31543311 MA Bridge to PN Fundamentals	<u>2</u>
	2 Credits

Term 3 (Offered Fall Only)

31543312 MA Bridge to PN Nursing Skills	3
31543304 Nursing Intro Clinical Practice	<u>2</u>
	5 Credits

Term 4 (Offered Spring Only)

31543305 Nursing Health Alterations	3
31543306 Nursing Health Promotions	3
31543308 Introduction to Clinical Care Management	<u>2</u>
	8 Credits

Curriculum Notes:

- All 2nd semester core nursing courses (Term 4) must be taken at Lakeshore College.

Nursing Associate Degree

Alongside completion of the general education courses, the Associate Degree Nursing program consists of four semesters of nursing core courses. Upon graduation, a student will have completed 65 credits.

General Education classes:	Credits:
10801136 English Composition 1	3
10806177 General Anatomy and Physiology*	4
10809188 Developmental Psychology	3
10801196 Oral/Interpersonal Communication	3
10806179 Advanced Anatomy and Physiology*	4
10806197 Microbiology	4
10809198 Introduction to Psychology	3
10809172 Introduction to Diversity Studies OR 10809196 Introduction to Sociology	<u>3</u>
	27 Credits

Term 1

10543101 Nursing Fundamentals	2
10543102 Nursing Skills	3
10543103 Nursing Pharmacology	2
10543104 Nursing Intro Clinical Practice	<u>2</u>
	9 Credits

Term 2

10543105 Nursing Health Alterations	3
10543106 Nursing Health Promotion	3
10543107 Nursing Clinical Care across Lifespan	2
10543108 Nursing Intro Clinical Care Management	<u>2</u>
	10 Credits

After the first year, a student may choose to take the NCLEX PN and either exit the program or continue to Term 3

Term 3

10543109 Nursing Complex Health Alterations I	3
10543110 Nursing Mental Health Community Concepts	2
10543111 Nursing Intermediate Clinical Practice	3
10543112 Nursing Advanced Skills	<u>1</u>
	9 Credits

Term 4

10543113 Nursing Complex Health Alterations II	3
10543114 Nursing Management & Professional Concepts	2
10543115 Nursing Advanced Clinical Practice	3
10543116 Nursing Clinical Transition	<u>2</u>
	10 Credits

*Recommended Support/Elective Courses:

10543124 Virtual Clinical for 2nd Semester Nursing	1
10543125 Virtual Clinical for 3rd Semester Nursing	1

Curriculum Notes:

- *Grades of B or better are required in General AP, Advanced AP, and Microbiology courses.
- All 4th semester core nursing courses must be taken at Lakeshore College.

Licensed Practical Nurse/Paramedic Bridge to Associate Degree Nurse Pathway

Licensed Practical Nurses/Paramedics may be eligible for the LPN/Paramedic to ADN bridge pathway based on current licensure.

1. Students must follow college application and admission requirements.
2. Students must currently possess and submit an unencumbered Wisconsin license as an LPN or Paramedic.
3. Students must meet all academic preparedness requirements prior to enrolling in core nursing courses.
4. Selection criteria for enrollment in core nursing courses will be based on current TCS10 waiting list policy.
5. Students currently enrolled in Lakeshore's PN program core courses may apply to the LPN to ADN bridge pathway while enrolled in the PN program. All academic preparedness items must be completed by the established deadline.
6. Upon admission to the core nursing courses for the LPN/Paramedic to ADN Bridge pathway, the academic counselor will submit the Advanced Standing form to grant credit for Term 4 and 5 of the ADN program.

General Education classes:

	Credits:
10801136 English Composition 1	3
10806177 General Anatomy and Physiology*	4
10809188 Developmental Psychology	3
10801196 Oral/Interpersonal Communication	3
10806179 Advanced Anatomy and Physiology*	4
10806197 Microbiology	4
10809198 Introduction to Psychology	3
10809172 Introduction to Diversity Studies OR 10809196 Introduction to Sociology	<u>3</u>
	27 Credits

Term 1 (Offered Summer Only)

10543120 Nsg: Bridge to ADN Skills	1
10543121 ADN Bridge Clinical	<u>1</u>
	2 Credits

Term 2 (Term 3 of ADN Program)

10543109 Nursing Complex Health Alterations I	3
10543110 Nursing Mental Health Community Concepts	2
10543111 Nursing Intermediate Clinical Practice	3
10543112 Nursing Advanced Skills	<u>1</u>
	9 Credits

Recommended Support/Elective Course:

10543125 Virtual Clinical for 3rd Semester Nursing	1
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Term 3 (Term 4 of ADN Program)

10543113 Nursing Complex Health Alterations II	3
10543114 Nursing Management & Professional Concepts	2
10543115 Nursing Advanced Clinical Practice	3
10543116 Nursing Clinical Transition	<u>2</u>
	10 Credits

Curriculum Notes:

- *Grades of B or better are required in General AP, Advanced AP, and Microbiology courses.
- All 4th semester nursing must be taken at Lakeshore College.

GENERAL INFORMATION

Admissions

Students are admitted to Lakeshore College for their specified degree and must complete the application and admission requirements. See websites, college catalogs, or program information sheets for admission requirements.

Core Nursing Courses and Waitlist

Students can start the core nursing courses for the associate degree start in fall or spring semester. The practical nursing core nursing courses start in summer only. The core nursing courses have capacity limits. For any programs in which there are fewer spots available than students interested in enrolling, the College will set up and maintain a waiting list following the Wisconsin Technical Colleges TCS10 waitlist guidelines and the College's Admissions Procedure to track, notify, and admit students.

Academic Preparedness

To be eligible for the core nursing classes, which include the practical nursing and associate degree nursing program, students must meet all academic preparedness requirements by the established deadline. Academic preparedness requirements refer to information, documentation, or what is needed to help students prepare for program curriculum. These items are in accordance with industry accreditation standards, state licensure, and student success in program courses/preparedness for program curriculum.

Math Requirement

You must meet the math requirement for your program. Options to meet the requirement: Previous college-level math coursework, ACT score of 18 or higher, Accuplacer Math score of 263 or higher within the last 5 years, TEAS score of 58.7% or higher, completion of Lakeshore College Math for Healthcare course, or HESI Math score of 70% or higher.

Background Information Disclosure

Beginning October 1, 1998, the 1997 Wisconsin Acts 27 and 281 require all students completing an educational clinical requirement (any contact with patients or children with the student in a caregiver role) to have a caregiver background check. Lakeshore College is required to perform these background checks to allow students to be placed into clinical facilities. As of June 2023, students must have access to Viewpoint, complete the background check and fee.

If a record is found, Lakeshore College will pursue an investigation in conjunction with area clinical facilities to decide on whether the student can be placed in a clinical assignment. Clinical agencies, to comply with federal regulations [42 CFR 483.13(c)(iii)] will not permit clinical experiences for students who have had a finding entered in the Wisconsin Nurse Aide Registry of abuse, neglect, mistreatment of residents, or misappropriation of resident's property. To ensure compliance with these regulations and conditions, Lakeshore College cannot provide a student with clinical experience unless they meet the guidelines of the facilities.

In general, a background check is repeated every four years. The student is responsible for ensuring the background check is current throughout the entire program. If not, the student needs to resubmit the background check and fee prior to expiration in Viewpoint.

Lakeshore Self-Disclosure Requirements

Your program acceptance is tentative until confirmation is received by the college from the Department of Justice on your background disclosure information. If a conviction is found, your program acceptance is tentative until review and approval by the clinical agencies.

From the time you complete the Background Information Disclosure form until you graduate from or drop the program, you must **report any new charges and convictions for felony, misdemeanor, or municipal ordinance violations to the Lakeshore College Associate Dean of Nursing or the Dean of Health and Public Safety within one school day**. This investigation regarding charges and convictions may result in your suspension from the clinical, which may delay or prevent your graduation from the program. In addition, your failure to report will result in your removal from the program.

CPR Certification

Students are responsible for maintaining current Basic Life Support (BLS) American Heart CPR certification designed **FOR HEALTHCARE PROVIDERS**. CPR certification must be current throughout the entire clinical course. Lack of current certification will result in the student missing clinical and may result in failure of the course. Lakeshore offers CPR courses on a regular basis. Students will be required to upload CPR information into Viewpoint. Viewpoint will validate the CPR status.

Nursing Assistant Skills

Students in the Nursing programs must provide proof of Nursing Assistant Skills. To meet this requirement, students must: Provide proof of active NA certification, complete an NA course within the last 12 months, complete a NA refresher course within the last 12 months, or complete the Verification of Employment form.

High School Transcript

Students must submit an official high school transcript with conferral/completion date, GED/HSED official transcript or diploma issued by the WI Department of Public Instruction or home-school transcript that documents that the education program has met the requirements of the Department of Education from the state where the home school program was completed, includes conferral/complete date, and signed by an authorized individual.

Health Requirements

While Lakeshore College does not require vaccinations, many of the College's clinical partners require that students who learn in their facilities are vaccinated against specific communicable diseases. Admission to the first clinical course is contingent upon completion and approval of health immunization records in Viewpoint. Core nursing students must have access to a Viewpoint account and upload all health information into Viewpoint. Viewpoint will validate the health information.

The following are ongoing health requirements for students and faculty by our clinical sites. Health requirements are subject to change due to agency requirements.

1. Tuberculin (TB) skin test, QuantiFERON blood test, or T-spot test in the last year. TB skin tests can be completed at local occupational health clinics or healthcare providers. If you have tested positive in the past, you need to upload a copy of the positive skin test, chest x-ray report, and then annual TB Questionnaire.
2. Students may need to receive the following vaccinations depending on the clinical site requirements:
 - Influenza is an annual required vaccination, available from October to March.
 - Covid
3. Lakeshore students must comply with the vaccine requirements of our clinical partners throughout the program.

Additional Clinical Requirements

Some clinical partners require a 10-panel drug screen for students who are attending clinical at their hospital. Details will be shared with students prior to their clinical rotation.

- If the drug test comes back positive, the student will be removed from **ALL** clinicals for that semester. The handbook policies will be followed after the students' removal from the clinicals.
 - i. This will not count as a failure or an attempt on the clinical courses.
 - ii. This will count towards time to complete the program.
 - iii. Students will follow the handbook guidelines for being out of clinical for over a semester.
- The student will be responsible for completing another 10-panel drug screen prior to returning to the next semester for clinicals.
 - i. If the second drug screen comes back positive, the student will be removed from the program.
 - 1. If a student is removed from the program due to a second positive drug screen, they would be eligible to appeal to return to the program after 18 months.

Medical Restrictions

If you have any type of medical restrictions or change in health status during your clinical experience, you **MUST** obtain a release from your health care provider that you can safely provide care in a clinical setting and that you can fulfill all of the technical standards. Submit a copy to your clinical instructor prior to being allowed entry into the clinical area.

Post-Blood Borne Pathogen Exposure

In the event of exposure to blood borne pathogens,

1. Obtain first aid.
 - Needle stick/cut:
 - Encourage bleeding.
 - Wash thoroughly with soap/warm water.
 - Use plenty of friction!
 - Mouth:
 - Rinse with water or mouthwash.
 - Eyes:
 - Flush with water/normal saline or eyewash for at least 10 minutes.
 - Open areas of skin:
 - Wash thoroughly with soap/warm water, including under nails and in the creases.
 - Use plenty of friction!
2. Inform instructor.
3. Identify source individual, if possible.
4. Instructors should contact clinical agency for their review of source risk category.
5. Clinical agency policies for exposure should be followed.
6. Clinical agency representatives should contact source individual for consent to test for HIV, Hepatitis B and Hepatitis C.
 - a. Blood tested – results given to student and student's healthcare provider.
 - b. Source not tested/unknown- treated as if positive with consideration of risk status.
7. Students should seek medical evaluation as soon as possible for a high-risk exposure.
8. Complete Lakeshores Accident/Injury Report.
 - a. www.lakeshore.edu –About – Feedback Process – Filing an Accident/Injury Report (Accident/Injury for Non-Staff.
9. Post exposure recommendations: follow agency policy.
10. Students are responsible for the costs incurred following the above steps.

DISCLAIMER

Students must adhere to prescribed safety measures and follow standard precautions whether working with patients or with blood and body fluids either in the school laboratory or in the actual clinical setting. Faculty cannot assume the responsibility for assigning students to work with blood or body fluids that are free from communicable diseases such as AIDS or Hepatitis. It is the responsibility of the student to work safely and take the proper safety precautions to minimize exposure to such diseases. Lakeshore, its faculty, or clinical agencies will not be held liable for accidents, injuries, or infections incurred by students during their course of study.

Technical Standards

The American with Disabilities Act (ADA) of 1990 (42 U.S.C & 12101. et seq), the ADA Amendment Act of 2008, and Section 504e of the Rehabilitation Act of 1973 (29 U.S.C & 794), prohibits discrimination of persons because of disability. In keeping with this law, Lakeshore College makes every effort to ensure quality education for all students.

Students enrolled in the Nursing & Practical Nursing career path programs should be able to meet the established technical standards identified below. The technical standards for the Nursing & Practical Nursing programs are reflective of those found in the Nursing profession.

- Ability to move, transport, push or pull clients or equipment up to 250 pounds, potentially with occasional, frequent, or constant exertion.
 - Ability to conduct oneself in a professional clinical environment.
 - Example: Awareness, control, and expression of emotion
- Students must have sufficient endurance, strength, mobility, balance, flexibility, and coordination to perform client care activities and emergency procedures.
- Students must have sufficient sensory (auditory, visual, smell, tactical) ability.
 - Example:
 - Ability to complete client assessments.
 - Ability to detect environmental necessities.
 - Depth perception, detect and identify differentiation of color.

Lakeshores Non-Discrimination Statement

Lakeshore College does not discriminate against protected classes, including but not limited to race, color, national origin, religion, sex, or gender – including sexual orientation, gender identity, gender expression, disability or age in employment, admissions, or its programs or activities. To handle inquiries regarding Lakeshore's nondiscrimination policies, contact Vice President of Student Affairs 920.693.1858, Tanya.Boman@lakeshore.edu / Executive Director of Human Resources (staff/others) 920.693.1139, Debbie.Sonsnosky@lakeshore.edu 1290 North Avenue, Cleveland, WI 53015. TTY 711 lakeshore.edu/equal-opportunity-statement

Accommodation Services

Accommodation Services partners with students and instructors to develop accommodation plans so that all students have equal opportunity at Lakeshore. ADA Accommodation Plans are available to students with documented disabilities. Title IX Accommodation Plans are available to students who are pregnant, adopting, or parenting as defined by Title IX. Accommodations are voluntary, confidential, and outcome neutral. For more information, see Lakeshores Accommodation Services.

NURSING PROGRAM INFORMATION

Professional Expectations

Students are expected to conduct themselves in a manner consistent with the standards governing the nursing profession which includes the American Nurses Association Nursing Code of Ethics, the Board of Nursing Rules of Conduct/Standards of Practice, as well as the Student Conduct Code in the Lakeshore Student Handbook.

Civility Standard

Civility is a critical principle of professionalism in healthcare. Civility is behavior that:

1. Shows respect toward another.
2. Causes another to feel valued.
3. Contributes to mutual respect, effective communication, and team collaboration.

All students are expected to conduct themselves, both inside and outside of the school in a civil manner and to comply with the requirements of the following standards of professionalism. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the Associate Dean or his/her designee to discuss the difficulty.

Consequences for violation of these guidelines may include, but are not limited to reprimand, loss of course credit for specific assignment, failing grade, suspension, or dismissal from the program. The following is a description of the general academic and professional responsibilities of a nursing student:

1. **Attentiveness** – Students are required to regularly attend class and be on time and not leave early. The student should be alert during class/lab/clinical and demonstrate attentiveness.
2. **Demeanor** – The student has a positive, open attitude toward peers and faculty. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluation.
3. **Maturity** – The student functions as a responsible, ethical, law-abiding adult.
4. **Cooperation** – The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.
5. **Personal Appearance** – The student's personal hygiene and dress reflect the high standards of the nursing profession.
6. **Moral and Ethical Standards** – The student respects the rights and privacy of other individuals and is knowledgeable and compliant with applicable professional code of ethics.
7. **Academic Integrity** – The student completes academic work honestly and in accordance with instructions. Plagiarism, unauthorized work sharing, use of unauthorized devices or reference materials are examples of violating professional standards.

Examples of uncivil behavior which may form the basis for sanctions, including dismissal from the program, include but are not limited to:

- Demeaning, belittling or harassing others.
- Gossiping about or damaging a classmate/instructor's or clinical site employee's reputation.
- Habitually interrupting instruction.
- Lack of attention to instruction or school communications.
- Sending emails or posting information online or via social media that is inflammatory in nature.
- Yelling or screaming at instructors, peers, or clinical staff.
- Habitually arriving late to class or leaving early before class end.
- Knowingly withholding information needed by a peer, preceptor, instructor, or clinical staff.
- Deliberately discounting or ignoring input from instructors/faculty or preceptors regarding classroom and/or clinical performance or professional conduct.
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned.

- Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm.
- Inappropriate displays of temper.
- Use of unauthorized technology or unauthorized materials during examinations or completion of assignments.
- Breaking equipment without notifying the appropriate staff/faculty or preceptor.
- Rudeness escalating into threatened or actual violence or threat of violence against any other person.
- Using inappropriate language.
- Inappropriate use of equipment or electronics.
- Disclosing protected patient information without consent.

Standards of Safe Care

In addition to civility standards, nursing students are expected to always comply with safe patient care standards. Failure to comply with any element of safe care standards will result in disciplinary action, up to and including immediate dismissal from the program. All students shall comply with the following standards:

1. A student shall, in a complete, accurate and timely manner, report and document professional assessments or observations, the care provided by the student for the client and the client's response to that care.
2. A student shall immediately and in an accurate manner report to the appropriate practitioner and instructor any errors in or deviations from the current valid order.
3. A student shall not falsify any client record, or any other document prepared or utilized during or in connection with nursing practice.
4. A student shall implement measures to promote a safe environment for each client, practitioner, and faculty.
5. A student shall delineate, establish, and maintain professional boundaries with each client.
6. At all times when a student is providing direct care to a client the students shall:
 - a. Provide privacy during examination or treatment and in the care of personal or bodily needs.
 - b. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
 - c. A student shall practice within the appropriate scope of practice set forth by the regulatory and licensing entities.
 - d. A student shall use universal blood and body fluid precautions.
 - e. A student shall not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client.
7. A student shall not misappropriate a client's property.
 - a. Engage in behavior to seek or obtain personal gain at the client's expense.
 - b. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships.
8. A student shall not self-administer or otherwise take into the body any controlled substance or prescription in any way not in accordance with legal, valid prescription issued for the student. Students enrolled in clinical courses are expected to report any ingestion of prescription medications that may alter the student's perception, thinking, judgment, physical coordination or dexterity including any and all narcotics to the assigned faculty or preceptor prior to participating in a clinical experience.
9. A student shall not use chemical substances or alcohol that impairs the ability to practice prior to participating in a clinical experience.
10. Students may be dismissed from the course or the program in situations where a clinical site refuses a student from returning to complete their rotation.
11. Students may be dismissed from the clinical if they are perceived to be emitting any strong odor including perspiration, perfume, aftershave, tobacco, or alcohol.

Students who breach the standards of civility or standards of safe care will be subject to disciplinary action or may be immediately dismissed from the course and/or program. The status of dismissal is at the discretion of and determined by the Associate Dean of Nursing. Disciplinary sanctions may include but are not limited to academic warning, behavioral contracts, suspension, course failure, and/or removal from the program.

A student who is dismissed from the nursing program due to violation of safety and/or professional standards is not eligible to apply for readmission to the nursing programs.

Academic Integrity

As an academic community, it is fundamental that every member of the college, including students, be responsible for upholding the highest standards of honesty and integrity. Activities that have the effect or intention of interfering with the institution's mission, its educational programs, the pursuit of knowledge, or the fair evaluation of a student's performance are prohibited.

Examples of violating the academic integrity code include, but are not limited to:

- Copying from another student during an exam
- Copying work from another student and representing it as your own (examples may include copying another student's medication sheet, patient profile, or care plan)
- Using unauthorized study aids in an exam (unauthorized notes or use of information)
- Accessing unauthorized web sites to study for exams (test bank web sites)
- Unauthorized use of handheld technology in the classroom or clinical setting
- Copying, removing, or attempting to remove exam items or notes about an exam
- Getting help from someone who already took a test in answering/reviewing test questions or test content
- Sharing test information/content to another student after taking a test
- Falsifying or fabricating clinical, classroom data or completion of assignments
- Plagiarism (copying or paraphrasing from a book, article, or internet source and not giving credit to the source)
- Dishonesty about academic performance
- Lying about having completed assignments or having completed assignments on time
- Lying about/falsifying clinical or classroom data
- Failing to immediately report clinical errors or omissions so that corrective action can be taken
- Knowingly helping or attempting to help another violate any provision of this code (e.g., working together on a take-home exam)
- Attempting to gain unauthorized advantage over fellow students in an academic exercise (e.g., gaining or providing unauthorized access to examination materials; obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write, even when time is up, during an exam; or destroying or keeping library materials for one's own use)
- Theft of or damage to college property or personal property

The Associate Dean of Nursing and the faculty members will review all instances of students who have violated the academic integrity code. They may formally initiate a hearing through the Dean of Health and Public Safety and Student Services Office designee. The following consequences will affect students who have been found to have violated academic integrity:

1. The first violation of the academic integrity codes will result in a "0" on the assignment or related competency and a letter of concern in the student's file.
2. The second violation of the academic integrity code will result in failing the course and a letter of concern in the student's file.
3. The third violation of the academic integrity codes will result in removing the student from the nursing programs.

Students who have a reasonable suspicion of dishonest or unprofessional behavior should report their observations to the course instructor or to the Associate Dean of Nursing who will then proceed to investigate the behavior as the situation warrants. If you are comfortable, tell the student to stop the suspicious behavior, thus giving them a chance to self-correct and self-report. Student reports will be kept confidential unless the student gives permission for release of information.

Attendance or Absenteeism

The Nursing program at Lakeshore College is preparing professional nurses. Therefore, as in the workplace, punctuality and mandatory attendance is the expectation for every classroom, lab, and clinical experience. Instructor and clinical units telephone/voice mail numbers will be announced at the beginning of each class and/or clinical rotation.

1. Notify instructor by voice mail of necessary absence from class or learning lab. State name, program, time scheduled, and reason for absence.
2. In the event of clinical absence, phone the clinical unit and/or the instructor as directed at least one hour before scheduled time.
3. If a student does not participate in 2 consecutive or 3 intermittent assignments/quizzes/ exams/discussions, the instructor will make a concerted effort to contact the student to mutually discuss the absences. The student's academic counselor will also be contacted at that time. At that point, the instructor and academic counselor will discuss the students' attendance with them and recommend that they drop the course. If the student withdraws before the last day of being able to drop a class without penalty, a grade of "W" will be given. After that time a grade of "F" will be assigned per the Lakeshore grading policy. Stopping attendance in class does not constitute withdrawing from class and comes with financial implications. Students are responsible for officially dropping or withdrawing from class(es).
4. See Lakeshores Student Handbook for school closing guidelines. Upon the instructor's discretion, students may be asked to make up missed class activities due to school closings in the form of class rescheduling, online technologies, or other teaching and learning methodologies. It will be the responsibility of the student to check his/her Lakeshore email in the event of the instructor needing to contact students to communicate a possible plan for making up missed course content.
5. If a student is called for jury duty, the student will not be excused from school responsibilities. It is recommended that if the student wishes to progress in the nursing program, that the student seeks an excuse from serving on a jury until the program is completed. Please contact the Associate Dean of Nursing or his/her designee for a written excuse.
6. In the event a student is called to active Military Duty, all attempts will be made to give credit for all prior course work completed. All options will be reviewed to facilitate seamless re-sequence into the nursing program.
7. Promptness and regular attendance are considered mandatory to ensure:
 - Satisfactory student progress.
 - Accurate evaluation by faculty.
 - Safe performance in the clinical area.

Code of Ethics Regarding Social Media

This code provides Lakeshore nursing students with rules for participation in social media. The term social media includes but is not limited to blogs; social networks such as Facebook® and Twitter®; podcasts; video sharing; Instagram; Really Simple Syndication (RSS) feeds; and on-line collaborative information and publishing systems.

- Students may not disclose any confidential or proprietary information regarding any clinical affiliate, its patients, visitors, vendors, and medical, nursing, and/or allied health staff.
- Students may not use or disclose any patient identifying information of any kind in any social media. This rule applies even if the patient is not identified by name where the information to be used or disclosed may enable someone to identify the patient.
- Students are not permitted to use a clinical affiliate logo or Lakeshores Logo in any internet posting.
- Students are personally responsible for what they post.

Students determined to have breached the Social Media Code of Ethics will be subject to disciplinary action or may be immediately dismissed from the nursing program. The status of dismissal is at the discretion of and determined by the Associate Dean of Nursing.

Mobile Device Regulations

- Bring the mobile device fully charged to class/clinical.
- Keep mobile device on vibrate or silence mode while in clinical or classroom.
- Request permission from instructors prior to recording lectures or class activities.
- Students are required to purchase and download the required applications to the mobile devices.
- No electronics are allowed during any exams. Students should not be able to see/hear/feel these devices during exams [devices are to be left in purses/backpacks; no devices on any person].
- Personal use of mobile devices for texting, e-mail, phone, using social media or any other application is strictly prohibited during classroom or clinical time.
- Still and video photography may not be used to capture any patient data, patient identifiers, or patient images.
- Patient data may not be collected or stored on the mobile device.
- Devices must follow institution infection control practices in the settings in which they are used.
- If you use the mobile device to access information using required course applications in a patient room, you need to clearly communicate to the patient or family what you are doing.
- Use of mobile devices in clinical is regulated by the specific clinical agency.
- Inappropriate handheld device use and/or violation of HIPAA guidelines is cause for termination from the Nursing program.

Telephone function may need to be turned off during clinical depending on agency regulations by placing devices in “Airplane” mode. Students are fully responsible to ensure that they always adhere to all regulations whether at school, at clinical, on break, or anywhere else. This includes proper management of confidential client information.

Communication

Student Support Hours/Phones

1. Instructors will post student support hours in course syllabi. Students interested in meeting with an instructor should make an appointment during student support hours.
2. Special appointments, if necessary, should be arranged with the instructor. Students may schedule an appointment, email a request, or leave a message for the instructor by calling their voice mail.
3. Students may be given their instructors cell phone numbers. It is expected that students will not share this number and use it for any purpose other than to communicate in class/clinical as directed by your instructor.

Communicating Concerns

The nursing students, faculty, associate dean, dean, and student affairs are all on the same team with one objective of student success. We know at times there are concerns or suggestions for improvement that arrive in a course. To best meet the students’ needs in these instances, we require that the students use the following channels for communication within a term.

1. Initially confer with the instructor regarding the concern.
2. The instructor and student may reach out to the Associate Dean of Nursing after their initial meeting.
3. If no resolution has been reached, the Dean of Health and Public Safety may be contacted.

E-mail and Electronic Communications

Communication to students and from students should occur through their Lakeshore email account.

- Students must recognize that all electronic communications are considered public, not private, and therefore subject to discovery in legal matters and can be made available to the general public.
- Patient data, patient identifiers, and other sensitive personal health information must not be transmitted electronically.
- Students are encouraged to check their Lakeshore email regularly as this is the primary mode of communication between faculty, staff, and students.

Student Faculty Forum Meetings

Student Faculty Forum consists of students, faculty, and the Associate Dean of nursing to discuss program policies, program updates, and student concerns. The goal of the forum is to provide an avenue for students input into the program. Meetings are held every quarter. Students and faculty may bring up topics of interest to the program as a whole for discussion and input. Minutes of the meeting are emailed to all current students.

Learning Management System (LMS)

The nursing program uses the Blackboard LMS. Students will be required to access Blackboard for course information, grades, announcements, and communication. Students are encouraged to complete the Blackboard Student Orientation course. Working through activities in the orientation course will familiarize you with common tasks you may be asked to complete in your classes.

Additional Software Requirements

Most courses require some assignments to be word-processed outside of Blackboard. Lakeshore College faculty may only accept work created in Microsoft Office or software capable of saving as an MS Office file. Some courses may require additional software, applications, or purchase of an access code to open publisher content.

Blackboard Help for Students

If you have technical issues with your computer or are having difficulty logging in, please contact our Help Desk at 920.693.1767 for priority response such as password resets. For non-emergent assistance, you can contact the Help Desk email helpdesk@lakeshore.edu. If you have technical problems that may result in your not being able to meet one of the course criteria (e.g., unable to upload an assignment or unable to log on to the discussion board) please contact your instructor via email.

Guidelines for Success

Outside of Class Work

An average course will require two to six hours of theory attendance per week. Anticipate two to three hours of preparation for every hour of class to be successful at the college level. Additional time for practicing in the Skills Lab will not show up on class schedules since portions of practice are scheduled by the student. Time varies with each student's needs and course requirements.

- Avoid heavy work schedules and social commitments.
- Study with your peers.
- Study own references; do not depend on notes from others.
- Have a special place to write down each class and clinical assignment or requirement so that you don't miss something - using your Lakeshore planner may be helpful.
- Prepare well for clinical, including practice in the Skills Lab.
- Ask for help right away; do not be afraid to ask (or ask too late).
- Communicate with your instructor.
- Use your academic counselor for questions or guidance.

Class Exams

- Exams are taken outside of scheduled class time in the testing center, located on the Cleveland Campus. Each class will have a testing schedule. You will be required to make an appointment in Navigate for your test time.

Outside Employment Recommendations

Research demonstrates delayed responses on the part of health care staff experiencing fatigue due to lack of adequate sleep. In the interest of patient safety and optimal learning, we recommend that students do not work more than 12 hours at a place of employment and your program clinical courses (combined) within any 24-hour period. Successful students balance work, school, family, and self, making sure they maintain adequate time for theory and clinical requirements.

NURSING ACADEMIC POLICIES AND PROCEDURES

Program Progression Policies

1. Students must successfully complete courses in one term before progressing to courses in the next term.
2. Students must be actively enrolled and participate in a co-requisite theory course to be able to continue in the clinical course.
3. Students must successfully complete Nursing Skills and Fundamentals prior to entering Intro to Clinical.
4. Any Term 1 student who does not pass Fundamentals, drops Intro to Clinical before week 4 of the course, or who takes a semester off, must successfully complete a 10-543-126 Beginning Skills Refresher course at the time of reenrolling.
5. Students must successfully complete 10-543-115 Nursing Advanced Clinical Practice prior to taking 10-543-116 Nursing Clinical Transition.
6. Students must complete the first year of nursing courses within two academic years. Students continuing to the second year or entering as LPN/Paramedic Bridge to ADN must complete the second-year courses within two academic years. Failure to do this will result in the dismissal from the program.
7. Students are allowed **one** unsuccessful enrollment (failure or withdrawal) in each year (two terms) of the nursing program. If a student has a second unsuccessful enrollment between terms 1 and 2, they would be dismissed from the program. Students have the option to appeal for an attempt to return to the program and retake the course(s) they were unsuccessful in. Similarly, if a student has two unsuccessful enrollments in terms 3 and 4, the student would be dismissed from the program. Students have the option to appeal for an attempt to return to the program and retake the course(s) they were unsuccessful in.
 - a. Any unsuccessful enrollments that occurred in terms 1 and 2 do not apply to terms 3 and 4. The student starts new/over once reaching term 3. For example, a student might come into term 1 and fail Fundamentals, Pharm, and Skills. In this instance, students have the option to appeal for an attempt to **start over** in term 1 of the program. If the three unsuccessful enrollments happen in any term, the same rule applies: the appeal would be to start that year of the program over.
 - i. Three unsuccessful enrollments term 1 or 2 – restart program in term 1.
 - ii. Three unsuccessful enrollments term 3 or 4 – restart program in term 3, which may require taking LPN Bridge to ADN courses.
 - b. **ONE** appeal is allowed per year of the nursing program. For example, if a student has two unsuccessful enrollments in term 1, appeals, and is allowed to return, any one subsequent failure in terms 1 or 2 would result in removal from the nursing program.
 - c. Appeals will be reviewed after each semester in May and January. Please see your academic counselor for specific deadlines.
 - d. If an appeal is granted to return to the program, each year of the program must still be completed within **2 calendar years** from the date Nursing Fundamentals or Complex Health Alterations 1 was started.
8. All students who do not remain in the usual course progression (example: for course failure) must speak with their academic counselor. Students who do not remain in the usual course progression are not guaranteed a spot in clinical or skills.
9. Sometimes a student has successfully completed a nursing course but would like to enhance their knowledge and/or skills in that particular course, student has the option to audit said course. The student would need to work with their academic counselor.
10. An ADN student may step out of the program for one semester. The student must notify their academic counselor of their intent to step out and plan for returning. Prior to re-enrollment the student must also confirm with the academic counselor the intent to return. Re-enrollment will be on a space-available basis as noted above.
11. Students who will be out of clinical for more than one semester will be required to demonstrate current competency in selected skills and assessments prior to returning to clinical. If they are unable to demonstrate

their competency, they may need to repeat previous skills or clinical courses. Options may include additional coursework or starting over. First year students, whether ADN or PN, will need to take the Beginning Skills Refresher course (10-543-126) to come back into the program after being out for 6 months or two terms.

12. Any student who is out of a nursing program for more than 5 years and wants to start over in term 1 or bridge into the ADN program will not be required to appeal. These students would have to meet all the other program requirements before returning.

Registration Guidelines of Nursing Program Courses

The following protocols must be followed when registering for nursing courses. If you do not follow these protocols, you will be contacted about your registration and may be asked to add/drop coursework. This could impact your final course selections and may jeopardize enrollment in the course sections you desire/need.

1. You must register following the school registration calendar. Make an appointment with the academic counselor if you have questions or need help. You are not guaranteed a clinical or skills course spot if you do not register on time.
2. The total number of students in any course will not exceed the established class maximum. If the class maximum capacity is met, the student will be put on a wait list.
3. Be aware of general education courses that must be taken as pre-requisites to the nursing courses. Your progression to the core nursing courses will be delayed if you do not take the necessary general education courses.
4. You may not register for a first semester course and a second semester course at the same time.
5. You must complete all classes required within a semester before progressing to the next semester.
6. Students who withdraw from a course during the semester or fail a course are not guaranteed a clinical and/or skills course spot for the next semester.

Bridge for Returning Third Semester Students

1. ADN students who have been out of the Lakeshore program for two semesters after completing the first year of the program may be eligible to enter the second year of the ADN program on a space available basis. An active LPN license is a requirement for the bridge program.
2. All program general education courses must be completed prior to continuing or being readmitted into the program.
3. The student must successfully complete the PN NCLEX or Paramedic license to demonstrate their current competency prior to the priority enrollment deadline for term 4.
4. Students must complete two courses prior to entering 3rd semester clinical courses:
 - a. Nsg: Bridge to ADN Skills (10-543-120)
 - b. ADN Bridge Clinical (10-543-121)
5. If students are unsuccessful in these courses, they will not be granted ability to progress in the second year of the ADN program.

NCLEX Review

The ATI NCLEX Review (ADN and PN) is part of the Nursing Curriculum. The review will be held in-person on the Lakeshore campus at the end of each semester.

Grading Rationale

Nursing faculty believe that course performance and test scores are highly correlated to success on the NCLEX-RN and PN. With this belief, the following grading policies are in place:

Theory Courses

- Students must attain a minimum “B” overall score in the theory course to demonstrate achievement of course competencies.

- In addition, students must attain a minimum “B” test score average in the class. If the student does not achieve the “B” average, they will fail the course regardless of the other course work.
- There will be no rounding of any grades, extra credit, or alternative testing to achieve the “B” course score.

Clinical Courses

- Students must attain a minimum “B” overall score in the clinical course to demonstrate achievement of course competencies.
- There will be no rounding of any grades, extra credit, or alternative testing to achieve the “B” course score.
- Student must attain a minimum “B” or better in all classes, and have a 80% or higher test average to progress to the next semester.
- Student daily scores assigned by the instructors will be averaged to get the overall grade in each competency.
- Students must demonstrate achievement of each clinical competency (a score of 4 or higher) in order to pass the clinical course. If the student does not demonstrate achievement of each competency, they will fail the clinical course regardless of the other course work.
- All missed clinical hours must be made up in simulation.
- The grading scale for Associate Degree Nursing and Practical Nursing is:
A = 90%-100% B = 80-89% C = 70-79% F = <70%

Center for Health Care Excellence

Students are not allowed to be present in the practice lab or simulation center without the presence of a Lakeshore employee. Inappropriate behavior or academic integrity concerns will be addressed by the lab staff and shared with the appropriate faculty member. Consequences for inappropriate behavior will follow the professional standards guidelines. Policies specific to nursing skills classes are found in the course packet. Any student who demonstrates difficulty with skills performance in the clinical area may be required to complete additional practice to continue in the clinical practicum.

Lab hours are posted outside of the lab. Lab staff can be reached at 1-920-693-1215 or 1-888-468-6582 extension 1215.

Clinical Dress Code & Uniform Guidelines

Any black uniform-style top and black uniform-style pants/skirt may be chosen with the following stipulations:

- Style – scrubs, dress, or top and skirt may be worn. Tee shirts are not acceptable as a top. No lab coats may be worn while providing client care. Capri styled pants or lace will not be permitted.
- Sweaters/Scrub Jackets will be black and clean. They will not be worn when giving direct client care.
- All uniforms must have pockets.
- Scrubs or tops will not have words printed on them.
- Skirt or dress length – minimum length of all skirts and dresses is below the knee.
- Pant length will be at the top of the shoe. Pants will not touch the floor.
- Waist bands will hit the waist level at all times.
- Sleeve length – all uniform tops and dresses must have sleeves. The length shall not exceed $\frac{3}{4}$ length.
- Shirts worn under the scrub top must be plain white or black.
- Undergarments – required and discreet
- Stockings – full-length stockings are required for skirt-style uniforms. Stocking color may be shades of beige.
- Socks – plain black or white over-the-ankle socks are to be worn with scrub style uniforms.
- Hair- must be clean and controlled so that it remains in place when leaning forward and so that the hands need not be used to push it back during client care. Hair must be a natural color, no extreme hair colors or styles are accepted (purple, pink, blue etc). Plain pins or clasps may be used to anchor the hair.
- All facial hair must be neatly trimmed or clean-shaven. Beards may need to be covered.
- Shoes - Any style of clean, black, or white leather or leather-type shoes may be worn. Canvas, mesh, cloth, platform,

open-toe, or open-heel shoes with or without a strap are not permitted.

Additional stipulations:

- Professional Appearance- meticulous personal cleanliness, good grooming and appearance are essential. Minimal use of cosmetics. No strong fragrances in perfume, cologne, smoke, lotions or other personal care products.
- ID Badge-Student clinical badges are part of the uniform and must be worn when the student is in the clinical area. They must be clearly visible, located on the upper body below either shoulder. Clinical badges are obtained through Student Services.
- Equipment-
 - A watch with a consistent second hand. A smart watch is acceptable; all alarm functions must be silenced.
 - Stethoscope with a bell and a diaphragm (no charms allowed),
 - Pen light
 - Bandage scissors
- Nails – should be clean, smooth and of a length that does not interfere with client care, scratch, or injure clients. No artificial nails, nail jewelry, or nail polish.
- Rings other than plain wedding bands are not acceptable for patient care. Other jewelry including pendants, necklaces, bracelets, dangling earrings and jewelry for other body parts (i.e., pierced eyebrows, nose, tongue, lip, dermal) may not be worn. Some jewelry may scratch clients, serve as a reservoir of infection, or in other ways be offensive. Students with pierced ears may wear ONE small stud earring in each lobe.
- Tattoos must not be visible.
- No fake eyelashes or eyelash extensions are allowed.
- Students may wear appropriate medical/surgical or religiously prescribed head coverings. These must be in a solid black or white color. If the color is a concern due to cultural values or beliefs, the color will need to be approved by the student's affiliating clinical facility. If it does not fit with that facility's dress code, it may be cause for denial to practice in the clinical setting.
- No gum chewing allowed at the clinical site

Uniforms will be clean, odor-free, and be loose enough to allow students to engage in full activities and movement (including bending and reaching) while still maintaining modesty. If a student's appearance does not meet the requirements of the dress code or is judged as inappropriate by the instructor, the student will not be allowed entrance into the clinical area for that day and will be required to make-up the clinical time in simulation. Uniforms are to be freshly laundered each day you are in a clinical setting. If you have consecutive clinical days, you are required to wash your uniform prior to wearing it on the second day.

Students may be assigned to community settings, health expos, health fairs, or come to the clinical agency for non-patient care related activities. The student may be allowed to wear non-uniform personal attire. The students are reminded that they continue to represent Lakeshore and the nursing profession and should dress in a professional manner. Guidelines for dress are below, but are not all inclusive:

- Clothes should be clean and neatly pressed.
- Always wear their Lakeshore name badge.
- Denims, jeans, shorts, and athletic, open-toed shoes are not acceptable.
- Skirts or dresses should be knee length or below.
- Clothing should be appropriate to the setting the student is assigned to attend.

On campus, students continue to be representative of the nursing program and the nursing profession. Students are encouraged to dress accordingly. Students are allowed to wear scrubs on campus, to class, and in the skills lab as long as they meet the clinical requirements including the color. When doing any simulations in the Simulation Center, students are expected to dress as they would for a clinical course.

Confidentiality

Protecting the privacy of information is referred to as "confidentiality" and is an important part of how health care is delivered to the people in communities we interact with. As required by the federal Health Insurance Portability and

Accountability Act of 1996 (HIPAA), all health care providers and caregivers must protect the patients' medical records and other health information. Patients can expect that steps are taken to ensure communication about them is kept confidential.

Each healthcare facility has established policies and procedures to protect the confidentiality of protected health information (PHI) about their patients. Some examples are: Name, date of birth, phone number and address, insurance and social security numbers, medical history. Health care workers and nursing students can protect privacy by following the "need to know" rule which states, "Use only the minimum necessary information needed to do your job". Students can share healthcare information only with people identified by the client. Any violation of client confidentiality is a breach of nursing ethics, a violation of state and federal law and will result in disciplinary action up to and including dismissal from the nursing program.

Electronic Health Record Access

During your experience as a student nurse, you will be providing supervised care for patients at a variety of clinical agencies. To document your care in the medical record, you will need to gain access to the clinical agency's medical record system. Many clinical agencies are using an electronic health record (EHR) system. Everyone who accesses the record needs to have his or her own unique access code when utilizing the electronic system. The clinical agencies need information for the students prior to their arrival in the clinical unit. The request for computer access and the ultimate delivery of the unique access code may take as long as 3 weeks to process.

To expedite the processing of the request for access to clinical records, the nursing program at Lakeshore will need to provide student information with the clinical agencies. This information could include information such as birth date, phone number, the last four digits of social security number, and your Lakeshore student email address. Required information varies by clinical site. By signing the last page of the nursing program student handbook indicating that the nursing program handbook has been read and is understood, you are also providing the nursing program at Lakeshore with permission to share the above information with the clinical agencies when necessary.

If further information from students is necessary, students must provide this information in a timely manner after receiving the request from the nursing program or access to the EHR may be delayed which will prevent the student from reviewing the patient's chart and document provided care. The lack of providing the necessary information when requested from the nursing program may result in an unsuccessful enrollment in the clinical or removal from the clinical course.

Nursing Courses at Other Technical Colleges

Lakeshore nursing students, in the core courses of the program, who want to register for nursing courses at other Wisconsin Technical College System colleges must follow the protocols listed below:

1. Student will submit a Notice of Intent (See Appendix B) to their academic counselor at least 2 weeks prior to taking the course.
 - a. This request **MUST** be made **BEFORE** registration for the course.
 - b. The letter will identify the school that is offering the course and the course they are planning on taking.
 - c. One Notice of Intent must be completed for each course to be transferred back to Lakeshore.
2. The student must email the Associate Dean of Nursing requesting approval to take a class at another campus.
The student must get approval prior to starting the course.
 - a. The student email to the Associate Dean of Nursing provides automatic authorization to email the other technical college's Dean or Associate Dean of their nursing program stating the student is in good standing.
3. Failure for students to pre-plan with Lakeshore for nursing courses taken at another college may result in failure of the course to be accepted for transfer and no space in Lakeshore classes being available. Student progress may be delayed.
4. If this course is a co-requisite for another clinical course, you are in, you must remain enrolled in the course to remain enrolled in the clinical course. If you withdraw from the other college's course, you must immediately

notify the Lakeshore nursing program and will need to withdraw from the clinical course.

5. Any nursing course taken at another college will be considered an attempt and may impact progression through the nursing program. If you fail or withdraw from this course, this counts as an unsuccessful attempt at the nursing course.
6. If the nursing program from which you are taking the course requires a grade of B or better to be considered passing, you need to meet the standard for their school to transfer the grade back to Lakeshore for graduation. For example, NWTC requires a grade of B or higher in all 10-543-xxx courses. Therefore, any student who takes Nursing Pharmacology at NWTC must earn a grade of B or higher to be considered passing the Nursing Pharmacology course and transferring it back to lakeshore.
7. The student must provide an official transcript from the college's Student Services at the end of the course. The academic counselor must receive your official transcript **PRIOR** to registering for the next semester's skills or clinical courses.
8. The Student Transfer Policy applies to students who take courses from another college during their program progression at lakeshore.
9. Students must complete all final semester courses at Lakeshore.
 - a. ADN: All fourth semester courses must be completed at Lakeshore to graduate from the Lakeshore ADN program.
 - b. PN: All second semester courses must be completed at Lakeshore to graduate from the Lakeshore PN program.
10. Students must complete 25% of total program credits and 25% of core nursing course credits at Lakeshore to be eligible to graduate from the Lakeshore ADN or PN program.

Program Transfer Policy

Lakeshore College welcomes students transferring from other institutions of higher education. The following process ensures that students transferring from other institutions meet the same performance and academic standards required for current Lakeshore nursing program students.

1. Students transferring from other institutions of higher education must meet the published academic requirements established for all students entering the specific program.
2. An emailed letter of good standing must be sent from the previous institution directly to the associate dean of nursing at Lakeshore.
 - a. This letter states that the student transferring is in good standing in that program and should include why the student is leaving the former nursing program and would the student be allowed to return if they chose.
 - b. A decision on transfer and admission/enrollment will be made based upon the information provided, current Lakeshore policies and standards, as well as the standards and policies of the program of enrollment.
3. If an extended period of time has passed between the most recent enrollment and transfer to lakeshore:
 - a. Each year of the program must be completed within two years.
 - b. Transfer students who will be out of clinical for two semesters will be required to demonstrate current competency in selected skills and assessments prior to returning to clinical. If they are unable to demonstrate the competency, they may need to repeat previous skills or clinical courses. Options may include additional coursework or starting over.
4. If a student has been dismissed from a previous college based on clinical or academic performance, or if previous clinical or academic performance provide the basis for the request for transfer, the request will be evaluated based on the same standards of clinical and academic performance applicable to Lakeshore students as published in the program handbook. In addition, students requesting transfer will be evaluated under the standards prescribed by the Lakeshore Academic Integrity Code and the Student Conduct Code.

Disapproval of Transfer

After reviewing records or inquiry, Lakeshore reserves the right to decline a transfer and to refuse admission to an applicant on the basis of, but not limited to, any of the following, as applicable:

1. Conduct upon which a professional license or certificate in the program of enrollment will not be issued by the applicable regulatory authority.
2. Previous involuntary removal from a clinical education program, clinical practice program, or clinical procedure component of a course of study in a health care field or the program of enrollment.
3. Poor academic standing.
4. Violation of professional standards, student conduct or academic integrity code.
5. Suspension, limitation, or revocation of a current or previously held license or certification in a health care field or the program of enrollment.
6. Being listed on the Wisconsin caregiver misconduct registry.
7. "Misconduct" within the meaning of section N 7.04 of the Wisconsin Administrative Code, as amended.
8. "Abuse" within the meaning of section HFS 13.03(1) (a) of the Wisconsin Administrative Code, as amended.
9. Conduct or convictions not acceptable for clinical placement with affiliated clinical agencies.
10. A criminal conviction of a serious crime within the meaning of Section 50.065 1. (e), of the Wisconsin Statutes, or conviction of a crime which is substantially related to client care within the meaning of section 50.065 (5m) of the Wisconsin Statutes, as amended, and section HFS 12.06 of the Wisconsin Administrative Code, as amended.
11. Dismissal from other institutions of higher education system program or enrollment.
12. Conduct is incompatible with the national accreditation and program standards.
13. Any other conduct that presents a substantial danger or detriment to the health, welfare, or safety of patients, members of the Lakeshore community, or the public.

Transportation to Clinical Sites

The nursing program uses a variety of clinical facilities for student learning experiences. The facilities are in various areas of the community and require students to provide transportation to and from the facility. Students are responsible for their transportation to and from health care agencies for clinical experiences. Under no circumstances are students allowed to transport patients/clients in their private vehicles.

STANDARDIZED TESTING

PURPOSE: The purpose of taking standardized testing and completing remediation throughout the nursing program is to improve student's critical thinking, reasoning and test taking skills with an outcome of achieving NCLEX success.

Exit Exams

All students enrolled in the Lakeshore College nursing program will take nationally normed, standardized, practice and proctored Exit Exams. The Exit exams are usually taken in the final semester of the program. The higher the score the higher the predictability of NCLEX success. Progression within the program or the ability to graduate will not be prevented based solely on the failure to obtain the recommended score; however, students who do not achieve the recommended score will be required to complete remediation according to the remediation plan. Students are responsible for providing documentation of remediation to their instructor. The timeline for completing and providing documentation will be identified in specific course syllabi.

Specialty Exams

To prepare for the comprehensive Exit Exams and provide student feedback in areas of strength and weaknesses, all students enrolled in the Lakeshore College Nursing program are required to take assigned nationally normed,

standardized proctored specialty exams that are placed throughout the program. Students should aim to achieve the recommended score. Students who do not achieve the recommended score will be required to complete remediation. The remediation requirements are dependent on each individual student's score for each exam. Students are responsible for providing documentation of remediation to their instructor. The timeline for completing and providing documentation will be identified in specific course syllabi.

Students who are out-of-district and registered for a course with a standardized test as part of the grading plan will be required to meet the same course requirements as in-district students.

Remediation Guidelines

Remediation is required for students to focus on areas of reported weakness to increase their potential to pass the NCLEX exam. Students will have access to their exam reports and correlating online remediation after taking their exam. Students with lower exam scores will require more intense remediation. Students will complete remediation and submit it to their instructor. Specific remediation schedules and requirements will be identified in each course syllabus. Remediation **MUST** be done online to track the content of remediation and total number of hours spent in remediation activities.

Students must complete the remediation work on their own and sharing of information or working with other students is considered academic dishonesty and may lead to student dismissal from the nursing program.

Grading Plan for Standardized Exams

Exit exams and specialty exams will be included in the grading plan for the courses in which they are taken. Please see the course syllabus for specific grading details.

MANDATORY ACADEMIC COACHING

To promote student success and progression in the nursing program, students who have previously been unsuccessful in a nursing course or who do not earn a passing score on a learning plan exam are required to participate in Mandatory Academic Coaching (MAC). MAC is designed to provide structured academic support and assist students in developing effective learning strategies. Not all courses have a MAC supplement and will be outlined in the syllabus.

Required Components

Students participating in MAC must:

- Complete the Self-Perception Appraisal and Performance Improvement Plan (PIP) and submit it according to instructor directions.
- Students repeating a nursing course must meet with the course instructor before the first day of class or during the first week of the semester to review previous performance, identify barriers to success, and discuss their Plan for academic improvement.
- Attend required academic coaching sessions as outlined in the course syllabus.
 - **Students repeating a nursing course** must complete **2 hours of tutoring each week** for the duration of the semester.
 - **One hour must be completed in person with the Academic Specialist. This will be face-to-face, on campus.**
 - **The second hour may be completed with an instructor-approved peer tutor, Tutor.com, or another instructor-approved academic support resource as identified in the course syllabus.**

- **Students who do not earn a passing score on a learning plan exam** must complete **1 hour of tutoring each week** until earning a passing score on the next learning plan exam. This hour must be completed **in person with the Academic Specialist**.
- Maintain and submit the Mandatory Academic Support Log, including required documentation for tutoring attendance.
- Submit all required MAC documentation before the next scheduled learning plan exam.
- Instructors may have additional requirements outlined in the course syllabus.
- Failure to complete all required MAC components before the scheduled exam will result in a **5% deduction** from the exam grade.

Highly Encouraged

Students are strongly encouraged to:

- Meet with the course instructor after an unsuccessful learning plan exam to review exam performance, identify areas for improvement, discuss study strategies, and develop or modify their improvement plan.
- Continue meeting with instructors throughout the semester to evaluate progress and modify their improvement plan as needed.
- Utilize additional academic resources such as instructor-approved peer tutors, Tutor.com, study groups, and other college support services.

Instructor exam reviews are intended to promote student reflection, critical thinking, and academic growth. While these meetings are **highly encouraged**, they are **not a required component** of Mandatory Academic Coaching.

Program Advising

Students must meet with the academic counselor upon being admitted to the college for nursing. The counselor will assist in academic program planning and assist with non-academic factors that may impact success in the nursing program.

College Support Services

Students should participate in college support services based on personal need or by the referral of the instructor or the academic counselor. College support services may include accommodation services, financial services, counseling, etc. Students who have previously failed a course or who failed a learning plan exam are required to follow the mandatory academic coaching guidelines that are outlined in the nursing handbook and the course syllabus.

DISMISSAL FROM THE NURSING PROGRAM

Academic Dismissal

Students who will not continue in the ADN or PN program are encouraged to contact their academic counselor to discuss future available options.

Potential Reasons for Dismissal

The student may be dismissed from assigned experiences, the course, or the program for the incidences listed below. This is not all inclusive and there may be other situations that warrant the students' dismissal.

1. Any behavior that threatens the health or safety of clients, client's family, members of the healthcare team, nursing students, and/or nursing faculty are subject to disciplinary action that may include immediate removal from the nursing program. Some actions may result in permanent expulsion from the nursing program.

2. Students may be dismissed if in the judgment of the faculty, the actions of the student may be detrimental to the program or the profession.
3. Students may be dismissed from the course and/or program for breaks in confidentiality.
4. Students may be dismissed if they are under the influence of alcohol or drugs.
5. Students may be dismissed from the course or the program in situations of violating professional standards including violation of the academic integrity code or theft of any nature.
6. Students may be dismissed from the clinical if they are perceived to be emitting any strong odor including perspiration, perfume, aftershave, tobacco, or alcohol.
7. Students may be dismissed from the course or the program in situations where a clinical site refuses a student from returning to complete their rotation. If a student is denied access to a clinical site for any reason while in the nursing program, even for something that happened outside of the nursing program, they will not be allowed to enter any other clinical site. Therefore, the student would be dismissed from the nursing program.

Appeal Process for Re-Entry to Program after Academic Dismissal

A student who is dismissed from the program because of two failures/withdrawals as per the Program Progression Policies or taking longer than two years to complete one year of the program may appeal to continue in the nursing program. A delay in the appeal process may result in the student repeating course work if the appeal is granted. ADN students who choose not to continue in the ADN program due to receiving grades of W, D, or F twice (as per above) and wish to enroll in the PN program will need to follow the Lakeshore application process.

Students who are dismissed from the nursing program for disciplinary reasons including unsafe practice or due to violations of the Academic Integrity code are **NOT** eligible for readmission to the nursing programs.

Students are not able to appeal to re-enter the program more than once for the first year (term 1 and 2) or one time for the second year (term 3 and 4) of the nursing program.

The students must take the following steps if they wish to appeal to re-enter the nursing program:

1. Communicate with the nursing academic counselor to review the appeal process and deadlines.
2. The letter should be an honest and insightful detailed description of the following:
 - The extenuating circumstances and/or reasons for the dismissal.
 - The factors that have prevented previous satisfactory performance.
 - Evidence of remediation of the deterring factors.
 - A detailed, specific plan for achieving successful completion of the nursing curriculum in the allotted timeframe if allowed to return.
3. Submit the plan and letter of appeal to the academic counselor.
4. The appeals will be reviewed and discussed by the nursing faculty during their faculty meetings held after each semester ends.
5. The appeal decision will be communicated to you via your Lakeshore email account and by letter from the Associate Dean of Nursing.
6. See Appendix A for the appeal process handout.

If the appeal is granted, re-admission to the nursing program or the granting of advanced standing in any previously completed nursing courses will be determined by nursing faculty. The decision of the faculty will be final. If the appeal is successful, the student must comply with the faculty stipulations for the appeal which may include MAC and demonstration of previous competencies. If the student is not successful in taking the courses which were previously enrolled and/or failed, the student will be dismissed from the nursing program.

Appeal Decision Making Process

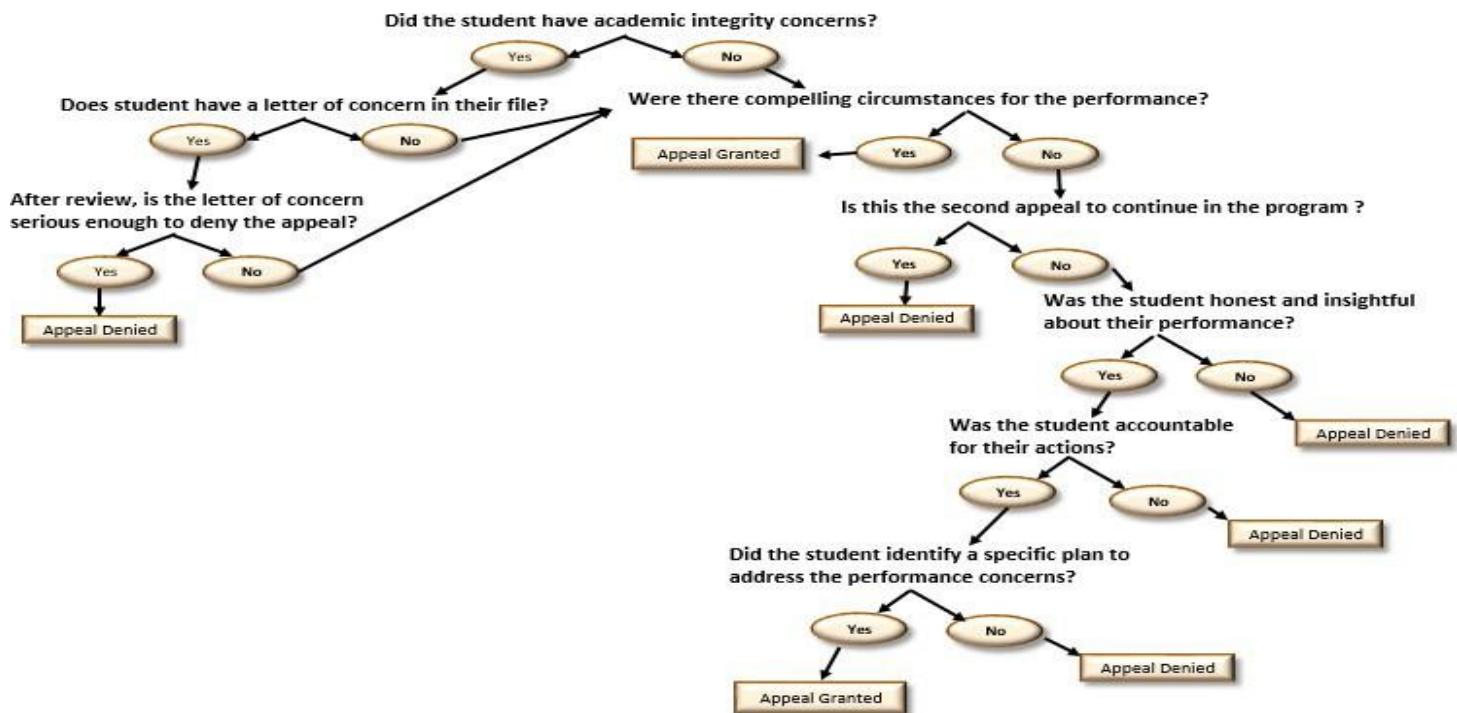
Process to Appeal to Return to the Nursing Program after an Appeal Denial

Students who have been denied an appeal after being dismissed from the nursing program may not appeal to the program for a minimum of 18 months. After this time has elapsed, students wishing to appeal to return to the nursing program will need to complete the appeal process. If the appeal is granted, the student will be subject to all nursing policies found in the Nursing Program Handbook at the time of returning to the core nursing program.

The student would be required to complete mandatory academic coaching for the entire semester in the courses listed in your appeal letter. The student entering term 1 would have to take a Nursing Refresher course. The student starting over in term 3 would have to take 2 one-credit Bridge Courses (Bridge Skills and Bridge Clinical) in summer before starting fall classes.

Upon readmission, the student will have one attempt for all remaining program courses in that term. If the student passes term 1 and term 2 on the first attempt, then the student progresses into term 3 and 4. The policy in the handbook applies allowing for one failure/withdraw only in term 3 and 4. If a second failure/withdraw occurs, the student would be dismissed from the program without the ability to appeal.

If the student was dismissed from the ADN program and now is coming into the PN program as a new program, the student will follow the failure policy in place in the handbook at the time of starting the PN program. Should the student be dismissed from the PN program, the student would need to wait a minimum of 18 months to appeal to come back into either nursing program.



Final Course Grade Appeal

Students who appeal a final course grade must follow the procedures outlined in the Lakeshore Student Handbook.

COLLEGE SERVICES

Lakeshore College offers a variety of support services to help students succeed in their program of study including academic counseling, tutoring, and supplemental instruction and accommodation services. In addition, there are many college services available to students. Listed below are a few of the services nursing students may use.

Academic Support and Tutoring Services - Cleveland

The Student Resource Center is located on the first floor of the Lakeshore Building near the Library. This area provides services to assist students with study skills, test-taking skills, general college skills, and general education courses. Online resources are also available on the Lakeshore website within MyLakeshore.

eCampus Bookstore

Students can rent and/or purchase new, used, and digital textbooks as well as purchase their required course packets and supplies via eCampus.com.

Supplemental Instruction

The Lakeshore nursing programs have an academic specialist who can be utilized to assist students in understanding the course material for courses which have been identified as challenging to students. Tutor.com is also available to students 24/7 for additional support.

Lakeshore Library

The library has a broad selection of resources to support the training and education of nursing students. This includes print and electronic books, professional journals, evidence-based medical databases, citation software, and reference librarians to instruct and assist with student research assignments. You may access library resources from home, clinical sites, nursing skills labs and anywhere with Internet access. When off- campus, some library resources will ask you to log in to verify that you are a Lakeshore student. We encourage students to contact Library staff by email, chat, or phone for assistance. The library has small study rooms that may be reserved. They also have devices such as laptops, tablets, mobile hotspots, and charging cables, as well as medical items like blood pressure cuffs, nursing broaches, and stethoscopes.

Peer Tutoring

Peer tutoring in nursing courses is also coordinated through the Student Resource Center. Any tutoring request, whether peer or staff can be directed to academicsupport@lakeshore.edu.

Student Advising

Academic counselors guide and advise students throughout their program. Counselors are most effective when students maintain contact. Students may make an appointment to see the nursing academic counselor or may contact the counselor during walk-in hours.

Students are expected to contact the nursing counselor at the following times:

- In cases of academic/course failure and/or withdrawals.
- With changes in progression plan.
- As a resource for questions regarding the nursing program.

Student Counseling

Lakeshore has partnered with BetterMynd, an online therapy platform for college students, to offer access to free video-therapy sessions with their diverse network of licensed mental health counselors. A mental health counselor is available as a support to students with personal or mental health issues such as stress, anxiety, difficulty outside of school, test taking strategies, etc. For more information or to make an appointment, login to your My Lakeshore account, Current Students Hub, Personal Support.

STUDENT ORGANIZATIONS

Lakeshore Chapter Student Nurse Association (LCSNA)

The Lakeshore Chapter Student Nurse Association (LCSNA) is a constituent of the Wisconsin Student Nurse Association (WSNA) and the National Student Nurse Association (NSNA). They are also affiliated with the American Nurses Association (ANA).

Membership in LCSNA provides students with a global perspective of nursing. Fund-raising activities allow members an opportunity to attend the WSNA convention to network with other associate and baccalaureate degree students. Students participate in community service projects, educational events, and social activities. LCSNA is a way for students from all levels of the program to support and encourage each other as they move toward a common goal. Pre-nursing students are also invited to attend.

LICENSURE OPTIONS FOR NURSING STUDENTS

Licensure Options for Associate Degree Nursing Students

Students who complete the first year of the state-wide aligned curriculum will have the option of taking the NCLEX-PN. Some students may decide to leave the program at that point, while others may take the exam to enhance their income and their job potential during their final year in the program. Still others may decide to wait until the end of the program to take the NCLEX-RN.

Licensure Option for Practical Nursing Students

After graduation from the PN program, students will have the option of taking the NCLEX-PN.

GRADUATION REQUIREMENTS

Students must attain a grade of "B" or better in all required courses and maintain a grade point average of 2.0 or above to be eligible for graduation. The student assumes the ultimate responsibility to see that all credit requirements for graduation are met. Required courses include general education courses.

To graduate with a nursing degree or diploma from Lakeshore College, the student must:

- Obtain at least 25% of the credits from Lakeshore (i.e., 17 credits for a 65 credit program; 8 credits for a 32 credit program) AND
- Obtain at least 25% of the nursing credits from Lakeshore College (i.e., 10 credits for the associate degree in nursing; 5 credits for PN).
- Take all Term 2 for Practical Nursing or Term 4 for Associate Degree Nursing semester courses at Lakeshore.

NCLEX Requirements

Sections 441.04 and 442.10 of the Wisconsin Statutes outline the qualifications needed to be eligible for admission to NCLEX - RN & PN State Board examinations. One of the requisites is: "Does not have an arrest or conviction record, subject to SS.111.321, 111.322, and 111.335 Stats." The question, "Have you ever been convicted of a criminal offense, **excluding minor traffic violations**?" appears on the application for registration of licensure to be answered "yes" or "no." If "yes" is the response, submission of follow-up information is required. That explanation needs to be sent to the Wisconsin Board of Nursing. An investigation may follow depending upon the circumstances and all facts related to the

situation.

If the question regarding “criminal offense” is not answered truthfully and the necessary steps are not taken to clear the record with the Wisconsin State Board of Nursing, admission to examination will be delayed three to six months until an investigation is completed, and the board of nursing has acted on the evidence.

If you have any further questions, please contact: Department of
Safety and Professional Service Wisconsin Board of
Nursing
P.O. Box 8935
4822 Madison Yards Way Madison,
WI 53705
Phone: 608-266-2112
Email: dsps@wi.gov

Licensing and NCLEX Information

You can begin the process of applying for nursing licensure and registering for the NCLEX up to six weeks before graduation. The process is done electronically, which is recommended for faster processing of your application. For specific questions pertaining to your individual application or questions on how to complete the application, you should contact the Wisconsin Board of Nursing. To be eligible for testing and/or licensing in the state of Wisconsin, you may be required to obtain a social security number.

The DSPS credentialing staff is available to answer any questions that you may have about your application and can be reached at 608.266.2112 during the hours posted on their web site at <http://dsps.wi.gov>.

Secure Licensure Application Materials

1. Go to the Wisconsin Department of Safety and Professional Services website: <https://olas.wi.gov/>. This site will provide you with directions for creating a username/password for the online licensure application system and also directions how to apply for the NCLEX exam. See also the [Applicant Process Manual](#).
2. Complete the application for licensure and provide payment with a credit card. It is important that you provide payment at the same time you submit the application.

IMPORTANT to remember!

After you apply, send an e-mail to records@lakeshore.edu so they can confirm with the WI State Board of Nursing that you are a graduate from the Lakeshore nursing program. You will not be able to take the NCLEX without the school statement of your graduation status. Confirmation will not be made until after graduation.

If you are planning to apply for licensure in another state, please contact that state’s Board of Nursing to verify the information you need to submit in your application. Information on other states’ Board of Nursing can be found at: <https://www.ncsbn.org/contactbon.htm>.

Graduation

As a candidate for the Associate in Applied Science Degree (A.A.S.) or Practical Nursing Technical Diploma from Lakeshore College, you will be an important participant in the Lakeshore graduation ceremony. This ceremony is a special recognition of your scholastic achievements at Lakeshore College. It is a formal cap and gown ceremony, and all December and May graduates are encouraged to take part. The commencement ceremony is held last week of school. You will be notified when to purchase your cap and gown and of the other ceremony details during April or October. It is necessary to petition to graduate by filling out a graduation application to be considered a candidate for graduation and receive notifications. <https://lakeshore.edu/graduation>

Pinning

Traditionally, nursing graduates have participated in an additional ceremony giving special recognition to their new status as graduate nurses. This ceremony has been titled “Pinning” and is organized and implemented by the LCSNA student members. The “Pinning” ceremony is a time-honored nursing school tradition, dating before the turn of the twentieth century. It is an event that you will want to share with your family and friends. Pinning will be scheduled on a semester-by-semester basis depending on the college calendar.

ARTICULATION AGREEMENTS WITH BSN PROGRAMS

Nursing Associate Degree graduates wishing to further their education can transfer to a four-year college or university to obtain a Bachelor’s degree. Lakeshore College has articulation agreements with numerous colleges and universities making the transition from Lakeshore an easy one. These articulation agreements detail credit for previous learning and requirements for completing a BSN degree at the respective colleges.

To find out which colleges Lakeshore College has transfer agreements with for the Nursing Associate Degree program:

- [Transfer Options](#)
- Step One – Choose your program. (Click on Nursing Associate Degree)
- Step Two – Choose the college you wish to transfer to from the list (This brings up colleges with articulation agreements at lakeshore for the program you chose in step one above).
- Step Three – Click the link for that college to learn how to transfer.

Most other nursing programs also readily accept Lakeshore graduates into their completion programs.

- A list of RN to Baccalaureate programs may be found on the AACN web site at <https://www.aacnnursing.org/Nursing-Education-Programs/Baccalaureate-Education>.
- The good list of RN to MSN programs is available on the AACN web site at <https://www.aacnnursing.org/Nursing-Education-Programs/Masters-Education>.
- Another resource for progression programs is the Wisconsin Center for Nursing website.

APPENDIX A

Appeal Process

- Communicate with academic counselor to discuss appeal process/academic plan. Students entering Lakeshore College with another college's Nursing courses needing to appeal or Lakeshore students who had to wait 18 months to reappeal need to have a current program application on file and be matriculated to appeal.
- Appeal requirements:
 1. 1-2 pages in length
 2. Completed in a Word document, double-spaced
 3. Include completed Student Action Plan for Success form
 4. Include explanation of any letters of concern that were received while in the nursing program
 5. Succinct and specific
 6. Attach to email

CREATE RE-ENTRY/ACTION PLAN

How will I correct/resolved my unsuccessful performance if the appeal is granted? Using the Student Action Plan for Success form, describe in detail your plan for achieving successful completion of the nursing curriculum in the allotted timeframe,

- Identifying study skills
- Mandatory academic support
- Weekly meetings with instructors
- Time management (give examples)
- Use of college resources (i.e., TRiO, Academic Support Center, counseling, peer tutors, etc.)
- How will you manage work, home, and school?
 - Re-admission to the nursing program or the granting of advanced standing in any previously completed nursing courses will be determined by nursing faculty. **The decision of the faculty is final.**
 - The appeals will be reviewed and discussed by the nursing faculty at the end of each semester. Please see your academic counselor for specific deadlines.
 - If approved, academic preparation requirements will be revisited by the academic counselor and will need to be updated by the student if necessary.
 - **Submit email with appeal documentation to your Nursing Academic Counselor.**

REASONS FOR UNSUCCESSFUL PERFORMANCE

Identify the extenuating and/or non-extenuating circumstances that contributed to your lack of success in the program/course.

- **EXTENUATING CIRCUMSTANCES (may include)**
 1. **Death of an immediate family member that required an extended absence.**
 2. **Medical emergency for self, spouse or dependent that is currently being treated which resulted in the inability to attend classes for an extended period of time.** Please have the patient's medical provider complete Medical Documentation statement. Documentation must include the dates of illness, dates of appointments and/or the dates of admission to the hospital that prevented you from attending classes. Medical documentation must be signed by a doctor, nurse practitioner or physician's assistant (one who is authorized to diagnose and treat patients and is a licensed healthcare provider whose care the patient is under) with release and contact information provided for further information.
 3. **Military activation or deployment that required an extended absence.** A copy of orders or call to duty is required.

- **NON-EXTENUATING CIRCUMSTANCES**

1. Identify the factors that contributed to your lack of success in this class and other classes.
 - Be specific on all contributing factors such as academic, personal, work, and family responsibilities.
2. Share a detailed reflection on the cause of the failure(s).
 - Be specific. Be accountable. Take ownership.
 - Be honest and insightful about your performance.
 - Identify factors that were in your control.
 - Identify your approach/strategies to modify these factors during the course.
 - Identify any and all resources you used to help you be successful or plan to use if appeal is granted.
 - Discuss the impact of your approach to modify these factors. (How did it help or not help you become more successful?)
 - Identify how you modified your efforts from your first enrollment in the course to your second enrollment. If there was no modification, why not?
 - Discuss how you could have done things differently to be more successful

Student Action Plan for Success Form (Required for Appeal Process)

Student Name: _____ ID #: _____ Phone #: _____

Course: _____ Date: _____

*This action plan must be completed by: 1. Students who failed the course previously and/or 2. Students who failed one or more tests. Students should: A. Identify short-term and long-term goals (including employment goals), B. List **specific** actions planned to correct/resolve barriers that may hinder success or unsuccessful course performance, and C. Identify timeline.*

Short-term goals:

Long-term goals (include employment goals): .

Reasons that may hinder and/or reasons for Unsuccessful Performance	Action Plan This is how I will correct/resolve my barriers to success or unsuccessful performance.	Timelines success This is when I will accomplish items in my action plan.
Academic Reasons		
Personal related issues		
Work related issues		
Family related issues		

APPENDIX B

Notice of Intent to Transfer a Core Nursing Course from another WTCS College To Lakeshore College Associate Degree and Practical Nursing Program

See “Nursing Courses at Other Technical Colleges” section of this handbook for the policy details to be eligible to transfer in core nursing classes. Failure to pre-plan with Lakeshore according to the policy listed above may result in failure of the course to be accepted for transfer and no class space available. Student progress may be delayed.

By submitting this form, you are stating that you have read the above policy referenced in the handbook and agree to its terms.

Student Name: _____ Date: _____

Student Signature: _____ Student ID Number: _____

Core Nursing Course Intending to Transfer In: _____

College of Enrollment: _____

End of Semester Date for College Above: _____

Please Note: An email to the Lakeshore College Associate Dean of Nursing is also required per the “Nursing Courses at Other Technical Colleges” policy of the handbook.

Documentation of Completion: An **official transcript** must be submitted to your program counselor within two weeks of completing the course and **before** registering for the following semester’s courses.

APPENDIX D

MA Bridge to Practical Nursing Pathway Work Verification

To be eligible to enter the Medical Assistant Bridge to Practical Nursing Pathway, Lakeshore College requires written verification from past and present employers to document Medical Assistant occupational experience. It is a requirement that students prove 3,000 hours of occupational experience in the past three years if they are a Credentialed Medical Assistant or 6,000 hours in the past four years if they are not credentialed. This form will be used to determine if a student's Medical Assistant occupational experience qualifies them to enter the MA Bridge to PN pathway.

Upon entering the MA Bridge to PN Pathway, the academic counselor will submit the Advanced Standing form to grant credit for the following courses: 31509302 Human Body in Health and Disease, 31543303 Nursing Pharmacology, and 31543307 Clinical Care Across the Lifespan.

Student Directions: Complete the first portion of the worksheet (fill in your information and give permission for your supervisor to provide this information to Lakeshore College). **If you are a Credentialed Medical Assistant please attach a copy of your current card to this form.** Once your portion is complete, submit to your supervisor.

THIS SECTION TO BE COMPLETED BY APPLICANT

I, _____, am applying to the Lakeshore College Medical Assistant to Practical Nursing
Printed Name

Bridge pathway and authorize my past/current employer _____
Facility Name

to provide the following information to Lakeshore. I am a Credentialed Medical Assistant (CMA or RMA): ☐ Yes ☐ No

If you are a Credentialed Medical Assistant (CMA or RMA), please attach a copy of your current card to this form.

Student Signature Date Student ID Number

BELOW SECTION TO BE COMPLETED BY SUPERVISOR

Supervisor Directions: Please fill out the information below.

Date: _____

The above-named student is/was employed by us from _____ to _____ a period of
Date Date

_____ months. The student was/is employed as a _____ .
Number Job Classification

Please indicate how many hours the above person worked in the **past 3 years** (or if less than 3 years, then during the above time period) as a Medical Assistant. Total hours as a Medical Assistant in past 3 years: _____ hours.

Supervisor Name: _____
Supervisor Signature: _____
Facility Name: _____
Facility Address and
Phone Number: _____

APPENDIX E

Verification of Employment as a Nursing Assistant Or Similar Position with Comparable Skills

Lakeshore College requires written verification from past and present employers to document Nursing Assistant occupational experience for students wishing to enter the Lakeshore College Nursing programs. This form is intended to provide the official record of this occupational experience. Please complete the top part of this form which authorizes your former/present employer to furnish the information requested below.

THIS SECTION TO BE COMPLETED BY APPLICANT

_____ is starting the ☐ADN ☐PN program and authorize my

(check correct program)

former/present employer _____ to furnish the information below to
Lakeshore College.

Student Signature

Date

Student ID Number

BELOW SECTION TO BE COMPLETED BY EMPLOYER

Please initial each skill that your employee is proficient in:

- | | |
|--|---|
| 1. Washes hands _____ | 11. Assists client with use of bedpan _____ |
| 2. Measures and records weight _____ | 12. Provides catheter care _____ |
| 3. Provides mouth care _____ | 13. Counts and records radial pulse _____ |
| 4. Dresses client with affected (weak) arm _____ | 14. Counts and records respirations _____ |
| 5. Transfers client from bed to wheelchair _____ | 15. Puts knee-high elastic stockings on client _____ |
| 6. Assists client to ambulate _____ | 16. Provides foot care _____ |
| 7. Cleans and stores dentures _____ | 17. Feeds client who cannot feed self _____ |
| 8. Performs passive range-of-motion (PROM) _____ | 18. Positions client on side _____ |
| 9. Measures and records urinary output _____ | 19. Donning and removing PPE (Gown and Gloves) _____ |
| 10. Gives modified bed bath (face, arm, hand and underarm) _____ | 20. Provides perineal care (peri-care) for incontinent client _____ |

Please do NOT sign or submit this form unless employee is proficient in ALL the above listed skills.

The above-named person was employed by us from _____ to _____ as a
Start Date End Date or Current Date

Employment Title

. Total hours worked in the past 6 months: _____ hours.
(Must equal 160 hours minimum within the past 6 months)

Name of Person Completing Form

Signature of Authorized Person Verifying Skills

Title

Date

APPENDIX F

Technical Standards Associate Degree and Practical Nursing Programs

The American with Disabilities Act (ADA) of 1990 (42 U.S.C & 12101. et seq), the ADA Amendment Act of 2008, and Section 504e of the Rehabilitation Act of 1973 (29 U.S.C & 794), prohibits discrimination of persons because of disability. The purpose of this document is to provide information pertaining to the Technical Standards representative of those found in the profession.

Please note that you are provided with the opportunity to individually discuss these technical standards with a program counselor or other college representative. Accommodation is available for students with documented disabilities through the Accommodation Services Office. For more information related to the accommodations process, please visit: <http://www.lakeshore.edu/as>

In order to determine eligibility and to receive services, students must submit documentation. In general, documentation should be from within five (5) years of the date of request for services or admission to Lakeshore College. An Individual Education Plan (IEP) alone will not necessarily be sufficient documentation for determining eligibility, depending upon the IEP content, and identified disability. Documentation must include:

- Diagnosis and resulting limitations as determined by a qualified professional.
- Limitations significantly limit at least one major life activity in an educational setting.
 - Ex: mobility, vision, hearing, seeing, learning, etc.

Please note that program requirements will not be waived, but accommodations may be made to assist you to meet requirements. Please contact call 920.693.1222 (TTY 920.693.8956) or email as@lakeshore.edu for assistance in formulating a reasonable accommodation plan. A request for accommodation(s) should be made as soon as possible.

Students enrolled in the Nursing & Practical Nursing career path programs should be able to meet the established technical standards identified below. The technical standards for the Nursing & Practical Nursing programs are reflective of those found in the Nursing profession.

- Ability to move, transport, push or pull clients or equipment up to 250 pounds, potentially with occasional, frequent or constant exertion
- Ability to conduct oneself in a professional clinical environment
- Ex:
 - Awareness, control, and expression of emotion
- Students must have sufficient endurance, strength, mobility, balance, flexibility and coordination to perform client care activities and emergency procedures
- Students must have sufficient sensory (auditory, visual, smell, tactical) ability
 - Ex:
 - Ability to complete client assessments
 - Ability to detect environmental necessities
 - Depth perception, detect and identify differentiation of color

APPENDIX G

Lakeshore College Program Handbook Acknowledgement for the: Associate Degree Nursing and Practical Nursing Programs

As a student taking courses in the Associate Degree Nursing or Practical Nursing Program, you are required to follow and abide by the requirements and expectations in this Program Handbook. By signing the electronic acknowledgement accessed at the link below, the student confirms that they have read, understood, and agree to adhere to the standards, policies, and procedures outlined in the Program Handbook.

Program Handbook Acknowledgement Link:

<https://dynamicforms.ngwebsolutions.com/Submit/Start/f02f2ca5-f63f-4f87-aad6-4cc5c13e7780>