

Admissions

ADMISSIONS POLICY

Richmond Community College is firmly committed to the “Open Door” policy of the North Carolina Community College System. This policy states that all persons, 19 years or older, regardless of race, creed, color, sex, disability, or national origin who can profit from instruction at Richmond Community College shall be admitted to the College provided space is available.

The College accepts applications continuously throughout the school year. Early application is advised for many programs. Admission to allied health curricula is competitive among qualified applicants according to established criteria. All admission procedures should be completed at least three (3) days before actual enrollment in a program.

Persons between 16 and 18 years of age who have special needs may be admitted with the approval of the local school superintendent or under other provisions of the law relating to high school dropouts. Richmond Community College has a dual enrollment agreement with the Richmond and Scotland County Boards of Education. Applicants seeking more information about this policy should contact a counselor in the Student Development Office.

To be admitted to a curriculum program at Richmond Community College, applicants must have a high school diploma or the equivalent (GED). Exceptions to these admissions policies, including the U.S. Department of Education Ability to Benefit provision for non-high school graduates, may be determined after a conference between the applicant and the Director of Counseling and/or the Vice President for Student Development.

Home-schools applicants or applicants who graduated from a non-public secondary school must provide (1) proof of current registration with the North Carolina Division of Non-Public Education and (2) a copy of a transcript.

DEGREE CURRICULA

The College offers curricula that lead to Associate in Arts, Associate in Science, and Associate in Applied Science degrees. Applicants to any of these curricula must be high school graduates or the equivalent (North Carolina high school graduates must have passed the N.C. Competency Test).

DIPLOMA/CERTIFICATE CURRICULA

The College offers curricula leading to a diploma or certificate. Applicants for admission to these curricula should be high school graduates or the equivalent; however, consideration will be given to those who are not high school graduates but have the ability to benefit from a course of study.

ADMISSIONS PROCEDURES

To apply for admission to any Richmond Community College (RCC) degree, diploma, or certificate curriculum, an applicant should:

1. Complete and submit an application for admission to RCC.
2. Send a copy of his/her high school transcript or GED equivalent to RCC, along with transcripts from any post-secondary schools attended. If he/she graduated from a non-public high school, proof of current registration with the North Carolina Division of Non-Public Education and a transcript are required.
 - a. A student may be accepted as a “Special Credit” without a high school transcript for one semester.
 - b. A student who is accepted as a special credit student will not be eligible for financial aid until the transcript is received.

The student will be responsible for providing all official transcript(s) during the semester before being accepted into a curriculum program. Receipt of an official transcript confirming an Associate Degree or higher from a regionally accredited institution will exempt the student from providing a high school completion transcript.

3. Take the ACCUPLACER assessment to measure performance in the following areas: arithmetic, elementary algebra, reading and sentence skills. The student will be made aware of any deficiencies in these areas and will be assigned to the appropriate developmental education course.
 - a. The Associate Degree Nursing and Practical Nursing programs have special admission requirements. A college counselor can provide additional information.
 - b. An applicant who holds an associate’s degree or higher is not required to take the ACCUPLACER Assessment.
4. Complete a keyboarding assessment. A student scoring **less than 25 words per minute on the timed assessment is required to take OST 080 Keyboarding Literacy.**
5. Talk to a counselor about your ACCUPLACER results and your educational goals.

ACCUPLACER Assessment Requirements

Important to the admissions’ process is the proper placement of each student in courses that correspond to his/her level of ability.

The following ACCUPLACER assessment scores are the minimum scores required for placement into identified algebra, arithmetic, English, and reading classes.

Algebra	55
Algebra	75 – courses requiring MAT 080 as a pre-requisite
Arithmetic	55
Reading	80
Sentence Skills	86

SAT OR ACT SUBSTITUTION

SAT or ACT scores may be accepted in lieu of ACCUPLACER. An applicant may have SAT or ACT scores sent to the Admissions Office, or have them included as part of the high school or college transcript. Appropriate SAT scores are less than five years old and at least 450 on Critical Reading and 450 on Math. Appropriate ACT scores are less than five years old and at least 18 on English, 17 on Math, and 18 on Reading. If there are questions concerning SAT or ACT scores, or exemption from ACCUPLACER, please contact any of the counselors at RCC at (910) 410-1730.

Students who do not meet the required test scores will be placed in developmental classes according to the chart below:

CLASS		CPT SCORE
ENG 080	Writing Foundations	20-52
ENG 090	Composition Strategies	53-85
MAT 050	Basic Math Skills	20-29
MAT 060	Essential Mathematics	30-54
MAT 070	Introductory Algebra	20-54
MAT 080	Intermediate Algebra	55-74
RED 070	Essential Reading Skills	40-51
RED 080	Introduction to College Reading	52-68
RED 090	Improved College Reading	69-79

All scores are expressed as standard scores.

READING SKILLS REQUIREMENT

All students must score at the 10th percentile or higher on the reading comprehension section of the placement assessment in order to be admitted to any college-level program. Students scoring below the 10th percentile will be referred to an appropriate literacy education program designed to improve reading proficiency. Students may take the reading assessment three times to achieve the minimum required score.

DEVELOPMENTAL EDUCATION

Students whose placement assessment scores indicate a need for extra instruction in English, keyboarding, mathematics, or reading will be required to enroll in appropriate developmental education courses. A list of curriculum courses having developmental prerequisites appears in the Curriculum Programs chapter of this catalog. The student required to take developmental education courses should consult that list before choosing curriculum courses.

CREDIT FOR NONTRADITIONAL LEARNING

ADVANCED CREDIT FOR HIGH SCHOOL STUDENTS

RCC has entered into an Articulation Agreement with local school systems to provide advanced placement for selected high school courses. High school graduates who successfully complete one or more of the selected courses and present evidence

of mastery of skills in the course(s) will be granted credit at RCC for the comparable course in a degree or diploma program. Students desiring more information should contact the Director of Admissions or Vice President for Student Development.

ADVANCED PLACEMENT (AP) CREDITS

Students may receive college credit if the appropriate score is achieved on the Advanced Placement (AP) examination. Students interested in such credit must have official score reports from the College Board Entrance Examination submitted to the Registrar's Office. Once received, the Registrar will evaluate and award credit accordingly to enrolled students. Credit will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded.

Examination	Minimum Score	RCC Course	Semester Credit Hours
Biology	3	BIO 111	4
Biology	5	BIO 111 and 112	8
Calculus AB	3	MAT 271	4
Calculus BC	5	MAT 271 and 272	8
Chemistry	3	CHM 151	4
Chemistry	5	CHM 151 and 152	8
Computer Science A	3	CIS 110	3
Computer Science AB	3	CIS 115	3
Economics – Macro	3	ECO 252	3
Economics - Micro	3	ECO 251	3
English Language/Comp	3	ENG 111	3
Environmental Science	3	BIO 140 / 140A	4
History (European)	3	HIS 121	3
History (European)	5	HIS 121 and HIS 122	6
History (United States)	3	HIS 131	3
History (United States)	5	HIS 131 and HIS 132	6
History (World)	3	HIS 111	3
History (World)	5	HIS 111 and HIS 112	6
Physics B	3	PHY 151	4
Physics B	5	PHY 151 and 152	8
Physics C			
Part 1 Mechanics	3	PHY 251	4
Part 2 Elec. & Magnet.	3	PHY 252	4
Psychology	3	PSY 150	3
Spanish Language	3	SPA 111	3
U.S. Government and Politics	3	POL 120	3

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program (CLEP) provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses.

Test scores must be submitted to the Registrar for evaluation. The College Board offers these examinations at permanent test centers throughout the United States. Test center information can be obtained at: <http://www.collegeboard.com/student/testing/clep/about.html>.

MILITARY TRAINING

Credit may be awarded to students for educational experience in the armed services. Documentation of experience must be submitted to the Registrar who will consult with the appropriate department chairmen before granting credit. Students should submit a "Request for Evaluation of Military Experience" (form DD295) and/or ARRTS (Army/ACE Registry Transcript System) transcript for evaluation. Service school diplomas and MOS (Military Occupational Specialty) Evaluation Score Reports are acceptable in lieu of the ARRTS transcript. Military service experiences are evaluated using ACE Guide recommendations. The symbol "MT" on academic transcripts will indicate credit earned for military educational experience. Credit hours will be assigned for such credit; however, no quality points will be assigned.

PROFICIENCY TESTS FOR CREDIT

Students who can provide tangible evidence of preparation to challenge a course, such as a transcript of similar college-level credits, record of military study, certification or license, standardized test scores, or written statements from employers regarding training or directly related work experience indicating that they may be proficient in a subject, may request Proficiency Credit testing. Because of specific requirements, some courses may not be appropriate for proficiency testing and are excluded from this procedure. A student must have completed any course prerequisites before taking a proficiency exam. A proficiency exam can be taken only once for any course. The student and the student's Instructor or Department Chair determine readiness for a proficiency examination preferably before classes begin but no later than the last day of the drop/add period. A written request must be made to the appropriate Department Chair on the Proficiency Credit form. Students who request Proficiency Credit must enroll as a credit student in the course to be challenged, pay tuition and fees, and attend class until the exam has been successfully passed with a minimum grade of "B." The Department Chair arranges for the demonstration of proficiency prior to the ten percent (10%) date of the semester. Students who do not pass the proficiency may remain in the class and take it for credit.

Students may not attempt more than ten percent (10%) of the required credit hours in their curriculum program by means of Proficiency Credit. Students may not receive credit for elective courses by proficiency examination.

A grade of "X" (Proficiency) will be recorded on the student's transcript upon successful completion of the exam. Credits earned will be applied toward graduation requirements but will not affect the student's Grade Point Average (GPA). Proficiency Credit cannot be requested for a course which the student previously attempted.

INTERNATIONAL STUDENTS

In addition to regular admission procedures, international applicants are required to submit the following:

- Test of English as a Foreign Language (TOEFL) scores; a minimum of 45 on the Internet Based Test (IBT); a minimum of 133 on the computerized test or 450 on the written test;
- Certified transcript of academic records with an English translation and U.S. equivalency;
- Affidavit of support indicating sufficient financial resources; and
- Applicant must possess a valid, current visa.

TECH PREP STUDENTS

The high school Tech Prep course of study addresses the growing need for high school graduates to have more technically oriented educational backgrounds. By taking higher level academic and vocational courses, Tech Prep Completers are better prepared for the advanced courses at the community college level.

Tech Prep graduates should review the Advanced Credit for High School Students Policy to determine whether they may receive academic credit at RCC for courses taken in high school. A counselor may also answer these questions.

SPECIAL CREDIT

A student who has not decided on a particular curriculum or who does not wish to pursue a degree or diploma may enroll in "Special Credit." This designation allows a student to take up to 20 semester hours without declaring a curriculum. The "Special Credit" status does not permit a student to take a course without having first taken and passed the prerequisite. (An exception may be made when approved by the instructor of the course and the Vice President for Instruction.) All work satisfactorily completed through "Special Credit" will be accepted as credit toward graduation. However, the "Special Credit" status does not change the student's graduation requirements which include the need to satisfactorily complete all courses in his/her declared curriculum and maintain an overall 2.0 grade point average. Veterans seeking educational benefits or students seeking financial aid are not permitted to enroll in "Special Credit."

EARLY COLLEGE HIGH SCHOOL

Richmond and Scotland County Public School Systems have joined RCC in establishing Early College High Schools on the RCC campus. Students begin in the ninth grade and earn a high school diploma and complete two years of college credit in five years. Students should possess the maturity and independence to accept the challenges of this progressive school, are capable of honors level work, and participate in college classes. Parents should contact a middle school counselor about this program.

AUDIT POLICY

Students may elect to audit a course for non-credit purposes when space is available. Students who wish to audit a course must follow regular registration procedures, meet the course prerequisites, complete the "Audit Request" form, and have approval of the Division Chair responsible for the particular course. Auditing students are not required to participate in discussions or take examinations but must adhere to the class attendance policy in order to receive a grade of "AU" (audit) on their transcript. If a student is withdrawn for non-attendance or he/she chooses to withdraw voluntarily, he/she will receive a grade of "W." Permission to audit a course is granted one time per course. Under extenuating circumstances, such as illness, family death, job change, etc., a student may be allowed to audit a course a second time, subject to the approval of the Vice President for Instruction. An audit course cannot be changed to a credit course, but a credit course can be changed to an audit course within the drop/add period. Tuition and fees for audit courses are the same as for credit courses. Financial Aid and Veterans Education Assistance recipients cannot receive benefits for audits. Audited courses do not count in total hours for full-time or part-time student status.

HIGH SCHOOL DUAL ENROLLMENT

Under certain conditions, public school students who are 16 years of age or older may enroll for enrichment courses at RCC while enrolled in high school. Students

can obtain Petition for Dual Enrollment forms from the guidance counselors at their schools.

ADMISSION TO GUIDED STUDIES CENTER

The Guided Studies Center offers a variety of services to RCC students, students enrolled at other colleges and universities, and the general public. Educational materials are available to RCC curriculum students, as well as free tutoring for those RCC curriculum students who need academic support.

Coordinators provide appropriate tutors and/or study materials based on instructor referral. Coordinators also provide assistance and materials to students who want to improve their math, writing, or study skills.

Members of the community are welcome to use the Guided Studies Center computers to do research and/or type school-related papers. Guided Studies staff will assist community users but may not provide tutorial assistance. When the Guided Studies Center is busy and computer space and resources are in high demand, RCC students have first priority.

ADMISSION OF HIGH SCHOOL DROPOUTS

In certain instances, high school dropouts between the ages of 16 and 18 seek enrollment in RCC's Basic Skills programs.

These students may enroll after obtaining proper documentation required by the Basic Skills program and the local board of education.

Any student suspended from public school shall not be allowed to enroll at RCC until the time limit for public school suspension has expired. i.e. student is suspended from high school in March and will not be allowed to return until September. He must wait the same amount of time if he plans to enroll at RCC. The earliest he can enroll at RCC is September provided all other conditions for admissions are met. For specific enrollment information, please contact the Basic Skills Adult High School Coordinator.

READMISSION

A student who withdraws from RCC in good standing is permitted to reenter the institution at the beginning of any subsequent semester. However, a student dismissed from the College for medical or disciplinary reasons may be readmitted only through authorization of the Vice President for Student Development. Readmission procedures for students in the Associate Degree Nursing and Practical Nursing programs are exceptions to the above policy. Students interested in readmission should contact the Nursing Department Chairman or the Director of Admissions.

STUDENT RIGHT-TO-KNOW

The Student Right-To-Know Regulations published December 1, 1995; effective July 1, 1996; Final Regulations revised and published November 1, 1999; effective July 1, 2000, requires colleges to disclose graduation or completion rates and transfer-out rates for the general population of full-time, first-time degree or certificate-seeking undergraduate students (34 CFR 668.45). This information is compiled annually and is available upon request to both currently enrolled and prospective students from the Office of the Registrar.

SPECIAL ADMISSIONS POLICIES AND PROCEDURES

ASSOCIATE DEGREE NURSING

The Department of Nursing is an integral part of the College and offers educational opportunities to qualified individuals who seek a career in nursing. Students pursue a planned course of study, which will help them develop intellectually, emotionally, and socially in preparation for nursing practice as a Registered Nurse (RN).

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized client-centered care while employing evidence-based practice, quality improvement, and informatics.

Prospective students need to be aware that clinicals, skills lab, and computer laboratory experiences may be taught during day, evening, night, or weekend hours and at different locations based on the availability of appropriate learning experiences for each nursing course. Certain hours for clinicals, skills lab, or computer laboratory experiences cannot be guaranteed. Transportation to clinical sites is the responsibility of the student.

Because of the academically demanding program of study in the nursing curriculum, it is highly recommended that a student who anticipates enrolling in the nursing program completes several required general education courses prior to admission.

Upon graduation, the student receives an Associate in Applied Science in Nursing degree and is eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse (RN). Permission to take the licensing examination is granted by the state examining board. Please note: Graduates who have been arrested/ convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination. Once licensure has been granted, employment opportunities are vast within the global health care system and may include positions with acute, chronic, extended, industrial, and community health facilities.

Program Outcomes

Upon completion of the Associate Degree Nursing program, the graduate will upon licensure:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive

individual and organizational outcomes.

8. Manage health care for the individual using cost-effective nursing strategies, quality improvement processes, and current technologies.

Associate Degree Nursing Admissions Policy and Procedures

To enter the nursing program, a student must first be admitted to RCC. Admission to RCC, however, does not guarantee admission into the nursing program. A letter from the Admissions Office will be sent to the student upon acceptance into the nursing program. A letter from the Registrar will be sent to the student regarding transfer equivalency.

The following policies and procedures are utilized in admitting qualified students:

- I. Admission Requirements – Applicants for the Associate Degree Nursing (ADN) program must:
 - A. Be a high school graduate or equivalent.
 - B. Score at the indicated levels or above on the RCC Placement Assessments: ACCUPLACER

1. Reading	Standard score 80
2. Sentence Skills	Standard score 86
3. Arithmetic	Standard score 55
4. Algebra	Standard score 55

Applicants who fail to meet minimum scores on the placement assessment may retake the ACCUPLACER a maximum of two (2) times in a 12-month period. (The two (2) reassessments refer to either part or complete testing. If indicated levels are not achieved, the required developmental courses will need to be taken and completed with a “C” or better.)
 - C. Meet with a counselor. Once the counselor has determined that minimum admission requirements have been met, each applicant must schedule a time to complete the required departmental admission test (TEAS: Test of Essential Academic Skills). Scores from the admission test will be used in the point calculations for admission.
 - D. Have physical and emotional status compatible with the ability to provide safe nursing care.
 1. The following activities are examples of activities which a student in the nursing program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Nursing Department Chair. A student who believes he or she qualifies under the Americans with Disabilities Act must see the VP for Student Development. Reasonable accommodations may be made for some disabilities; however, each candidate is expected to perform in a safe and reasonably independent manner.
 - a. Critical Thinking: Students shall possess critical thinking ability sufficient for clinical judgment. Example: Students must be able to identify cause-effect relationships in clinical situations and to develop or participate in development of nursing care plans.
 - b. Ethical behavior: Students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: Students will care for clients assigned regardless of race, religion, or diagnosis.

- c. Interpersonal skills: Students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social and cultural backgrounds. Example: Students shall establish rapport with clients and health care team members.
 - d. Communications skills: Students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: Students shall be able to explain treatment procedures and provide patient teaching to clients and families, document client response, and report to others the client’s response to nursing care.
 - e. Mobility: Students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces and stand and walk for extensive periods of time. Example: Students will be able to move around in client’s room, move from room to room, move in small work areas, and administer CPR.
 - f. Motor skills: Students shall possess gross and fine motor skills sufficient to provide safe and effective nursing care. Example: Students shall be able to calibrate equipment, position clients, administer intravenous, intramuscular, subcutaneous, and oral medications, insert catheters, and apply pressure to stop bleeding.
 - g. Hearing skills: Students shall possess auditory ability sufficient to monitor health needs and collect data. Example: Students shall be able to hear alarms, listen to heart and breath sounds, and hear a cry for help.
 - h. Visual skills: Students shall possess visual ability sufficient for observation and data collection. Example: Students shall be able to observe color of skin and read the scale on a syringe.
 - i. Tactile skills: Students shall possess tactile ability sufficient for data collection. Example: Students shall be able to detect pulsation and feel skin temperature.
 - j. Weight-bearing: Students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: Students shall be able to move equipment and position clients.
- E. Attend orientation session with the Nursing and Admissions staff.
 - F. Complete the pre-nursing program. Attendance at a minimum of 90% of the class meetings of each required module is mandatory for successful completion of the pre-nursing requirement.
 - G. Hold a current, non-restrictive listing as a Nurse Aide I. This requirement would be waived for students holding a current, non-restrictive license as a Practical Nurse or for a student who has successfully completed NUR 111. Lab demonstration of basic nursing skills may be required to validate knowledge.
 - H. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with BIO and NUR prefixes and PSY 241. If either BIO 165 or BIO 166 is greater than five (5) years old at the time of admission, the applicant must complete BIO 163. (The applicant may elect to retake BIO 165 and BIO 166.)
- II. Procedure for Admission
 - A. Submit a completed RCC application.
 - B. Submit official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript, if applicable.

- C. Submit proof of Nurse Aide I listing.
 - D. Take the RCC Placement Assessment and achieve at required levels or take the required classes.
 - E. Schedule an appointment with a counselor to complete the TEAS, once a counselor has determined that minimum requirements are met.
 - F. After all transcripts are received by RCC and the TEAS and CPT/ ACCUPLACER scores are achieved or required courses completed, a personal interview with the Nursing Admissions Committee may be scheduled.
 - G. Submit a physical examination completed by a licensed physician, nurse practitioner, or physician's assistant on the form provided by RCC. The applicant must show physical and psychological ability to perform normal nursing duties. Physical examination and lab data should be no more than three months old at the time of initial enrollment. Annual TB test results and proof of current CPR status must be submitted.
 - H. Students must purchase or show evidence of having professional liability insurance prior to enrollment in courses with NUR prefix.
 - I. Students are responsible for obtaining their own health insurance policy. Neither RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (e.g., strained back, needle-stick).
- II. ADN Admission Criteria
- Decisions regarding admission into the ADN Program are based upon the TEAS and achievement in related courses. Each admission criterion is assigned a point value. The points are used to rank applicants for the purpose of selection into the program. In the event that applicants have identical total admission points, the person with the earliest file completion date will be ranked higher. If the points are still identical, the person with the highest grade in BIO 165 will be ranked higher. Should applicants still be tied, the applicant with the highest grade in BIO 166 will be ranked higher. If the applicants are still tied, then the applicants' GPA for courses required in the nursing curriculum will be used to break the tie.
- IV. ADN Applicant Deadlines and Admission Decisions
- The deadline for applications including receipt of all transcripts and record of adequate test scores is January 31, assuming that the desired admission date is the fall semester following the application deadline. Applicants meeting admission criteria may be scheduled for an interview beginning in late February through April. Applicants will be notified of admission status by May 31.
- V. Alternate List for ADN Program
- Qualified applicants not accepted because of space limitations will be placed on an alternate list in rank order and notified in that order of any vacancies related to that semester's admissions. Students must reapply for the next year if not admitted. Applications are not automatically carried over from year to year. No special consideration will be given to applicants who were on the alternate list the previous year. Applicants who want to improve their position are encouraged to meet with the Nursing Department Chair or counselor to discuss a plan of study.
- VI. Credit by Transfer
- Transfer credit for non-nursing courses in the Nursing curriculum from accredited post-secondary educational programs will be determined on an individual basis in accordance with RCC's transfer policy as stated in the

general catalog. Transfer of credit for nursing courses in the ADN Program from an accredited nursing educational program must be on an individual basis and in accordance with RCC's transfer policy. In addition, there must be approval by the Nursing Department Chair. An interview with the Nursing Admissions Committee may be scheduled. Students may be required to pass a written competency examination and perform appropriate nursing skills for a course previously taken to ensure competency.

VII. ADN Progression Policy

Students enrolled in a nursing curriculum must obtain a grade of 78 or higher in all courses with BIO, NUR, and PSY prefixes in order to progress and graduate in the nursing curriculum. A program GPA of 2.0 is required for a student to remain in the nursing program and for graduation. Calculations of GPAs are limited to required courses in the nursing curriculum. Courses taken outside the curriculum are not considered part of the program GPA. Readmission to the nursing sequence will be in accordance with readmission policies on a space available basis.

Criminal background checks and/or drug testing may be required by clinical agencies prior to a student's participation in the clinical component of a NUR course. Failure to meet clinical agency requirements will result in the student not having the opportunity to meet clinical objectives; therefore, the student will not be allowed to progress in the nursing curriculum.

It is important to note that the clinical site, not the College, determines whether the result of the criminal background check/drug screening disqualifies the student from clinical activities. The hospital or other clinical agency, in its sole discretion, may request the removal of any student who, based on the results of the criminal background check/drug screening, the agency deems as inappropriate to provide care, treatment, or services.

ASSOCIATE DEGREE NURSING READMISSIONS POLICY

- I. Students, enrolled in but not completing or not achieving a grade of 78 or better in NUR 111, seeking readmission will be considered in the applicant pool for the year they seek to return. Students will be expected to meet current admission criteria. No special consideration will be given. The following procedure will be followed:
 - A. Students must reapply for admission to the ADN Program and meet with a nursing counselor.
 - B. Students who are currently enrolled in related coursework at RCC need not retake the assessment; however, they may reassess if desired.
 - C. Students selected for admission will be scheduled for an orientation session with other applicants and will follow routine admission procedures.
 - D. An interview with the Nursing Admissions Committee may be scheduled.
 - E. Readmission will be limited to one (1) time.
- II. Readmission after completing NUR 111 with a 78 or better is contingent upon the following process:
 - A. Each request for readmission will be evaluated on an individual basis.
 - B. All requests for readmission must be submitted in writing to the Nursing Department Chair and forwarded to the nursing counselor.
 - C. All requirements of the current admissions policy must be met.
 - D. If readmitted for advanced standing, all requirements of the progression policy must be met.
 - E. Readmission is on a space available basis as determined by the Nursing

Admissions Committee. (The Nursing Admissions Committee consists of the Nursing Department Chair, the Health Sciences Division Chair, the Registrar, the nursing counselor, the Director of Enrollment Management, and two nursing faculty members. The Vice President for Student Development serves as an ex-officio member of this committee.)

- F. An application from a student dismissed for behavior that impaired judgment, required an inordinate amount of instructor time, or violated a drug/alcohol policy must be reviewed by the Nursing Department Chair and the Vice President for Student Development.
- G. Readmission will be limited to one (1) time. A student who is accepted for readmission and does not enroll for the semester accepted shall go through the entire admission procedure the next time an application is made.
- H. Students accepted for readmission shall submit (1) an updated physical and emotional health report, (2) transcripts of course work taken at other colleges since last time enrolled at RCC, and (3) current TB and CPR status.
- I. An interview with the Nursing Admissions Committee may be scheduled.
- J. Students may be required to pass a written competency examination and perform appropriate nursing skills for a course previously taken to ensure competency.
- K. No competency exams are administered for a course not taken.

Nursing Dismissal Policy

In addition to the nursing progression policy, the nursing faculty reserves the right to dismiss a student from the nursing program for the following reasons:

- A. Failure to function within the North Carolina Nurse Practice Act, ANA Code of Ethics, and Standards of Practice.
- B. Negligent acts that result in harm or potential harm to a client.
- C. Infraction of health agency policies while on affiliation in that agency.
- D. Violation of the client's right to privacy by not protecting information of a confidential nature.
- E. Performance and/or behavior deemed unsafe as characterized by dangerous, inappropriate, irresponsible or unethical behaviors that actually or potentially places the client, family, healthcare team members, faculty or peers in jeopardy.
- F. Behavior which reflects impaired judgment and/or behavior which requires an inordinate amount of instructor time as determined by the Nursing Department Chair. Impaired judgment is defined as a failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to client health and safety.
- G. Behavior or appearance which provides reasonable suspicion that the student is under the influence of alcohol, controlled substances, or illicit drugs. The student may be required to submit to drug screening at the student's expense. Facilities which provide clinical experiences reserve the right to require testing in compliance with drug and alcohol policies of the institution. Failure to comply will result in dismissal from the program. The clinical facility has the right to deny the student clinical access to the facility. Should the student be denied clinical privileges, the student will be dismissed from the program.
- H. A positive drug screen or criminal background check determined unsatisfactory by any clinical agency.

Dismissal Process

Any student who is recommended for dismissal from a Nursing curriculum will have a conference with the instructor and Nursing Department Chair to discuss the reason(s) for dismissal. The student will also receive a letter stating the reason(s). If the student disagrees with the dismissal, he/she should contact the Vice President for Student Development. The Vice President for Student Development, in consultation with the Nursing Department Chair, will make a recommendation to readmit or decline readmission into the current course/semester. If the student disagrees with the recommendation of the Vice President for Student Development, he/she may appeal to the President of the College. This appeal must be filed with the President within seven (7) days of the date of the decision. After the appeal is filed, the student will meet with the college President. The President's decision will be final.

Any student dismissed from the Nursing program under the Nursing Dismissal Policy has thirty (30) days to notify the Nursing Department Chair in writing of his/her intent to request readmission to the Nursing program in a subsequent semester. The applicant must meet with the Nursing Admissions Committee for determination of eligibility for readmission. The decision regarding readmission will be made by the Nursing Admissions Committee. Readmission is not guaranteed. The decision of the Nursing Admissions Committee is final.

MEDICAL ASSISTING

The following policies and procedures are utilized in admitting qualified students:

I. Admission Requirements

Applicants for the Medical Assisting program must:

- A. Be a high school graduate or equivalent.
- B. Score at the indicated levels or above on the RCC admission test:

ACCUPLACER	
1. Reading	Standard score 80
2. Sentence Skills	Standard score 86
3. Arithmetic	Standard score 55
4. Algebra	Standard score 75

Applicants who fail to meet minimum scores on the ACCUPLACER may retest a maximum of two (2) times in a 12 month period. (The two (2) retests refer to either part or complete testing.)

- C. Have physical and emotional status compatible with the ability to provide safe Medical Assisting care.
 - 1. The following activities are examples of activities which a student in the Medical Assisting program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the department chairman.
 - a. Critical Thinking: Medical Assisting students shall possess critical thinking ability sufficient for clinical judgment. Example: students must be able to identify cause-effect relationships in clinical situations; develop or participate in development of care plans.
 - b. Ethical behavior: Medical Assisting students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: students in the Medical Assisting program will learn to assess the patient's

physical and mental health.

- c. Interpersonal skills: Medical Assisting students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social and cultural backgrounds. Example: students shall establish rapport with clients and health care team members.
 - d. Communication skills: Medical Assisting students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: students shall be able to explain treatment procedures to clients/family, document client responses, and report to others responses to care.
 - e. Mobility: Medical Assisting students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. Example: students will be able to move around in client's room, move from room to room, move in small work areas, and administer CPR.
 - f. Motor skills: Medical Assisting students shall possess growth and fine motor skills sufficient to provide safe and effective care. Example: students shall be able to calibrate equipment, position clients, administer injections, and insert catheters.
 - g. Hearing skills: Medical Assisting students shall possess auditory ability sufficient to monitor health needs and collect data. Example: students shall be able to hear alarms, listen to heart and breath sounds, and hear a cry for help.
 - h. Visual skills: Medical Assisting students shall possess visual ability sufficient for observation and data collection. Example: students shall be able to observe color of skin and read scale on a syringe.
 - i. Tactile skills: Medical Assisting students shall possess tactile ability sufficient for data collection. Example: students shall be able to detect pulsation and feel skin temperature.
 - j. Weight-bearing: Medical Assisting students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: students shall be able to move equipment, position patients.
2. Attend orientation interview with the Medical Assisting staff, if requested.

II. Procedure for Admission

- A. Submit a completed RCC application.
- B. Submit official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript if applicable.
- C. Take the RCC admission assessments and achieve at indicated level.
- D. After ALL transcripts are received by RCC and the admission assessment scores achieved, all applications will be evaluated by the Registrar or Director of Enrollment Management. Students will be notified by mail of their acceptance.
- E. If the applicant "has been convicted of or pleaded guilty or nolo contendere to any crime" they should be aware that this may render them ineligible to sit for the national certification examination.
- F. Submit a physical examination on the form provided by RCC. The applicant must show physical and psychological ability to perform medical assisting duties. The physical exam must be completed by a licensed physician, nurse practitioner, or physician's assistant. Immunizations must also be up-

to-date. Information should be on file in the Medical Assisting department no later than October 1 of the freshman year. Failure to submit the required form places the student in noncompliance with the rules of progression and they are therefore subject to dismissal. Immunizations must also be updated annually, to include TB skin test, physical examination, and CPR certification when applicable.

- G. Students are required to purchase medical liability insurance annually. All RCC students are currently covered by a student accident policy; however, all students are encouraged to purchase individual health insurance. Neither RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (i.e., strained back, needle-stick)
 - H. Students receive no monetary compensation for their clinical externship experience.
- ### III. Admission Criteria
- Decisions regarding admission into the Medical Assisting program are based upon high school or GED performance and achievement in related courses, if applicable.
- ### IV. Admissions Decisions
- Qualified applicants will be admitted to classes for which they meet all state and local prerequisites. Admission will also be based on available space.
- ### V. Waiting List for Medical Assisting Programs
- Qualified applicants not accepted because of space limitations will need to reapply for the next year if not admitted. Applications are not automatically carried over from year to year.
- ### VI. Credit by Transfer
- Transfer credit for MED courses in the Medical Assisting curriculum from accredited postsecondary educational programs will be determined on an individual basis in accordance with the school's transfer policy as stated in the general catalog. Transfer of credit for Medical Assisting courses in the Medical Assisting education programs from an accredited Medical Assisting educational program must be on an individual approval by the Medical Assisting Department Chairman. Major courses must not be more than 5 years old at the completion of the program to receive credit for graduation. Major courses are defined as those with MED and BIO prefixes. Students may be required to enroll in or audit all or selected modules of a course to ensure competency.
- ### VII. Medical Assisting Progression Policy
- After admission to the program, a student must meet the following conditions to remain eligible for program continuation:
- A. Maintain a passing grade of "C" or better in ALL major courses.
 - B. Maintain a minimum overall GPA of 2.00 each semester.
 - C. Maintain professional conduct in the classroom and clinical setting.
 - D. Maintain satisfactory performance in all clinical lab assignments.
 - E. Submit annual TB skin test results to the Medical Assisting Department.
 - F. Purchase the required liability insurance prior to the Fall Semester of the Second Year.
 - G. Submit completed physical examination by October 1 of freshman year.
 - H. Initiate the Hepatitis B vaccination series by October 1 of the freshman year, submitting proof that the series has been initiated and complete the series before the beginning of the Fall Semester of the Second Year. Students may sign an HBV declination form should they decide to not take the series.

However, students should realize that they will be exposed to blood and body fluids during their course of study. Students who fail to meet the rules of progression/continuation will be dismissed from the Medical Assisting program. Students dismissed from the program may be qualified to continue taking courses at RCC; however, they will not be permitted to register for Medical Assisting courses without readmission to the program. Students dismissed from the program will be notified, via letter, by the Office of the Registrar and/or by the Medical Assisting Department, in a timely manner.

- I. All eligible MAT students, enrolled in their final Spring semester, are required to pay for and sit for the AAMA national certification exam.

VIII. Readmission

Students enrolled in but not completing the Medical Assisting program who seek readmission will be considered in the applicant pool for the year they seek to return. No special consideration will be given. Readmission is contingent upon the student meeting the criteria of the readmission policy. Only one readmission to the Medical Assisting program is permitted. Readmission to the program is not guaranteed, regardless of the reason for dismissal (voluntary or involuntary). Students are readmitted on a space available basis for each medical assisting course. Students who voluntarily withdraw from the program and are seeking readmission within three years of their withdrawal, may be readmitted into the course they were enrolled at the point of exit. If three or more years have elapsed since enrollment, all medical assisting courses must be repeated.

Readmission Requirements:

1. To be eligible for readmission, the student's overall GPA should be at least 2.0 or higher. Students on academic probation or those students dismissed for behavior which impaired judgment or who violated policy are not eligible for readmission.
2. An Exit Interview form should be completed by the student during the term in which the student withdrew or failed a course. Exit interview forms may be filled out by the instructor of record.
3. Students must submit a formal, typewritten request to the Medical Assisting Department chair as well as complete an Application for Readmission to the Medical Assisting program (available in the Office of the Registrar or the Medical Assisting Department).
4. Each request for readmission will be evaluated on an individual basis and no special consideration will be given to students previously enrolled in the program.
5. Students not currently enrolled in related courses whose AccuPlacer test is more than one year old at the time the readmission request is received, must retest. Students enrolled in related work at RCC need not retest; however, they may retest if desired.
6. All requirements of the current admission policy must be met.
7. Students accepted for readmission **must** submit (1) an updated Health Sciences physical examination form no later than the first semester in which they re-enroll. If the student is requesting readmission in a semester which contains any clinical experiences, the student **MUST** submit the updated Health Sciences physical form prior to beginning classes. (2) transcripts of all course work taken at other colleges since last enrolled at RCC, and (3) references, if requested.
8. Students may be required to enroll in or audit all or select modules of a course previously taken to ensure competency.
9. Students who were withdrawn due to failing grades may be asked to submit an

action plan which outlines steps they intend to take in order to increase their potential for success.

10. An Exit Interview form should be in the students' academic file folder located in the Medical Assisting Department.

PRACTICAL NURSING

The Department of Nursing is an integral part of the College and offers educational opportunities to qualified individuals who seek a career as a licensed practical nurse. Students pursue a planned course of study, which will help him/her develop intellectually, emotionally, and socially in preparation for nursing practice as a Licensed Practical Nurse (LPN).

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required to practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physician offices.

The program includes three nursing courses. In addition to classroom hours, the student will participate in clinical, skills, and computer laboratory experiences.

Prospective students need to be aware that clinical, skills and computer laboratory experiences may be taught during day, evening, night, or weekend hours and at different locations based on the availability of appropriate learning experiences for each nursing course. Certain hours for clinical, skills or computer laboratory experiences cannot be guaranteed. Transportation to clinical sites is the responsibility of the student.

Because of the academically demanding program of study in the nursing curriculum, it is highly recommended, but not required, that a student who anticipates enrolling in the nursing program completes several required general education courses prior to admission.

Upon graduation, the student receives the Practical Nursing Diploma and is eligible to apply to take the examination for licensure as a Licensed Practical Nurse (NCLEX-PN). Permission to take the licensing examination is granted by the state examining board. Please note: Graduates who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Program Outcomes

The Practical Nursing Education graduate will:

1. Demonstrate knowledge of nursing practice necessary for performance as a licensed nurse in the provision of client-centered, culturally competent care.
2. Demonstrate the ability to function in the various roles of the licensed nurse and as a member of the interdisciplinary healthcare team.
3. Demonstrate critical-thinking skills and evidence-based practice in the utilization of the nursing process to meet the needs of culturally diverse clients.
4. Demonstrate the ability to practice in a variety of health care settings within the scope of practice for the licensed nurse.
5. Participate in activities which support the value of life-long learning, including the use of current technology and research in the provision of quality client care.
6. Demonstrate proficiency in written and oral communications as well as computer literacy.
7. Use informatics to communicate, manage knowledge, mitigate error, and

support decision making.

8. Demonstrate knowledge of the value of quality improvement processes to measure client outcomes, identify hazards and errors, and participate in the development of changes in processes of client care.

ADMISSIONS POLICY AND PROCEDURES FOR THE PRACTICAL NURSING PROGRAM

To enter the Practical Nursing (PN) Program, a student must first be admitted to Richmond Community College. Admission to Richmond Community College, however, does not guarantee admission into the program. A letter from the Admissions Office will be sent to the student upon acceptance into the program. A letter from the Registrar will be sent to the student regarding transfer equivalency.

The following policies and procedures are utilized in admitting qualified students:

- I. Admission Requirements – Applicants for the PNE Program must:
 - A. Be a high school graduate or equivalent.
 - B. Score at the indicated levels or above on the RCC ACCUPLACER

1. Reading	Standard score 80
2. Sentence Skills	Standard score 86
3. Arithmetic	Standard score 55
4. Algebra	Standard score 55

*Applicants who fail to meet minimum scores on the placement assessment may reassess a maximum of 2 times in a 12-month period. (The 2 reassessments refers to either part or complete testing. If indicated levels are not achieved, the required developmental courses will need to be taken and completed with a “C” or better.)
 - C. Have physical and emotional status compatible with the ability to provide safe nursing care.
 1. The following activities are examples of activities which a student in the PN Program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Nursing Department Chair. A student who believes he or she qualifies under the Americans with Disabilities Act must see the Vice President for Student Development. Reasonable accommodations may be made for some disabilities. However, each candidate is expected to perform in a safe and reasonably independent manner.
 - a. Critical Thinking: Students shall possess critical thinking ability sufficient for clinical judgment. Example: students must be able to identify cause-effect relationships in clinical situations, and participate in development of nursing care plans.
 - b. Ethical behavior: Students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: Students will care for clients assigned regardless of race, religion, or diagnosis.
 - c. Interpersonal skills: Students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social and cultural backgrounds. Example: Students shall establish rapport with client and health care team members.

- d. Communications skills: Students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: Students shall be able to explain treatment procedures and provide patient teaching to clients/family, document client responses, and report to others responses to nursing care.
 - e. Mobility: Students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, and stand and walk for extensive periods of time. Example: Students will be able to move around in client’s room, move from room to room, move in small work areas, and administer CPR.
 - f. Motor skills: Students shall possess gross and fine motor skills sufficient to provide safe and effective nursing care. Example: Students shall be able to calibrate equipment, position clients, administer intravenous, intramuscular, subcutaneous, and oral medications, insert catheters, and apply pressure to stop bleeding.
 - g. Hearing skills: Students shall possess auditory ability sufficient to monitor health needs and collect data. Example: Students shall be able to hear alarms, listen to heart and breath sounds, and hear a cry for help.
 - h. Visual skills: Students shall possess visual ability sufficient for observation and data collection. Example: Students shall be able to observe color of skin and read scale on a syringe.
 - i. Tactile skills: Students shall possess tactile ability sufficient for data collection. Example: Students shall be able to detect pulsation and feel skin temperature.
 - j. Weight-bearing: Students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: Students shall be able to move equipment and position patients.
- D. Attend orientation session with the Nursing and Admission Staff.
 - E. Complete the pre-nursing program: Attendance at a minimum of 90% of the class meetings of each required module is mandatory for successful completion of the pre-nursing requirement.
 - F. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with NUR or BIO prefixes.

II. Procedure for Admission

- A. Submit a completed RCC application.
- B. Submit official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript, if applicable.
- C. Take the RCC ACCUPLACER assessment and achieve at required level or take the required remedial classes.
- D. Schedule an appointment with a counselor.
- E. After all transcripts are received by RCC and the ACCUPLACER assessment scores achieved or required remedial courses taken, a personal interview with the Nursing Admissions Committee may be scheduled.
- F. Submit a physical examination on the form provided by RCC by a licensed physician, nurse practitioner, or physician’s assistant. The applicant must show physical and psychological ability to perform normal nursing duties. Physical examination and lab data should be no more than three months old at the time of initial enrollment. Annual TB test results and proof of current CPR certification must be submitted.

- G. Students must purchase or show evidence of having professional liability insurance prior to enrollment in courses with NUR prefix.
- H. Students are responsible for obtaining their own health insurance policy. RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (i.e., strained back, needle-stick).
- III. PN Admission Criteria
Decisions regarding admission into the PN Program are based upon high school or GED performance and achievement in related courses. Each admission criterion is assigned a point value. The points are used to rank applicants for the purpose of selection into the program. In the event that applicants have identical total admission points, the person with the earliest file completion date will be ranked higher. If the points are still identical, the person with the highest grade in BIO 163 will be ranked higher. Should candidates still be tied, the applicant with the highest grade in PSY 150 will be ranked higher. If the candidates are still tied, then the candidates' GPA for courses required in the PN curriculum will be used to break the tie.
- IV. PN Applicant Deadlines and Admissions Decisions
The deadline for applications including receipt of all transcripts and record of adequate test scores is January 31 assuming that the desired admission date is the Fall semester following the application deadline. Applicants meeting admission criteria may be scheduled for an interview beginning in late February through April. Applicants will be notified of admission status by May 31.
- V. Alternate List for PN Program
Qualified applicants not accepted because of space limitations will be placed on an alternate list in rank order and notified in that order of any vacancies related to that semester's admissions. Students must reapply from year to year if not admitted. Applications are not automatically carried over. No special consideration will be given to applicants who were on the alternate list the previous year. Applicants who want to improve their position are encouraged to meet with the Nursing Department Chair or counselor to discuss a plan of study.
- VI. Credit by Transfer
Transfer credit for non-nursing courses in the Nursing curriculum from accredited post-secondary educational programs will be determined on an individual basis in accordance with RCC's transfer policy as stated in the general catalog. Transfer of credit for nursing courses in the PN Program from an accredited nursing educational program must be on an individual basis and in accordance with RCC's transfer policy. In addition, there must be approval by the Nursing Department Chair. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with NUR and BIO prefixes. An interview with the Nursing Admission Committee may be scheduled. Students may be required to pass a written competency exam and/or perform appropriate nursing skills for a course previously taken to ensure competency.
- VII. PN Progression Policy
Students enrolled in a nursing curriculum must obtain a minimum grade of 78 or higher in each course with NUR, BIO, or PSY prefixes to progress and graduate in the PNE curriculum. Readmission to the nursing sequence will be in accordance with readmission policies on a space available basis.

Criminal background checks and/or drug testing may be required by clinical agencies prior to a student's participation in the clinical component of a NUR course. Failure to meet clinical agency requirements will result in the student not having the opportunity to meet clinical objectives; therefore, the student will not be allowed to progress in the nursing curriculum.

It is important to note that the clinical site, not Richmond Community College, determines whether the result of the criminal background check/drug screening disqualifies the student from clinical activities. The hospital or other clinical agency, in its sole discretion, may request the removal of any student who, based on the results of the criminal background check/drug screening, the agency deems as inappropriate to provide care, treatment, or services.

PRACTICAL NURSING READMISSION POLICY

- I. Students enrolled in but not completing or not achieving a grade of 78 or better in NUR 101 seeking readmission will be considered in the applicant pool for the year they seek to return. The student will be expected to meet current admission criteria. No special consideration will be given. The following procedure will be followed:
 - A. A student must reapply for admission to the PN Program and meet with a nursing counselor.
 - B. Students who are currently enrolled in related coursework at RCC need not retake the placement assessment; however, they may reassess if desired.
 - C. Students selected for admission will be scheduled for an orientation session with other applicants and follow routine admission procedures.
 - D. An interview with the Nursing Admissions Committee may be scheduled.
 - E. Readmission will be limited to one (1) time.
- II. Readmission after completing NUR 101 with a 78 or better is contingent upon the following process:
 - A. Each request for readmission will be evaluated on an individual basis.
 - B. All requests for readmission must be submitted in writing to the Nursing Department Chair and forwarded to the Nursing Counselor.
 - C. All requirements of the current admissions policy must be met.
 - D. If readmitted for advanced standing, all requirements of the progression policy must be met.
 - E. Readmission is on a space available basis as determined by the Nursing Admissions Committee. (The Admissions Committee consists of the Nursing Department Chair, the Health Sciences Division Chair, the Registrar, the nursing counselor, the Director of Enrollment Management and two nursing faculty members. The Vice President for Student Development serves as an ex-officio member of this committee.)
 - F. An application from a student dismissed for behavior that impaired judgment, required and inordinate amount of instructor time, or violated a drug/alcohol policy must be reviewed by the Nursing Department Chair and the Vice President for Student Development.
 - G. Readmission will be limited to one (1) time. A student who is accepted for readmission and does not enroll for the semester accepted shall go through the entire admission procedure the next time an application is made.
 - H. Students accepted for readmission shall submit (1) an updated physical and emotional health report, (2) transcripts of course work taken at other colleges since last time enrolled at RCC, and (3) current TB and CPR status.

- I. An interview with the Nursing Admissions Committee may be scheduled.
- J. Students may be required to pass a written competency exam and perform appropriate nursing skills for a course previously taken to ensure competency.
- K. No competency exams are administered for a course not taken.

NURSING DISMISSAL POLICY

In addition to the nursing progression policy, the nursing faculty reserves the right to dismiss a student from the nursing program for the following reasons:

- A. Failure to function within the North Carolina Nurse Practice Act, ANA Code of Ethics, and Standards of Practice.
- B. Negligent acts that result in harm or potential harm to a client.
- C. Infraction of health agency policies while on affiliation in that agency.
- D. Violation of the client's right to privacy by not protecting information of a confidential nature.
- E. Performance and/or behavior deemed unsafe as characterized by dangerous, inappropriate, irresponsible or unethical behaviors that actually or potentially places the client, family, healthcare team members, faculty or peers in jeopardy.
- F. Behavior which reflects impaired judgment and/or behavior which requires an inordinate amount of instructor time as determined by the Nursing Department Chair. Impaired judgment is defined as a failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to client health and safety.
- G. Behavior or appearance which provides reasonable suspicion that the student is under the influence of alcohol, controlled substances, or illicit drugs. The student may be required to submit to drug screening at the student's expense. Facilities which provide clinical experiences reserve the right to require testing in compliance with drug and alcohol policies of the institution. Failure to comply will result in dismissal from the program. The clinical facility has the right to deny the student clinical access to the facility. Should the student be denied clinical privileges, the student will be dismissed from the program.
- H. A positive drug screen or criminal background check determined unsatisfactory by any clinical agency.

Any student who is recommended for dismissal from a Nursing curriculum will have a conference with the instructor and the Nursing Department Chair to discuss the reason(s) for dismissal. The student will also receive a letter stating the reason(s) for dismissal. If the student disagrees with the dismissal, he/she should contact the Vice President for Student Development. The Vice President for Student Development, in consultation with the Nursing Department Chair, will make a recommendation to readmit or decline readmission into the current course/semester. If the student disagrees with the recommendation of the Vice President of Student Development, he/she may appeal to the President of the College. This appeal must be filed with the President of the College within seven (7) days of the date of the decision. After the appeal is filed, the student will meet with the President of the College. The President's decision will be final.

Any student dismissed from the Nursing program under the Nursing Dismissal Policy has thirty (30) days to notify the Nursing Department Chair in writing of their intent to request readmission to the Nursing Program in a subsequent semester. The applicant must meet with the Nursing Admission Committee for determination of

eligibility for readmission. The decision regarding readmission will be made by the Nursing Admission Committee. Readmission is not guaranteed. The decision of the Nursing Admission Committee is final.