



Centralia College Registered Nursing Program

Student Handbook | 2025-2026

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Origination: 1.27.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-01

Title: Entrance Requirements and Selection Criteria; Standards of Continuing Excellence

Policy: *Students who hold an active, unencumbered Washington State NA-C license, have completed the required academic prerequisites with the minimum acceptable GPA within the required timeframe, and who have completed the application process with Enrollment Services will be eligible for acceptance into the Centralia College Nursing Program (CCNP). Since there are typically more applicants than seats available, students who have achieved top scores on the admission rubric will be selected for acceptance.*

- Students are required to have completed the following academic prerequisites for entrance into CCNP. Students are strongly advised to have completed all pre-program requirements for the degree before entering CCNP.

Classes	W/in Past 10 yrs	Min. GPA 2.0	Bonus Pts GPA 3.0	Req for Program (P) Req for Degree (D)
ENG& 101		X		P
MATH& 146	X	X	X	P
CMST& 220 or 250		X		D
PSYC& 200		X		P
SOC& 101 or ANTH& 206		X		D
BIOL& 241	X	X	X	P
BIOL& 242	X	X	X	P
CHEM& 121	X	X	X	P
BIO& 260	X	X	X	D
HLTH any		X		D

- Proof of active Washington State NA-C license
- Initial and continuing background checks
- Completion of all contracts required by CCNP
- As materials are reviewed and updated, evidence-based practice showing best current nursing practices will inform classroom and clinical curriculum.

*Additional resources including admission rubric may be found at [CC Nursing](#)

AUTHORITY: WAC 2546-840-541

NLN/CNEA Standard 1: Culture of Excellence – Program Outcomes

Origination: 1.27.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-01B

Title: Immunization & Basic Life Support (BLS) for Healthcare Workers Requirements

Policy: *CCNP requires no immunizations for entry or for retention. However, a minimum of 500 clinical/direct patient care hours are required by law for ADN nursing education and many of our clinical partners require proof of certain immunizations to attend clinical rotations at their facilities. CCNP adheres to all clinical site requirements, which may flux at any time based on current epidemiological factors.*

Additionally, an American Heart Association BLS for healthcare workers is also required.

Current immunizations requiring documentation:

- Covid 19 (boosters not required but are recommended)
- Influenza (annually)
- Hepatitis B (series or titer will be accepted – please note, if you have not begun the series, it is recommended to start when you submit your application)
- MMR (Measles, Mumps, Rubella)
- Tdap (Tetanus/Diphtheria/Pertussis)
- Varicella (Chickenpox)
- Baseline TB test (must be a two-step TST or QuantiFERON blood test / or clear chest x-ray)

Note: Some facilities are now providing a pathway for declination. It is important to understand that students who decline immunization are putting their health, the health of their patients, and program completion at risk. Declining students will be limited to sites who offer declination as an option. Clinical sites may reject any declination at any time or rescind their declination policy altogether which could prevent students from completing the clinical component, and successful progression through the program.

AUTHORITY: WAC 246-840-531

Origination: 5.05.2022

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-01C

Title: Background Checks

Policy: *Washington State law, Chapter 388-113 WAC, defines certain crimes and negative actions as automatically disqualifying for a person having access to vulnerable persons as defined in RCW 43.43.830.*

RCW 43.43.842 further defines disqualifying crimes and negative actions, and requires that individuals who provide care and treatment to vulnerable persons as defined in RCW 43.43.830 and who have been convicted of lesser crimes and negative actions as defined in RCW 43.43.842 must disclose those convictions. Therefore, initial and continuing state and national background checks will be required.

In the event a student's background check contains an action that is not automatically disqualifying, prohibition of the student will be at the discretion of our clinical partner(s) administration.

In the event a student's background check contains a disqualifying crime or negative action, it will be necessary for the student to withdraw from CCNP using the processes laid out in CCNP-POL-12: Withdrawal.

Authority: [Chapter 388-113 WAC](#); [RCW 43.43.830](#); [RCW 43.43.842](#)

Origination: 1.27.2022

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-02

Title: Admission of LPN Students, LPN-ADN

Policy:

When space is available CCNP may offer LPNs holding a current and unencumbered license the opportunity to join an existing cohort at quarter four.

- LPN applicants are required to meet all prerequisite and other requirements related to program admission with the exception of NA-C. Instead, active LPN license will be required.

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-03

Title: Student Contact Information

Policy:

- Each student must maintain a relationship of communication with the program which includes maintaining a working phone number and Centralia College email address to facilitate necessary program communication.
- Updated contact information will be gathered at the beginning of the program. It is incumbent on each student to inform administration immediately following any change in contact information while in the program.
- Name changes should be communicated immediately to administration and the college. The program can assist with necessary processes to ensure licensure is not delayed.

*All contact information provided will remain confidential as according to the Family Educational and Privacy Act (FERPA) and clinical contract authority.

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-04

Title: Grading

Policy: *Grading is based on activities conducted within the classroom and lab (on and off campus). Faculty determine content and methods for their respective sections. Expectations can be found in each Canvas course.*

Theory:

- Course work is averaged separately from exams, and exams are averaged first. Students must average $\geq 80\%$ (2.0) on their exams and then average $\geq 80\%$ (2.0) on course work to pass and progress in the program.
 - A successful student’s final grade will be the average of all course work and exams.
- If a student averages $\geq 80\%$ (2.0) on their exams, but does not average $\geq 80\%$ (2.0) on course work, or conversely, they will not pass or progress in the program.
 - An unsuccessful student’s final grade will be the lowest average earned.

Lab (Skills/SIM/Clinical):

- Students will earn a single, overall grade of **Satisfactory** or **Unsatisfactory**, where **Satisfactory** is defined as:
 - A cumulative course work average of $\geq 80\%$ (2.0)
 - A cumulative Pass for Skills exams (Return Demonstrations)
 - A positive clinical evaluation which demonstrates safety and competence

The following scale will be used for all NURS courses:

4.0- 99-100%	3.3- 88%	2.2- 81%	1.5- 75%
3.9- 97-98%	3.2- 87%	2.0- 80%	1.4- 74%
3.8- 95-96%	3.1- 86%	1.9- 79%	1.3- 73%
3.7- 93-94%	3.0- 85%	1.8- 78%	1.2- 72%
3.6- 91-92%	2.8- 84%	1.7- 77%	1.1- 71%
3.5- 90%	2.6- 83%	1.6- 76%	
3.4- 89%	2.4- 82%		

2.0 and above is passing

LATE WORK:

- Unless prior arrangements have been made with faculty any work submitted after the posted due date and time will receive a 10% reduction in score for each day that it is late, down to 50%.
- Late assignments receiving 50% may be submitted until 4:00 pm on the last class day of the quarter.
- All assignments not received by 4:00 pm on the last class day of the quarter will receive a zero.

Origination: 9.14.2018

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-05

Title: Exams

Policy:

Theory Exams: Individual faculty will determine method and delivery of each respective exam. Regardless of method, the following expectations will apply:

- There will be no talking during the exam
- There will be no discussion of the exam content with any other student until all students have taken the exam.
- Student handbags and backpacks must be secured outside of the exam environment prior to testing.
- For math computations a calculator will be provided to you. Personal devices of any kind will not be allowed.
- No exit/reentry will be allowed during the exam unless prior arrangements have been made with the instructor. If there is an urgent need, students may raise their hand to alert the instructor and ask for permission to leave.
- Taking photos of the exam is strictly prohibited.
- Time allowed for testing is monitored through Canvas/ATI/proctor, no additional time will be allotted unless disability accommodations have been approved on an individual basis.
- Electronic monitoring i.e., webcams may be required. If required and no such device is available, student must make arrangements with assigning faculty.
- Proctor must have an unobstructed view of student screens. Screen protectors and similar devices are prohibited.
- Students experiencing technical challenges must make prior arrangements with assigning faculty
- Student online tests are monitored. Students may not click outside of the exam for any reason.
- Any questions regarding errors or typos on the exam should only be discussed with the faculty member who created the exam.
- Student concerns of classmate academic dishonesty must be immediately directed to the exam proctor, nursing faculty, or nursing program director.

Skills Exams (Return Demonstration): Students will be expected to demonstrate competency of nursing skills through Return Demonstration. Evaluation of Return Demo is conducted through instructor observation of performance and will be graded on a Pass/Fail basis. Students must pass Return Demonstration for each skill before performing that skill on another human being.

- Students must be dressed in official CCNP scrubs with necessary assessment tools. Hair should be pulled back and secured.
- Any questions during return demonstration should only be addressed with the observing faculty member.
- There will be no discussion of content with any other student until all students have completed return demonstration.
- Student handbags and backpacks must be secured outside of the lab prior to testing.
- For math computations a calculator will be provided to you. Personal devices of any kind will not be allowed.
- No exit/reentry will be allowed during return demonstration.
- No discussion of other students' performance in lab is allowed.

Exam Schedules

- All students must take examinations at the faculty-determined scheduled timeframe.
- In the rare occurrence a student cannot attend the scheduled exam, prior arrangement with assigning faculty must be made. Faculty may agree to alternate scheduling at their own discretion.

Exam Grading

- The following grading scale will be used for all NURS courses:

4.0- 99-100%	3.3- 88%	2.2- 81%	1.5- 75%
3.9- 97-98%	3.2- 87%	2.0- 80%	1.4- 74%
3.8- 95-96%	3.1- 86%	1.9- 79%	1.3- 73%
3.7- 93-94%	3.0- 85%	1.8- 78%	1.2- 72%
3.6- 91-92%	2.8- 84%	1.7- 77%	1.1- 71%
3.5- 90%	2.6- 83%	1.6- 76%	
3.4- 89%	2.4- 82%		

2.0 and above is passing

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-06

Title: Attendance

Policy:

- Students are expected to be on time for all course activities.
- All students are expected to attend all course activities; faculty may award/deduct points based on attendance as outlined in course syllabi.
- In the rare occurrence a student cannot attend a course activity, students must notify the instructor and request alternative arrangements be made.
 - Students must be aware that some course work cannot be made up.
 - Absences may result in a zero grade or a reduction of grade at faculty discretion.
- No visitors or children will be allowed to attend class/lab with students.

Clinical / SIM

**For Q6 preceptorships see preceptorship handbook*

- Per WAC 246-840-531 all students must log 500 hours of clinical practice within the two-year program.
 - SIM is considered clinical practice and SIM hours accrue as such
- Punctuality is required.
- In the rare occurrence a student cannot attend their clinical/SIM rotation they must notify and receive an “excused absence” from their clinical instructor.
 - Students missing clinical/SIM for any reason must make up the clinical time.
 - If the student cannot make up the time within the quarter of the absence, they will receive an incomplete and must make up the time the following quarter.
- Students who fail to receive an excused absence may be put on notice of academic risk and may be required to meet with the director of nursing to discuss program progression.

Inclement Weather

- CCNP adheres to Centralia College directives regarding closures and cancelations. <https://www.centralia.edu/pathways/closures.aspx>
- Faculty may cancel activities due to weather at any time, which will be considered an automatically excused absence unless otherwise indicated by faculty. However,
 - Faculty may require students to attend an online meeting instead.

Origination: 5.05.2022

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-07

Title: Student Expectations & Standards

Policy: *CCNP students are expected to be fully prepared for class, lab and clinical, and to comport themselves appropriately at all times.*

Behavior

Nothing in this section is meant to curtail legitimate, on-topic classroom discussion that is conducted in a civil manner. Academic dialogue is encouraged and is enhanced by these norms for civil behavior.

- Students are expected to conduct themselves in a respectful and nondisruptive manner.
- Some examples of disruptive behavior include, but are not limited to:
 - Monopolizing class discussion
 - Rude, disrespectful, contemptuous, or offensive language, posturing or gestures
 - Aggressive, hostile, or confronting language, posturing or gestures
 - Sleeping
 - Chattering
 - Excessive or disruptive lateness
 - Engaging in unrelated tasks
 - Interrupting
 - Disruptive movement, including entering/exiting the classroom outside of breaktime
- Faculty may remove a student and/or begin disciplinary proceedings at their discretion.
- Continuous violations will result in disciplinary action, up to and including dismissal from the program.
- A student whose behavior during clinical rotation endangers patient safety and/or welfare will be asked to leave clinical and may be subject to additional disciplinary action up to and including dismissal from the program.
- Online or in-person intimidation, threats, bullying or harassment of other students, faculty, clinical staff, or patients will result in disciplinary action which may include immediate dismissal from the program.

Preparedness

Includes but is not limited to:

- Student has completed all required program and clinical affiliate forms within the timeframe requested
- Student has completed required assignments for daily activities
- Student is ready to perform skills/patient care in a safe manner
- Student is ready to engage in active learning

Grounds for Dismissal from the Nursing Program

- A lack of preparedness which has been referred to the program director
- Behavioral violations which have been referred to the program director
- Academic dishonesty which has been referred to the program director (CCNP-POL-08 Academic Dishonestly)
- Impaired function that jeopardizes patient, student, facility, or faculty safety
- Not meeting expected pass rates as defined in CCNP-POL-05, and which also may be found in course syllabi
- Not meeting expectations laid out in a Student of Concern or At-Risk contract

Students have the right to appeal a decision of dismissal. See CCNP-POL-13 for appeals process.

Authority: [WAC 132L-351 Section 040](#), Prohibited Student Conduct

Origination: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-08

Title: Academic Dishonesty

Academic integrity is a professional competency and is regarded as a basic ethical value. Honesty and integrity are foundational to the nurse's role and responsibility as patient-safety depends on it. Academic dishonesty misrepresents a student's efforts and abilities, putting patient-safety at risk. Each student is responsible for their own choices and understanding of all materials presented in the nursing program.

Policy: *Any faculty referral of a student to the Nursing Program Director for academic dishonesty will result in failure of the course from which the student was referred and immediate dismissal from the nursing program. The student will not be eligible for readmission to the program.*

Under rare circumstances, a faculty member may provide a student in violation of this policy the opportunity for remediation. Under those circumstances only one remediation opportunity per program year will be given.

***Nonexclusive Examples of Academic Dishonesty:**

General

- Plagiarism, use of another individual's or your own previous work while representing it as your own contemporaneous work.
- Any unauthorized use of Artificial Intelligence (AI).
- The unauthorized use of notes, books, electronic devices, or other study aids while taking an examination or working on an assignment.
- Fabrication of a reason (e.g., medical emergency, etc.) for needing an extension on or for missing an assignment, quiz, or examination.
- Allowing another student to copy from one's own assignment, test, or examination.
- Making available copies of course materials whose circulation is prohibited (e.g., old assignments, texts, or examinations, etc.).
- Completing an assignment or taking a test or examination for another student.
- Sharing paper mill/answer bank websites or information with other students.

Exams

- All exams are monitored by faculty or a proctor, including those conducted online.
- Online exams are closely monitored. Clicking anywhere outside of the test window is prohibited. Any clicking outside of the test window may be considered academic dishonesty.
- Selling, distributing, copying, or sharing test material with any person will be considered academic dishonesty.
- The use of notes not approved by faculty before the proctor has issued the begin notice will be considered academic dishonesty.
- Talking with other students within the exam environment is prohibited and may be considered academic dishonesty.
- Any discussion of exam content with any other student before all students have taken the exam will be considered academic dishonesty.

Students have the right to appeal a decision of dismissal. See CCNP-POL-13 for appeals process.

***Authority and definitions of academic dishonesty: refer to [WAC 132L-351](#), Centralia College – Student Rights and Responsibilities Code, [Section 040](#), Prohibited Student Conduct**

Origination: 10.28.2022

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-09

Title: Remediation/Academic Risk

Policy:

Remediation:

- Students who score less than 80% (2.0) on any course examination will meet with the instructor to discuss a personal remediation plan, which will include but is not limited to:
 - Student responsibilities
 - Faculty assistance and monitoring
 - Consequences

Academic Risk:

- Students on a remediation plan who continue to have a cumulative exam score of less than 80% (2.0) by mid-quarter or after two exams will meet with the program director where a student academic-risk performance contract will be drawn up detailing the performance improvements required to progress in the program.

Origination: 6.16.2017

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-10

Title: Retention/Progression/Graduation

Policy: *Students must earn a passing grade in both the requisite and corequisite NURS course to pass each quarter and progress in the nursing program. Students who pass all NURS courses, have satisfied all Centralia College academic requirements listed for their active degree program plan and have satisfied all administrative requirements will graduate with the corresponding degree.*

Theory:

- Course work is averaged separately from exams, and exams are averaged FIRST. Students must average $\geq 80\%$ (2.0) on their exams and then average $\geq 80\%$ (2.0) on course work to pass and progress in the program.
 - A successful student's final grade will be the average of all course work and exams.
- If a student averages $\geq 80\%$ (2.0) on their exams, but does not average $\geq 80\%$ (2.0) on course work, or conversely, they will not be allowed to progress in the program.
 - An unsuccessful student's final grade will be the lowest average earned.

Lab (Skills/SIM/Clinical):

- All lab courses (skills/SIM/clinical) are graded as Satisfactory/Unsatisfactory (S/U).
- Students must earn a Satisfactory in lab to pass and progress in the program.
- Lab course grades do not contribute to overall GPA.

In the case that a student fails either theory or lab, they must be readmitted and repeat both the unsatisfactory course and its corequisite, regardless of their previous score in that section. See CCNP-POL-14 for readmission.

Program progression is not based solely on external measurements or exams. External exams are utilized for purposes of benchmark data, NCLEX preparedness and predictions, and for augmentation of didactic material and faculty written exams.

Authority: WAC 246-840-505 & 537

NLN Standard 1: Culture of Excellence – Program Outcomes

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-11

Title: Ethical – Legal Responsibilities

Policy:

Students Rights/Responsibilities

Student conduct reflects on their personal and professional integrity, that of the nursing faculty, the program, and Centralia College.

- Patient information is private and must only be used for patient care and educational purposes.
- Any mention or use of confidential information in any space, including in public, with family, or on any type of social media or digital platform is a violation of the patients' rights of privacy, and may be grounds for disciplinary action.
- Patient names are never to be used on care plans or other course work, using the patients' initials only will be sufficient.
- Patient records are never to be left unsecured, copied or removed from approved areas of clinical agencies.
- Students have a right to participate in the grievance process as laid out in CCNP-POL-13

Faculty Rights/Responsibilities

- The nursing faculty have an obligation to students, patients, clinical affiliates, the college, and the nursing profession to maintain high professional standards and to expect the same from students.

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-12

Title: Withdrawal

Policy:

Voluntary

- The student will send written communication of intent to withdraw to the director of nursing as soon as possible.
- The student must complete the withdrawal process with Centralia College, which will/may include Enrollment Services, Financial Aid, Workforce Funding (grants).
- Exit interview may be requested before student leaves the program.

Involuntary

- A student may be dismissed from the program for reasons including but not limited to:
 - Academic failure (CCNP-POL-04)
 - Academic dishonesty (CCNP-POL-08)
 - Violations of Expectations & Standards (CCNP-POL-07)

Authority: [WAC 132L-351-040](#)

Origination: 6.16.2017

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-13

Title: Appeal/Grievance Process

Policy:

- **Step 1: Informal communication**
 - The student and the faculty/staff member will meet with each other in an attempt to resolve the concern through direct verbal communication.
 - The student may bring another person with them for support if needed.
- **Step 2: Formal written communication sent to director of nursing.**
 - If the concern is not resolved through informal communication between the student and the faculty/staff member, the student must reduce the concern to writing and submit it to the director of nursing.
 - The written document shall include a description of the situation and steps already taken to resolve the problem, relevant dates and times, examples, and copies of any and all relevant documents. This document must be signed and dated.
 - Upon receipt of the written complaint, the director will submit the document to the faculty/staff member, and will meet with the faculty/staff member. Within fifteen (15) contract days of receipt of the written complaint, the director will provide a written response to the student and a copy to the faculty member.
- **Step 3: Formal written communication to the Vice President of Instruction**
 - If the student chooses to appeal the decision, they must do so with the Vice President of Instruction (VPI) within five (5) contract days of the director's decision. The vice president will also be required to respond in writing to the student within fifteen (15) contract days. A copy will be sent to the faculty member.
- **Step 4: Formal written communication to President of Centralia College**
 - If the student would like to appeal the decision, they may address the issue with the President within five (5) contract days of the vice president's decision. The written complaint would again be submitted by the student for the President's consideration. The President will communicate his/her decision regarding the

concern to the student (with a copy to the faculty member) within fifteen (15) contract days. The President’s decision is considered to be final under this process.

Grievances regarding the nursing director shall, after completing step 1, follow step 2 processes in communication with the VPI. If the student would like to appeal the VPI decision, they must follow the processes outlined in step 4.

Documentation, information and materials collected during this process are considered confidential and may be shared only with parties directly involved in the concern or college employees or agents of the college who, as a result of their official duties, have a need to know in order to perform the functions of their assignment.

Complaints regarding illegal discrimination and sexual harassment should be directed to the Vice President of Human Resources and Equity, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531, call 360-623-8943, or email hro@centralia.edu.

<p><u>Nursing Department</u> (360) 623-8922 ccnursing@centralia.edu</p>	<p><u>Instruction Office</u> (360) 623-8929 instructionoffice@centralia.edu</p>	<p><u>President’s Office</u> Executive Asst. (360) 623-8589</p>
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Origination: 5.11.2023

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-14

Title: Readmission

Policy: *Students seeking readmission must complete the competitive Centralia College Nursing Program application process and be accepted for admission.*

- Readmission may be dependent upon available space.
 - It is recommended that students seeking readmission into the first year will start again at NURS 101/111 if accepted.
 - It is recommended that students seeking readmission into the second year will start again at NURS 201/211 if accepted.
- Students who are accepted for readmission will be required to create an academic-success plan with the Director of Nursing.
- Students are only allowed two (2) opportunities to be successful and complete the program.

Origination: 5.05.2022

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-15

Title: Use of Electronic Devices

Policy:

Use of personal electronic devices are permitted in the classroom with faculty permission, however, there are some instances of unacceptable usage.

Examples of unacceptable usage may include, but are not limited to:

- Cell phone rings, vibrates excessively or in any other way disrupts the class.
- Visiting inappropriate/unrelated sites or content during class time.
- Use for exams, quizzes or practice tests will be considered academic dishonesty (CCNP-POL-08).
- Unauthorized use for assignments.

Students referred to the director for excessive violations of this policy may be dismissed from the program.

Origination: 6.14.2019

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-16

Title: Social Media

Definition: websites and applications that enable users to create and share content or to participate in social networking.

Policy: During the time a student is enrolled in the program

- Students/faculty/staff “friendships” and “followings” must always remain professional and avoid any conflict of interest and/or favoritism, or giving the appearance of having a conflict of interest or favoritism to a reasonable person.
- Sharing any patient information, intentionally or unintentionally, is a violation of HIPAA and are grounds for dismissal from the program.
- Online threats, bullying or harassment of other students, faculty, clinical staff, or patients are considered violations of CCNP-POL-07 and will result in disciplinary action.

Students should remember that they are a direct reflection of the Centralia College Nursing Program and the nursing profession. As such, they should be mindful to conduct themselves with respect and courtesy whether online or in person.

Origination: 6.16.2017

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-17

Title: Uniform & Dress Code

Policy: *Uniform components are defined below; no substitutions will be allowed without director approval. It is encouraged that scrubs be purchased through the CC bookstore.*

Uniform

- Top: Cherokee brand scrub top in navy, short sleeved, with CCNP patch applied to the left upper sleeve.
 - Top should fit loosely and allow for movement without exposing skin or undergarments.
 - Patches are iron-on; however, professional stitching will increase wearability.
- Undershirt: Solid black, white, grey, navy, long or short sleeved shirt may be worn under scrub top.
- Pant/*skirt: Black or navy scrub pant/skirt.
 - Pant/skirt should fit to allow for bending, squatting, twisting, turning, without exposing skin or undergarments
 - Skirt should hit below the knee
 - *Some clinical agencies require all personnel to wear pants for infection control purposes.
- Jacket: White, black or navy lab coat, warm-up jacket, CC nursing jacket or sweatshirt.
 - CCNP patch required on left upper sleeve.
 - Additional patches can be purchased at the CC bookstore.
- Socks: Show your flare! Support socks are highly recommended.
- Shoes: Solid, neutral color, neutral accent, closed-toe, closed-heel, non-mesh shoe of choice.
 - Shoes should be comfortable for long shifts and provide good support.
- CCNP assigned student name badge must be worn at all times.

Dress Code

- Uniform and dress code shall be adhered to during skills exams, clinical and SIM, but are not required in the classroom or during regular skills activities.

- Uniforms should not be worn (or must be covered) outside of CCNP sanctioned activities. For example, having cocktails after clinical.
- All uniform components must be clean, wrinkle-free and in good repair.
- Piercing jewelry must be worn flush with the body to avoid chance of injury.
- Rings should not impede with or compromise glove integrity.
- Fingernails should be natural, short, polish-free and clean.
- Hair must be clean, combed, kept off the collar and out of the face.
- Facial hair must be kept clean and well-groomed to sufficiently achieve appropriate seal and coverage when wearing surgical mask.
- Gum-chewing is not allowed during clinical or simulation.
- Avoid perfume or use of scented lotions or hairsprays.
- Hygiene sufficient to avoid body odor.

*CCNP follows clinical partner policies and requests regarding uniforms, hair color, piercings, tattoos.

*Uniform accommodations should be requested through the nursing director.

Origination: 6.16.2017

W/Student Representation

Revised: 7.3.2024 Director of Nursing

Policy Number: CCNP-POL-18

Title: Accommodations for Students with Disabilities

Policy: *CCNP adheres to the Centralia College Accommodations for Students with Disabilities policy, 4.010 Accommodations for Students with Disabilities, and processes.*

Centralia College Student Policy 4.010 Accommodations for Students with Disabilities:

Centralia College will provide appropriate academic accommodations as necessary to ensure that it does not discriminate on the basis of disability for qualified students with disabilities in accordance with state and federal laws, regulations, and amendments, including the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Revised Code of Washington: Students with Disabilities – Core Services (RCW 28B.10.912), and Students with Disabilities Accommodations (RCW 28B.10.914).

How to get services for a documented disability:

- Apply for services by filling out the Request for Services Form (attached).
- Provide required medical documentation from a medical professional. (Complete the attached Consent Form and take it to your medical provider).
- Submit your completed Request for Services form to and have an intake interview by appointment with the Disability Services office.

Contact Disability Services at (360) 623-8966, disability@centralia.edu

*All Centralia College student policies can be found on the Centralia College website: centralia.edu/about/policies/student



Name _____ Student ID _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email address _____

Check if you have requested services from:

DVR (Dept. of Voc. Rehab.) L&I (Labor & Industries) Services for the Blind

Name of Counselor or contact person _____

A. Please identify your disability (Check all that apply):

- | | | |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <u>Deaf/Hard of Hearing</u> | <input type="checkbox"/> <u>Blind/Visual Impairment</u> | <input type="checkbox"/> <u>Psychological</u> (Autism, Mental Health Disorders, Eating Disorders) |
| <input type="checkbox"/> <u>Mobility</u> (Limited ROM) | <input type="checkbox"/> <u>Chronic Health</u> (Cancer, Orthopedic Conditions, Organ & Immune Disorders) | <input type="checkbox"/> <u>Unsure</u> |
| <input type="checkbox"/> <u>Speech/language</u> (Articulation Disorder) | <input type="checkbox"/> <u>Neurological</u> (Seizures, Head Injury, Developmental Disability) | <input type="checkbox"/> <u>Other</u> (please specify)

_____ |
| <input type="checkbox"/> <u>LD/ADHD/ADD</u> (Specific Learning Disability, Attention Deficit, Processing Disorder) | | |

B. Please identify the accommodations you are requesting:

- | | |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Sign Language Interpreter | <input type="checkbox"/> Large print (Size/Font) _____ |
| <input type="checkbox"/> FM System | <input type="checkbox"/> Testing (Time + 1/2, Reduced distraction space) |
| <input type="checkbox"/> Ergonomic Equipment (Chair, Keyboard) | <input type="checkbox"/> Assistive Technology (Please specify) (Dragon Nat. Speaking, Zoomtext, Kurzweil Scan/Read)
_____ |
| <input type="checkbox"/> Reader/Scribe | |
| <input type="checkbox"/> Adaptive Equipment _____ | <input type="checkbox"/> Alternate Format Books/CD |
| <input type="checkbox"/> Notetaker (Copy of class notes) | |
| <input type="checkbox"/> Ability to record lectures | |
| <input type="checkbox"/> CCTV | |

I hereby understand that the confidentiality of my records is protected under the Family Educational Rights and Privacy Act (FERPA) and that information contained within the Centralia College file in the Disability Services office may be shared with other members of the staff and faculty for the purpose of receiving reasonable accommodations.

Signature _____ Date _____



DISABILITY SERVICES

"Improving people's lives through life-long learning."

REQUIRED DOCUMENTATION GUIDELINES

Appropriate documentation MUST include Diagnosis, Prognosis & Functional Limitations!

Disability Services cannot authorize any accommodation unless it is supported by appropriate documentation. The documentation determines which accommodations the student may be eligible to receive. In accordance with prevailing state and federal laws, this documentation must include each of the following:

- **Statement of disability**, including DSMIV diagnosis where appropriate.
- **Statement of prognosis**: permanent or temporary (how long).
- **Description of the diagnostic methodology used, including all data** from appropriate instruments of evaluation or testing. Information based on "screening" instruments is not acceptable.

In most cases documentation consisting only of a diagnosis, case or chart notes, and/or prescription pad notations is insufficient to determine the impact of a medical condition/disability, to address the issue of substantial limitations, and to develop reasonable accommodations. IEPs (Individual Educational Plans), and 504 Plans although they provide information about a student's educational experiences, generally are not sufficient documentation.
- **Statement of clearly defined limitations related to the disability**, especially as it relates to academics. Note that these limitations must affect a major life activity (which includes learning) as established by the ADA.
- **All documentation must be signed and dated by a clearly identified diagnostician** on the report. Reports should include credentials and contact information for the individual providing the diagnosis.

Consent for Release of Information

I, _____, authorize _____
(Student Name) (Name of professional)

of _____, to disclose to the Disability Services dept. of Centralia College, the above
(Name of agency/organization)

requested records or information. The above requested information will be used for educational planning and accommodation. I understand that my records are protected under confidential regulations and laws and cannot be disclosed without this written consent unless the law authorizes or compels us to do so. I also understand that I can revoke this consent at any time.

(Student Signature)

(Date)

Send report to:

Centralia College, Disability Services
600 Centralia College Blvd.
Centralia, WA 98531-4099
Fax: (360) 330-7103

Origination: 4.20.2025

Revised:

Policy Number: CCNP-POL-19

Title: Opportunity for and Legal Obligations of a Nursing Technician

Policy:

According to [RCW 18.79.340](#), students who are enrolled in good standing in a nursing program approved by the Washington State Board of Nursing, may apply to participate in a nurse tech program. Students must apply, interview, and be hired into a nurse tech position, completing all necessary paperwork and skills validation.

- Students must work within their scope of practice.
 - [RCW 18.79.350](#) dictates the role and scope of practice of a nurse tech.
 - Any nursing student found to operate outside their scope will be terminated from their nurse tech job and may be at risk of failing out of CCNP. Students must follow instructor *and* employer policies and guidelines for successful progression as a nurse tech.
- Students will comply with skills validation and only perform those skills that CCNP faculty have approved and signed off on.
 - If any skill is signed off but the student has not performed in the field, the student will not perform without staff nurse oversight. Students who are unsure of skill(s) will seek oversight from staff nurse before performing any skill, treatment, or medication pass.
- If a student does not maintain $\geq 80\%$ in exams/course work and a passing grade in lab/clinical, the student will no longer be considered “in good standing” in the program and will be unable to continue as a nurse tech. The facility will be notified that the student must be terminated from the nurse tech program. Only students in good standing are qualified to work as nurse techs.

Information and application for a nurse tech license is available at <https://nursing.wa.gov/licensing/apply-license/nurse-tech-license>

Signature Page

Please confirm your understanding of the following policies by initialing each below, then sign and date.

1. _____ I understand that retention/progression through the program is dependent on earning $\geq 80\%$ (2.0) cumulative on exams first and then earning $\geq 80\%$ (2.0) on course work AND earning a pass in all lab components. **CCNP-POL-04, CCNP-POL-10**
2. _____ I understand the expectations outlined in the exam policy and the consequences of violations thereof. **CCNP-POL-05**
3. _____ I understand that attendance is a priority and absences may result in academic risk. **CCNP-POL-06**
4. _____ I understand the expectations and standards of behavior as outlined in **CCNP-POL-07** and violations could lead to academic risk and/or dismissal from the program.
5. _____ I understand Academic Dishonesty as outlined in **CCNP-POL-08** and that violations could lead to academic risk and/or dismissal from the program.
6. _____ I understand inappropriate use of patient information could lead to academic risk and/or dismissal from the program. **CCNP-POL-11, CCNP-POL-16**
7. _____ I understand that a grievance and appeal process is available to me. **CCNP-POL-13**
8. _____ I understand that accommodations for a documented disability are available to me. **CCNP-POL-18**
9. _____ I understand the opportunity for a nursing technician position is available to me and further understand that there is a legal obligation for the role and scope of practice for a nurse tech as directed in Washington State law. **CCNP-POL-19**

I have been given the opportunity to ask clarifying questions regarding these policies and I understand that I may participate in the policy making process during quarterly student/program meetings. I understand I am responsible for complying with nursing program policies as outlined in the handbook. I also understand the handbook may be updated at the discretion of program faculty and/or administration. I will receive notification of changes or additions, and I am responsible to comply with those changes/additions.

Date

Print Name

Signature

Centralia College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Vice President of Human Resources and Equity, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531, call 360-623-8943, or email hro@centralia.edu.