

MORaine VALLEY

Associate Degree Nursing Program



Accrediting Organization:

The Associate Degree in Nursing (ADN) program at Moraine Valley Community College is located in Palos Hills, Illinois is accredited by the [Accreditation Commission for Education in Nursing, Inc.](#) (ACEN) and approved by the Illinois Board of Nursing. They are located at 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326.

Nursing Department Contact Information:

Physical Address (Palos): 9000 W. College Pkwy, Palos Hills, IL 60465
Extension Campus (ECBI): 12940 S. Western Ave. Blue Island, IL 60406
Office Phone Number: 708-974-5586

Table of Contents

1. Introduction

1.1 Accreditation and Approvals

1.2 Nursing Department Contact Information

2. Philosophy and Mission

2.1 Nursing Program Philosophy

2.2 Definitions: Individual, Environment, Health, Learning

3. Program Structure

3.1 Organizational Chart

3.2 Chain of Command

3.3 Program Outcomes (QSEN Competencies)

3.4 Nursing Education Unit Outcomes

4. Academic Integrity and Ethics

4.1 Academic Integrity Policy

4.2 ANA Code of Ethics for Nurses

4.3 Illinois Nurse Practice Act

5. Nursing Program Policies

5.1 Admission and Readmission

5.2 Program Progression

5.3 Attendance Requirements

5.4 Health and Affiliate Requirements

5.5 Dress Code

5.6 Facility Orientation and Pre-Clinical Preparation

5.7 Clinical Assignment Policies

5.8 Clinical Safety Policies

5.9 Medication Administration Policies

5.10 Professionalism Standards

5.11 Performance Improvement and Student Success Plans

5.12 Assignments and Academic Expectations

5.13 Leave of Absence (LOA) Policy

5.14 Pregnant and Parenting Student Rights (Title IX)

6. Grading, Promotion, and Graduation

6.1 Grading Scale and Clinical Competency

6.2 Withdrawal and Dismissal Policies

6.3 Graduation Requirements

6.4 NCLEX Readiness and Exit Exam Requirements

7. Educational and Technology Resources

7.1 Required Technology and Software

7.2 Kaplan, Lippincott, and ATI Software Requirements

7.3 Tutoring and Academic Support Services

7.4 Faculty Support and Seminar Opportunities

7.5 Disability Services and Accommodations

7.6 Counseling and Career Services

7.7 Academic Advising

8. Student Conduct and Legal Disclosures

8.1 Student Code of Conduct

8.2 Professional and Ethical Behavior

8.3 HIPAA and Confidentiality Expectations

8.4 Social Media and AI Usage

8.5 Legal Limitations for Licensure

9. Clinical Participation Requirements

9.1 Physical and Technical Standards

9.2 Nursing Student Clinical Job Description

9.3 Checklist of Clinical Health Compliance

10. Curriculum and Course Progression

10.1 Nursing Curriculum by Semester

10.2 Pre-requisite and Co-requisite Courses

10.3 Elective Course for NCLEX-PN

11. Financial Information

11.1 Estimated Program Costs

11.2 Additional Student Expenses and Fees

12. Student Recognition

12.1 Alpha Delta Nu Nursing Honor Society – Gamma Pi Chapter

13. Acknowledgment and Agreement

13.1 Student Signature of Understanding

MVCC Associate Degree Nursing Program

Nursing Program Philosophy/Mission

The Nursing Program

The Moraine Valley Community College Nursing program believes nursing is the art and science of caring, employing a holistic approach designed to meet the unique and individual needs of diverse patient populations. This holistic approach allows nursing to dynamically respond to the ever-changing health care delivery system. Effective nursing delivers a unique body of knowledge based upon theory, practice and research incorporating information and concepts from biological, social, physical, and behavioral sciences.

Nursing education is a balance and merger of theory and practice, providing a program of organized, sequential learning activities designed to educate the whole person. The nursing faculty design, plan, guide, support and assess learning based on student learning outcomes.

The Quality and Safety Education for Nurses (QSEN) competencies are congruent with the philosophy and incorporated throughout the program. These competencies of safety, patient-centered care, teamwork and collaboration, quality improvement, evidence-based practice and informatics form the overarching framework for more detailed course-level student learning outcomes and assessments. The goal of QSEN is to prepare future nurses with the knowledge (K), skills (S), and attitudes (A) necessary to make strong contributions to the quality and safety of the healthcare systems in which they work. In addition to QSEN, program and course outcomes draw upon Maslow's Hierarchy of needs, Erikson's stages of psychosocial development and Gordon's functional health patterns to achieve a holistic approach to nursing education.

The comprehensive nursing program at Moraine Valley Community College is organized around three primary modes for teaching and learning: Concepts (lecture/discussion), Arts (lab/practice), and Clinical. The plan for instruction and student experiences incorporates the three modes in every semester of the program. Through careful design, students enter a curriculum that is rigorous and sequential, and emerge as trained and skilled graduates, ready to be fully successful in the professional work environment.

Definitions

The Individual

The term "individual" is used figuratively. It can mean an individual, family, group or community. The individual possesses uniqueness, dignity, value, and the ability to develop and adapt. The individual has a variety of needs that determine a worldview and self-perception.

Individuals possess freewill so they can make choices that govern their health and quality of life.

The Environment

A dynamic environment exists wherever the individual is found. Within this environment, physiological, psychosocial, and spiritual requirements need to be met for survival and well-being.

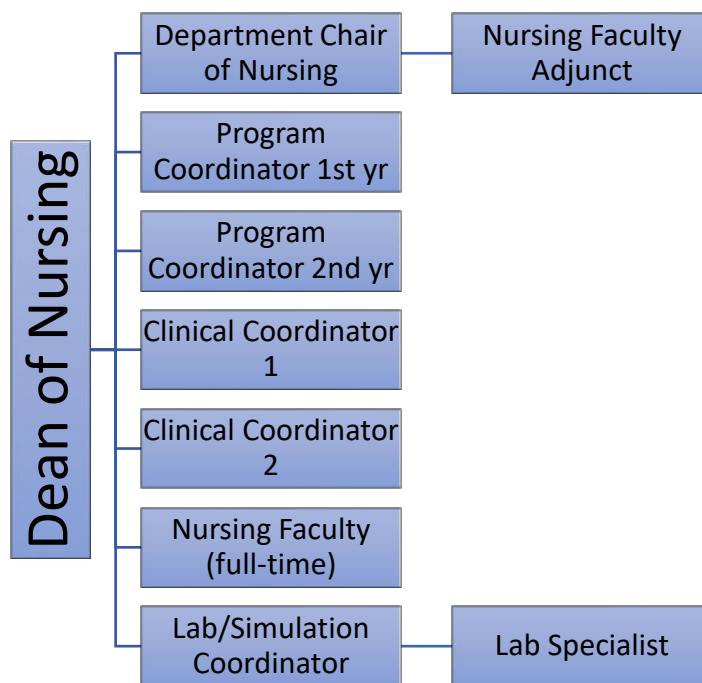
Health

Health is defined as the ability of the individual to balance internal and external factors to achieve an optimal level of wellness.

Learning

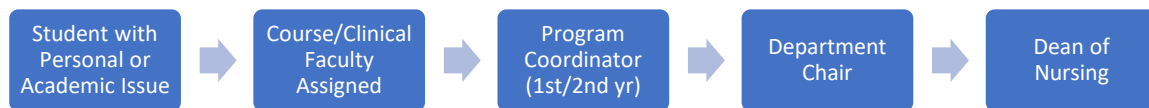
In this rapidly changing environment, learning needs to be ongoing. We believe education is a dynamic, interpersonal, learner-centered process whereby the ability to translate knowledge into meaningful activity is developed. Faculty facilitates active learning by providing a variety of opportunities to accommodate the uniqueness of the learner. This enables learners to integrate the concepts and skills essential to the practice of nursing.

Nursing Program Organizational Chart



Chain of Command

A chain of command provides a communication structure to aid in resolving personal and academic issues that may develop while attending nursing school. The goal is to effectively communicate early to assist with any conflict and provide any additional support needed and to promote a healthy learning environment.



Nursing Program Website: [Nursing - Moraine Valley Community College](#)

Academic Calendar: [Academic Calendar - Moraine Valley Community College](#)

College Catalog: [Moraine Valley Community College - SmartCatalog](#)

MVCC Associate Degree Nursing Program Outcomes
Aligned with QSEN Competencies

These QSEN pre-licensure competencies are threaded throughout your curriculum.

Please visit the QSEN website at <http://qsen.org> and read through the pre-licensure QSEN competencies.

QSEN Competency	Program Outcomes Year 1 (PN)	Program Outcomes Year 2 (RN)
Safety	Minimize risk of harm to patients and health care team through both system effectiveness and individual performance.	Minimize risk of harm to patients and health care team by providing and directing both system effectiveness and individual performance.
Patient Centered Care	Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.	Engage the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
Teamwork and Collaboration	Identify effective functioning within nursing and inter-professional teams, promoting open communication and mutual respect to achieve quality patient care.	Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision- making to achieve quality patient care.
Quality Improvement	Collect pertinent data to monitor the outcomes of care processes to continuously improve the quality and safety of health care systems.	Utilize data to monitor the outcomes of care processes and implement improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
Evidence-Based Practice	Apply best current evidence to clinical practice considering patient/family preferences and values in delivery of optimal health care.	Integrate best current evidence to clinical practice considering patient/family preferences and values in delivery of optimal health care.
Informatics	Utilize information and technology to communicate, manage knowledge, mitigate error, and support decision making.	Integrate information and technology to communicate, manage knowledge, mitigate error, and support decision making.

MVCC Nursing Program Academic Integrity Policy

Academic Integrity

Nursing Departmental Statement of Academic Integrity

The faculty of the Moraine Valley Community College (MVCC) Department of Nursing believes the core values outlined in the MVCC Code of Academic Integrity, consisting of honesty, responsibility, integrity, trust, fairness, and respect are vital to sustaining a thriving academic environment. Nursing is an ethical profession which demands a high degree of responsibility and accountability. Students are expected to always behave ethically and honorably. The MVCC nursing faculty expects each student to develop the knowledge, skills, and attitudes necessary to practice successfully in the nursing profession. Therefore, the Nursing Department will make every effort to foster Academic Integrity at the highest level and will expect students to uphold the professional standards of nursing as defined by the Illinois Nurse Practice Act and the American Nurses Association Code of Ethics.

Nursing Departmental Guidelines & Sanctions regarding Academic Integrity

Each student is expected to be honest in their class work. The college regards cheating or plagiarism in the classroom, testing center and laboratories, and on assignments or examinations, as a serious offense. Instructors at the college will clearly state their cheating or plagiarism policies and penalties in their course syllabi. The penalty may include a grade of “F” being entered for the student for the course. All incidents of cheating or plagiarism must be reported to the appropriate subdivision office using the official Academic Dishonesty Form.

([See Code of Academic Integrity](#))

Sanctions:

If you **cheat**, as defined by the language in the MVCC code of Academic Integrity, the following sanctions will be applied:

- The first instance of **cheating** will result in a grade of zero on the assignment/paper with no possibility of re-take or revisions.
- The second instance of **cheating** will result in an “F” grade for the course.

If you **plagiarize**, as defined by the language in the MVCC code of Academic Integrity, the following sanctions will be applied:

- The first instance of **plagiarism**, the student will be given 48 hours to revise the assignment and receive up to 50% of the points earned. If the student does not revise their assignment, the grade will be a 0.
- The second instance of **plagiarism** will result in an “F” grade for the course.

([See Cheating and Plagiarism Policy](#))

Warning: Students caught violating the academic integrity policy are subject to program dismissal even upon readmission.

American Nurses Association Code of Ethics for Nurses

[Nursing Code of Ethics Link](#)

You are entering a profession that sets high standards for honesty, integrity, and ethical behavior. The above link takes you to the American Nurses Association's Code of Ethics for Nurses. As a student in this program, you are responsible to read this code of ethics, apply it during your learning process, and carrying these principles into your career as a registered professional nurse.

As a student in the Moraine Valley Nursing Program, you will be held to the highest standards in evidence-based practice and ethical behavior.

Illinois Department of Financial and Professional Regulation (IDFPR)
Illinois Nurse Practice Act

[Illinois Nurse Practice Act](#)

You are entering a profession where it is your responsibility to keep up with changes to the Nurse Practice Act. The Nurse Practice Act delineates your scope of practice as an LPN and as an RN.

As an LPN, you must understand what you can and cannot do under this practice act.

As an RN, you must understand what an LPN can and cannot do and what you may or may not delegate to an LPN and a CNA.

NURSING PROGRAM RULES AND REGULATIONS

The nursing program rules and regulations are designed to facilitate communication and understanding between the faculty and the students enrolled in the Associate Degree Nursing Program at Moraine Valley Community College. They are to convey program expectations and student responsibilities.

ADMISSION	PROGRAM ACTIONS
Students admitted to the Nursing Program must formally accept or decline admission by the deadline stated in the acceptance letter.	Students will have only up to two opportunities to decline admission. Students who decline admission twice will be ineligible to reapply. Students who do not accept their admission seat by the deadline will forfeit their seat. Students who have been provided with a second opportunity and have accepted a seat through the readmission process will not be considered for a third opportunity. Completion of the program in a maximum and consecutive six semesters in a row begins with the first admission and first course for the traditional RN program with the exception of an approved leave of absence (LOA). Completion of the LPN-RN bridge program in a maximum and consecutive three semesters in a row begins with the first course after NUR199, with the exception of an approved leave of absence (LOA).
READMISSION	FACULTY ACTIONS
Students must reapply to the traditional AAS program and go through the entire admissions process if a failure occurs in any of the following courses: NUR140 or NUR150. Readmission into the program will be based on your ranking for that admission cycle. Readmission is not guaranteed. Students may only reapply to the program one time. Students may continue to take general education courses while waiting to be readmitted to the nursing program.	If a student fails or withdraws from NUR140 or NUR150 in the first 8 weeks of the first semester, students may continue in only NUR120 that semester but will need to contact the Department Chair of Nursing for a meeting before contacting the registration department (708-974-2110) to withdraw from NUR151 and NUR160. Student must reapply to the AAS RN program and be readmitted to take the course(s) withdrawn from or failed the next semester. Graduation will be delayed one semester. Upon failure/withdrawal from any nursing course,

Students who fail or withdraw from a nursing course will be placed, if possible, with a full-time faculty member and the student will be placed in the appropriate course/clinical by the Department Chair for the next semester. If a student has been out longer than 1 calendar year, all competencies, finals and validations from the previous semester(s) must be retaken successfully.	the student's instructor will complete the Attrition form, discuss faculty recommendations with student, and forward completed form to the Department Chair and Program Coordinator. If the student is unavailable for discussion of faculty recommendations, the faculty recommendations will be emailed to the student and forwarded to the Program Coordinator to follow up with the student and copied to the Department Chair.
LPN-RN BRIDGE READMISSION	FACULTY ACTIONS
Students must reapply to the LPN-RN Bridge program and go through the entire admissions process if a failure occurs in NUR199. Readmission into the program will be based on your ranking for that admission cycle. Readmission is not guaranteed. Students may only reapply to the program one time. For applicants to the LPN-RN bridge program who have completed part of their final year here in the MVCC LPN-RN program: • Courses where a grade of C or less were earned and/or courses taken more than 1 year before the 2nd application will need to be retaken. • Courses in which the student earned an A or B within the past year in the LPN-RN program will not be required to be retaken.	If an LPN-RN bridge student fails NUR199, they may reapply to that program to retake NUR199 one time.
PROGRAM PROGRESSION	FACULTY ACTIONS
Upon failing or withdrawing from a nursing course in the program, a student may not take courses in the next 8 weeks of a semester until the courses in the first 8 weeks of the semester are passed, unless the course is offered in both the 1st 8 weeks and 2nd 8 weeks. Students may not take a nursing course from the next semester until all courses in the previous semester are successfully completed. A student may only register for any nursing course	Upon failure/withdrawal from any nursing course, the student's instructor will complete the Student Success form, discuss faculty recommendations with student, and forward completed form to the Department Chair and Program Coordinator. If the student is unavailable for discussion of faculty recommendations, the faculty recommendations will be emailed to the student and forwarded to the Program Coordinator to attempt to follow up with the student and copied to the Department Chair.

(clinical or non-clinical) up to twice, based upon course offering and seat availability.	A student who registers for a nursing course and drops or withdraws from it counts as one time. Thus, a student who registers for a nursing course but does not take or complete the course, may register one more time to take that nursing course and must successfully complete that nursing course that time. Nursing courses cannot be taken more than twice. A student who fails or withdraws from any nursing course more than once will be dismissed from the nursing program.
ATTENDANCE	FACULTY ACTIONS
1. Students must be able to provide proof of course registration on the first day of the course.	Students will not be allowed in class, resulting in an absence, until proof of registration is provided
2. Students must register for all nursing courses within 30 days of registration opening each semester.	Students registering for nursing courses beyond the 30 days after registration opens may be required to sit out that semester depending on course and clinical availability at that time.
3. Lecture -Students are expected to attend all classes. In the event of an absence/tardiness, the student must the course syllabus guidelines.	Students with more than one tardy and/or absence may lead to a performance improvement plan (PIP). Inability to meet course objectives may result in a failure.
3. Clinical courses are planned learning experiences and students are expected to attend 100% of the time and perform at the expected level as per course objectives. Absences and/or tardiness in the clinical are not acceptable and detract from the practice of nursing care and procedures essential to the development of a competent beginning nurse and are discouraged. Tardiness, unpreparedness, and the inability to perform at expected levels will result in the instructor's decision to remove the student from the clinical site to ensure patient safety. - Transportation to and from home, and clinical is the student's responsibility. - In the event of an absence/tardiness, the student must contact the clinical facility and instructor as per syllabus before the clinical begins. - Students are expected to be at their clinical prepared to perform at the expected level. Unpreparedness is a serious event that constitutes an absence.	Absences in a clinical course will: - Result in zero credit for that clinical day - Result in make-up work at the discretion of the instructor as stated in the course syllabus. - Result in the student jeopardizing his/her ability to successfully complete clinical hours/lab and/or meet all course objectives, leading to failure of the course. - Tardiness that disrupts the learning and workflow in the clinical setting will constitute an absence and the student will be dismissed from the clinical experience for the day. - More than one absence in any clinical course will jeopardize the ability to complete the course successfully.
HEALTH/AFFILIATE REQUIREMENTS	FACULTY ACTIONS

1. Students are required to carry comprehensive health insurance. Proof of insurance is required upon admittance to the nursing program and as requested by clinical affiliates. It is the student's responsibility to maintain the insurance coverage throughout the nursing program until graduation. Students are responsible for 100% of all expenses incurred related to any illness or injury sustained during participation in any course including clinical courses.	Students are not eligible for program participation without comprehensive health insurance. If insurance lapses, students may be required to withdraw from the course.
2. Viewpoint, a background and drug screening and a health portal compliance tracking system is used within the nursing program. This program tracks student compliance with program and clinical site requirements.	Clinical compliance within Viewpoint is required for all students.
3. Requirements in Viewpoint will include but are not limited to: a. All health records This account is entirely the student's responsibility to establish and maintain compliance. Students must have their Viewpoint account completely up to date within eight weeks of the start of any semester and must be current through the duration of the next semester.	Students whose Viewpoint account is not completely up to date eight weeks prior to the start of any semester and not current through the duration of the next semester may be required to withdraw from that course. This withdrawal counts as an attempt in the course and students may not move forward until successfully passing the previously withdrawn or failed course.
4. A physical exam, lab work, drug test and background check are required to participate in clinical courses. The requirements are as follows: a. American Heart Association BLS CPR for the Healthcare Provider b. Yearly QuantiFERON Gold TB (blood) test c. A quantitative titer (blood test) in the last 10 years is required for proof of immunity for the following communicable diseases: Measles (Rubeola) Mumps Rubella Varicella (Chicken Pox) Hepatitis B d. If your quantitative titer for any of the above communicable diseases is negative or equivocal, you will be required to get an additional vaccine(s) and repeat the	Lack of compliance with any of the requirements will result in the student having to withdraw from clinical for that semester. This does count as an attempt at this course (a course may be repeated only one time). A positive drug screen will result in the student needing to withdraw from the clinical course. This does count as an attempt at this course. The hospitals have zero tolerance for recreational and medical marijuana. Positive criminal history on a background check will need to be reviewed and cleared with each clinical affiliate before a student can participate in clinical at that agency. Viewpoint is the only approved vendor for background checks and drug screens.

quantitative titer in 4-6 weeks. If the titer is now positive, you are compliant. If your titer is again negative, you will need to discuss this with the clinical coordinator about your next steps. e. Proof of Tdap (tetanus, diphtheria, and pertussis) vaccine. This vaccine is good for 10 years. f. Annual 10 panel drug screen and background check yearly. The background check system you started nursing with Viewpoint. g. Annual Influenza vaccine by 9/30 each year. h. COVID vaccine Forgery of any documents will result in dismissal from the program.	Some clinical agencies require additional background checks and drug screens beyond those conducted by MVCC. Some clinical agencies have requirements that may result in an additional cost to the student including use of an additional compliance tracking system called My Clinical Exchange (MCE). The cost for MCE is the responsibility of the student. Some clinical sites require full COVID-19 vaccination without exception. Some clinical sites may allow legitimate exemption but may require one or two times a week COVID testing or other requirements at the student's expense. If a student has an exemption request, the student will ask the Department Chair for the form that must be completed. The completed form and any other forms required by the individual healthcare facility will be sent to each clinical site for their consideration. The facility may or may not render their decision before the clinical paperwork is sent and/or deny the exemption request and in this case, the student will need to sit out clinical that semester. We cannot guarantee completion of the program if an COVID exemption is not approved by a clinical site(s). Students must complete the program in no more than six semesters. Some clinical sites may require COVID booster vaccines. Some clinical sites may require COVID testing even for fully vaccinated students. This may be an additional cost for the student. The Moraine Valley nursing program strongly encourages COVID vaccination.
5. Students experiencing any of the following are required to inform their instructor. Students must provide an original healthcare provider written statement, prior to each clinical rotation, theory and lab stating that in the physician/nurse practitioner's professional judgment the student is physically capable of performing assigned clinical activities with no restrictions and attending theory and lab with no restrictions:	If a release is not obtained, the student will be unable to participate in class/lab or clinical which will: a. Result in zero credit for that clinical/lab day b. Result in make-up work at the discretion of the instructor as stated in the course syllabus c. Results in the student jeopardizing his/her ability to successfully complete clinical

a. Required prescribed medications that may alter your physical/cognitive ability such as opioids, or other such medications may result in disqualification from clinical courses. b. Diagnostic procedures c. Medical treatments d. Illness e. Injury f. Pregnant, suspect pregnancy, after delivery (postpartum) g. Any condition that could impact on his/her ability to meet course objectives 6. Any change in the health status of currently enrolled students, resulting in the inability to meet the standards as outlined in the course syllabus, will require medical documentation.	hours and/or meet all course objectives, leading to failure of the course. Any change in health status must be reported to a student's clinical instructor. Examples include but not limited to: a. Back injury b. Pregnancy c. Infections such as shingles d. Fractures e. Recent surgery f. Etc. Students must provide documentation of care by a licensed physician/certified nurse practitioner and submit a medical release before returning to clinical. Some prescription medications may impact clinical placement(s). In the event there is no hospital approval due to the prescribed medication, the student must withdraw from the course and may be subject to program dismissal.
DRESS CODE	FACULTY ACTIONS
CLINICAL: Students are expected to be in complete uniform (see description) for patient care and during simulation and lab courses. Faculty may announce alternative dress.	Students will not be allowed to participate if the uniform is not complete. Excused or unexcused absences in a clinical/lab course will: a. Result in zero credit for that clinical/lab day b. Result in make-up work at the discretion of the instructor as stated in the course syllabus c. Resulting in the student jeopardizing his/her ability to successfully complete clinical hours and/or meet all course objectives, leading to failure of the course d. Refer to the Course Syllabus If an instructor announces alternative dress, only then is that specific alternative dress at the clinical/lab allowed.
COMPLETE UNIFORM: a. MVCC white embroidered warm-up jacket- Must be purchased from Working Class Uniforms b. MVCC embroidered white scrub top or white dress- Must be purchased from Working Class Uniforms c. MVCC green cargo scrub pants or green	Students will not be allowed to participate in clinical and lab if not appropriately groomed, attired, and prepared with proper equipment. Any student who is not properly attired or behaving unprofessionally at the clinical site will be dismissed from the site and this

skirt- Must be purchased from Working Class Uniforms d. MVCC picture ID is required and hospital issued ID if required e. Clean white shoes with minimal color. Clogs and sandals or any style with an open toe or heel are not acceptable f. Hose (white or skin tone) must be worn under the MVCC green skirt or white cotton socks exclusive of decoration must be worn with the uniform pants only g. If you wear the MVCC white dress, green cargo pants must be worn underneath to complete your uniform. h. Plain white or neutral undergarments are required A plain (no writing or pictures) white long-sleeved Henley shirt may be worn underneath the white scrub top. Clinical students are expected to be in complete uniform (see description) for patient care. Alternative dress may be announced by faculty. COMPLETE UNIFORM CONTINUED: i. Watch (waterproof, shock-proof, with a second hand) j. Bandage scissors k. Penlight l. Stethoscope m. Pens with black ink n. A small notebook/clipboard o. Hair should be clean. Length should not interfere with vision or be a source of contamination. Hair must be pulled up, so it does not touch the collar of your shirt. Facial hair must be neat, well groomed, and able to be fully covered by a surgical mask. p. Makeup should be minimal. Nails must be short, natural, and filed smooth. No artificial nails or tips may be worn. When allowed on a clinical unit, clear nail polish can be worn. q. No visible tattoos, piercing, or artificial nails or tips per clinical site policy. Visible tattoos should be covered. r. All other requirements must be followed according to clinical site policy.	will be considered an absence which will: a. Result in zero credit for that clinical/lab day b. Result in make-up work at the discretion of the instructor as stated in the course syllabus c. Result in the student jeopardizing his/her ability to successfully complete 90% of the clinical course and/or meet all course objectives, leading to failure of the course d. Refer to the Course Syllabus
FACILITY ORIENTATION/NIGHT BEFORE	

CLINICAL PREPARATION: • Students must wear uniform for any volunteer activities unless otherwise noted. • If students are required to go the night before to a clinical site for patient assignments or for orientation, professional behavior and appearance are required. • Business attire and the school warm-up jacket are required. No jeans, gym shoes, heels, or shoes with open toes will be allowed. • No gum chewing is allowed at any time during clinical, lab, or while representing MVCC as a student nurse. This includes but is not limited to volunteering, community sites, career and health fairs, pinning, and the night before preparation.	
CLINICAL	FACULTY ACTIONS
1. Students who are employed by an affiliating clinical agency are not allowed to have clinical rotation on a unit on which they or an immediate family member are employed. This also includes one- or two-day assignments to specialty units and observational experiences. It is the student's responsibility to inform the department chair of such employment prior to being placed in a clinical group. Students are encouraged to choose a clinical site at which they are not employed.	Failure to notify the Department Chair of your employment on the assigned unit will lead to: a. Placement at a different clinical site if available b. Failure/withdrawal from the course due to time lost in making alternative arrangements or missed experiences resulting in an inability to meet course objectives.
2. Students are not allowed to be on the unit on which they have clinical rotation at times other than their assigned clinical hours and/or for data collection prior to clinical and without their clinical instructor being present. Students are not allowed to contact hospital educators, managers, and administration with regards to clinical placement.	The faculty with the Dean of Nursing may, upon review of the student's action, recommend that the student be dismissed from the program. Students who contact hospital educators, managers, and administration with regards to clinical placement will be dismissed from the program.
3. Students are not allowed to access any chart outside of his/her assignments (patients, projects, reports).	This HIPAA violation will result in failure of the course up to and may include dismissal from the program.
4. Students are not allowed to print and take chart information off the unit	This HIPAA violation will result in failure of the course up to and may include dismissal from the program.
5. If the student demonstrates unsatisfactory patient care, she/he (student) will be required to attend a conference with her/his clinical	

instructor. The student may request a joint conference with the Department Chair.	
6. When a student needs to complete an occurrence report at the clinical site related to his/her health or injury, the student and instructor will also complete a hospital incident report form prior to leaving the organization for the day and an MVCC incident form and give to the Department Chair regardless of the outcome (injury or no injury). Contact the Department Chair for the incident report form	
7. If a hospital system, nursing facility, or affiliated nursing clinical site dismisses a student from their organization, the student is automatically dismissed from the nursing program.	
8. Code of Student Conduct (including drug and alcohol violations) The Code of Student Conduct applies to conduct that occurs on college premises, to conduct at college-sponsored activities, and to off-campus conduct that materially and substantially interferes with the college's operational and educational programs or the safety and welfare of the college community. Therefore, a student may be removed from a clinical site and referred to the Code of Conduct Office whenever faculty or facility staff reasonably suspects the student may be impaired due to drugs or alcohol. The Code of Student Conduct defines standards of conduct and establishes procedures to provide a full and fair opportunity for review of alleged student misconduct. Therefore, the Code of Student Conduct reasonably limits some activities and prohibits certain behaviors, which could interfere with the orderly operation of the college and the pursuit of its goals. Each student is responsible for knowledge of and compliance with the Code of Student Conduct, which is available through the Code of Conduct Office as well as the MVConnect Portal under "Code of Conduct." Students found responsible for violating the college's alcohol and drug policies as defined in the Code of Student Conduct will face disciplinary action by the college that may include withdrawal from a class, college suspension, or college expulsion. Additionally, the Code of Conduct Office may notify the Program	Refusal to comply with leaving the clinical site and/or not complying with the Code of Student Conduct investigation may result in dismissal from the program.

Director who may take any action deemed necessary as per the signed student handbook/rules and regulations acknowledgement (i.e. dismissal from the nursing program). Prohibited Conduct from the Code of Student Conduct includes: <u>Illegal Drugs and Cannabis</u> Use, possession, manufacturing, distribution, or being under the influence of any controlled substance, drug, or other chemical substance except as expressly permitted by law, or possession of drug paraphernalia. The use or possession of any cannabis product, recreational or medicinal, while on college premises or participating in any college-sponsored program, activity, or event, is also prohibited. <u>Alcohol</u> Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by college regulations), as well as public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under 21 years of age.	
CLINICAL SAFETY	FACULTY ACTIONS
Nursing actions in the care of patients must not jeopardize the patient's physical and/or emotional health (i.e., leaving side rails down, statements of rejection or threats to a patient's safety or esteem, etc.)	Actions that jeopardize a patient's physical and/or emotional health will be reviewed by the faculty and will result in: • Development of a Performance Improvement plan and/or failure of the course • May result in hospital dismissal based on policy and subject to program dismissal.
Students should not be administering care to a patient that has not been assigned to them. Students may help a classmate with their patients and help an RN or CNA with their patients if asked by RN, CNA, or faculty member.	Failure to comply with these patient safety standards will be reviewed by the faculty and will result in: • Development of a Performance Improvement plan and/or failure of the course • May result in hospital dismissal based on policy and subject to program dismissal.
Appropriate incident reports (hospital and college) will be created for each error that jeopardizes a patient's physical and/or emotional health.	Faculty and the students will submit an appropriate incident report: a. Incidents will be documented in the ClinComp tool b. Students are responsible for completion of any performance improvement plan developed by their

	instructor MVCC and Affiliate Occurrence Reports will be completed. MVCC Incident report must be given to Dean of Nursing. The affiliate occurrence report must be submitted to the manager of the unit.
MEDICATIONS: Before administering any medications at a clinical site, a student must satisfactorily pass the appropriate skill validation. At no time will students administer any medication in any form without the approval of the instructor. Any violation of any one of the “Rights” will constitute a medication error.	Failure to adhere to medication policy will result in any of the following: - Development of a Performance Improvement Plan, zero points for the day, and/or failure of the course. - Completion of MVCC Incident Report - Completion of appropriate affiliate Occurrence Report for actual medication errors. - Remediation in the nursing lab on “Medical Administration” - All medication errors will be reviewed and discussed at the time of their occurrence by the clinical instructor. Severity and/or repetition may result in failure of the clinical course and/or dismissal from the program. - May result in hospital dismissal based on policy and subject to program dismissal.
PROFESSIONALISM	FACULTY ACTIONS
The MVCC Nursing Program policy of professional conduct includes but is not limited to: - Nursing students must abide by the MVCC Student Code of Conduct and the ANA Code of Ethics. Student behavior toward faculty, staff, and students: - A professional relationship with faculty and staff must be maintained. - Disrespectful behavior is not tolerated - For example: - Elevated voice - Being argumentative - Using profanity either verbally, social media, or via email - Dissemination of negative correspondence - Defamation of character	It is expected that all students enrolled in the nursing program will act in a professional manner toward other people and patients at all clinical sites and at the college. Repetitive or a significant single episode of noncompliance with ethical-legal behavior will be cause for dismissal from the Nursing Program. All students are expected to sign the <i>Nursing Student Professional Responsibilities</i> contract and meet the expectations within the document at the college and the clinical sites. The Student Code of Conduct process will be documented through MVCC. Any student who behaves or engages in unprofessional behavior will meet with the Department Chair and faculty and may fail the

intimate client care both to female and male clients (i.e. bathing, toileting) and various therapeutic interventions while at clinical.

9. Students are prohibited from the following behaviors:

- a. Destruction of property or possessions of patients, fellow students or employees of college or clinical agencies.
- b. Falsifying documentation at clinical sites or on campus
- c. Engaging in disorderly conduct or creating disturbances on campus or clinical sites.
- d. Jeopardizing the safety of patients, students or faculty or employees of clinical agencies or college through neglect of duty or through disregard for others.
- e. The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at clinical
- f. Any refusal or intentional failure to follow direct instructions from an instructor or person in authority at a clinical site or college or to challenge, obstruct, abuse or interfere with patient care.
- g. Use of or possession of guns, knives, explosives, or other weapons on campus or at clinical site
- h. Harassment of an individual including but not limited to harassment based on race, sex, age, national origin, religion, physical or mental disability at a clinical site or on campus.
- i. Physical abuse and/or verbal abuse of an individual on campus or at clinical sites
- j. Rude comments, put-downs, slurs, and rumors (in person and in cyberspace)
- k. Interruptions and side conversations

Any student who behaves or engages in unprofessional behavior will meet with the Department Chair and faculty and may fail the course or be dismissed from the nursing program.

l. Sleeping in class/clinical/lab m. Aggressive, intimidating, and bullying behaviors n. Anger or excuses for poor behavior o. Displaying a sense of entitlement p. Blaming others for shortcomings q. Shunning or marginalizing others r. Irresponsible and unprofessional use of social media 10. When using social media or AI (including but not limited to wikis, blogs, listservs, and/or social networking sites i.e., Facebook, Instagram, TikTok, Threads, Snapchat, Twitter, YouTube, ChatGBT, Google Gemini, etc.) a. Students are expected to act with professionalism, courtesy, and respect to patients, faculty, and peers. 11. Students must comply with cell phone and other electronic device policies (iPad, iPod, AirPods or any earphones, tablets, Apple type watches, etc.) a. Usage consistent with the policies of the course syllabus and clinical site 12. Students must maintain all confidentiality policies within MVCC and affiliated institutions as well as HIPAA and program policies.	
STUDENT SUCCESS/PERFORMANCE IMPROVEMENT PLAN	FACULTY ACTIONS
To promote nursing student success in the learning process, faculty will require documentation of remediation for poor performance in skills lab, clinical, and/or lecture. The student's plan will be documented on a Performance Improvement Plan. Remediation may be required for examination grades of 78% or lower, unsafe clinical or lab performance, and all other areas which contribute to low student performance such as but not limited to absenteeism/tardiness. The student will be required to attend a conference with her/his clinical instructor for unsatisfactory	The purpose of the conference will be to allow the student the opportunity to discuss views regarding his/her performance and progress in the course thus far. The conference may have one of three outcomes: a. Performance Improvement plan initiated b. No Performance Improvement plan initiated c. Failure from the course Should the conference support that the student should be placed on a Performance Improvement plan, she/he will be notified of this in writing. All reasonable efforts will be made by faculty to assist in strategies for passing the clinical.

patient care. The student may request a joint conference with the Department Chair of Nursing.	Following these steps, if the student continues to be unsafe in administering nursing care to patients, she/he will fail the clinical course. <u>Any student placed on Performance Improvement plan will be placed in clinical by the Department Chair the following semester.</u> • Refer to the Course Syllabus
ASSIGNMENTS (WRITTEN OR ORAL)	FACULTY ACTIONS
• Assignments are due on the date required. • Assignments may be checked for plagiarism and use of AI. • APA, a professional standard of writing, is expected to be used in the nursing program. Online and on campus resources are available including tutoring in the MVCC Speaking & Writing Center. • There may be written assignments which are part of the theory and or clinical grade. Grammar, spelling, theme writing, neatness and legibility constitute parts of the grade.	If there is a problem with completing an assignment, refer to the course syllabus and instructor for possible options and/or consequences. Any cheating or plagiarism and AI use (a form of cheating) may result in failure of the course in accordance with the <i>Nursing Department Statement of Academic Integrity</i>. More than one occurrence of cheating or plagiarism (a form of cheating) throughout the program may result in dismissal from the program following investigation. Refer to the MVCC College Catalog and course syllabi.
• Students are allowed to use only a basic (4 function) non-programmable calculator for exams in class/clinical. Online exams typically have built in calculators and clicking outside the exam screen is not allowed.	Use of programmable calculators, cell phones, watches or any type of tablet or computer will be considered a form of cheating. Refer to the Course Syllabus
• Students must adhere to the American Nurses Association Code of Ethics for Nurses regarding patient confidentiality. <i>“The nurse safeguards the client’s right to privacy by judiciously protecting information of a confidential nature”</i>. (American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Kansas City, MO: ANA.)	Breaches of confidentiality and/or HIPAA at any time may result in failure of the course and may result in dismissal from the program upon investigation.
• Allowing the tape recording of concept (theory) courses is up to each individual instructor. If allowed, the taping is for the individual use of the student and may not be	Failure to comply may result in failure of the course or dismissal from the program upon investigation. Refer to the MVCC College Catalog

reproduced, sold, lent out, text messaged, placed on the Internet, web page or e-mailed, without the consent of the instructor. Any handouts, lecture materials, power points, or assignments are the sole use of the student and are not allowed to be reproduced, sold, lent out, text messaged, placed on the Internet, or e-mailed without the consent of the instructor.	
GRADING, PROMOTION, AND GRADUATION	FACULTY ACTIONS
Students must maintain a grade of “C” or better in all nursing courses and general education courses required for the AAS degree.	A grade of “D” or “F” will result in failure of the course. A student failing a course in the first (8) weeks of the first semester of the program (NUR140 and/or NUR150) will need to withdraw from the courses in the back (8) weeks of the semester. The student may remain in NUR 120 the back (8) weeks of the first semester while reapplying. A student must successfully complete the previous semester courses with a “C” or better before taking any courses in the next semester. A student can reapply only once while in the program. The MVCC nursing program must be completed within six (6) consecutive semesters from first admission to the program. This includes any re-admission into the first semester and may include any LOA that was granted. LPN-RN bridge students must complete the nursing program within three semesters starting with their third semester courses.
For all courses administering exams, the average of exam scores (excluding quizzes, TTC & other points) must be 77.5% or higher. The AVERAGE grade of Clin Comps must be 77.5% or greater to be able to pass the clinical course and advance in the nursing program. (This average does not include care plans and other assignments not listed as part of the Clin Comp grade)	If the Clin Comp average is 77.4% or below at midterm, the student is allowed to continue in the clinical course regardless of the total points earned but may withdraw. If the Clin Comp average is 77.4% or below at the conclusion of the clinical, the student will receive no greater than a “D” in the course regardless of total points earned and need to repeat the clinical course.
All exams are the property of Moraine Valley	After two weeks of the exam the faculty will not

Community College and upon course completion shall not be reviewed or shared with the students in any format. Exam questions will not be reviewed in any of the courses. Nursing concepts pertaining to the exam can be reviewed with the faculty within two weeks of the exam date. Students are encouraged to meet with their faculty after each exam and will be given information regarding content to focus on and areas of weakness.	review the nursing concepts covered pertaining to the prior exam.
The following percentage scale for arriving at a letter grade will be effective for all courses in the nursing program: A=92-100 B=85-91 C=78-84 D=77-71 F=70-0	
A student may officially withdraw in accordance with the college withdrawal policy. It is the responsibility of the student to contact the Department Chair for approval to officially withdraw from a course(s).	Students are not able to withdraw from a course without Department Chair approval. Failure to withdraw prior to the final withdrawal date will result in a grade of "F".
A student who registers and/or attends class for even one day and drops the course will count as one attempt for the course. Only two attempts of any nursing course are allowed.	Registering for a class and then dropping or withdrawing or failing a course will count as one of two maximum attempts of that course.
All non-official withdrawals such as incomplete assignments or failure to attend class will result in an "F". If dismissed from the nursing program, students must withdraw from all courses associated with the nursing program in registration. Students who are dismissed from the nursing program are not allowed to continue in any nursing courses and will not be readmitted. Students are responsible for the completion and filing of the college withdrawal from all concurrent and subsequent enrolled courses.	If a student is dismissed from the program for any reason including but not limited to failing a class twice, timing out of the program, and/or for lack of professionalism, the student will not be eligible to reapply to the nursing program.
Nursing math is integrated throughout the curriculum and math questions will be on course exams each semester.	

Students are responsible for reading their math book, using the online resources that come with the book, and reviewing and practicing with the study guides, videos, and math conversion guide in the Canvas course <i>Nursing Student Success Resource Site</i> under Modules. Nursing Tutors including a nursing math tutor are available-email the tutor(s) for appointments.	
Students are accountable for professional and ethical behavior as outlined in the Illinois Nurse Practice Act.	Students may fail a course and/or be dismissed from the program for breach of professional and/or ethical behavior.
Students are subject to the Moraine Valley Community College Code of Student Conduct at all times in areas not otherwise addressed by the program rules and regulations.	Due to unique responsibilities held by Health Sciences/Nursing Professionals, each department reserves the right to require that the student who appears to be unsuited for any program withdraw from the program and be guided into another curriculum of study. Refer to the MVCC College Catalog.
KAPLAN EDUCATIONAL SOFTWARE	PROGRAM ACTIONS
Students in 2nd, 3rd, and 4th semester Students will pay Kaplan fees directly to the Kaplan company each semester. Students are responsible for fee submission by deadlines administered by Kaplan to retain access to materials. If a student repeats a course, the student is responsible for paying associated fees. It is the student's responsibility to maintain Kaplan access. If failure to complete course assignments and/or exams assigned by faculty, the student will be subject to a failing grade on the assignment/exam and may be subject to course failure/withdraw.	If a student entering 2nd semester in Fall 2025 fails a course, they will need to purchase ATI Educational Software. Failure to purchase the educational software will impact students' ability to successfully pass the course(s).
WK LIPPINCOTT NURSETHINK EDUCATIONAL SOFTWARE	PROGRAM ACTIONS
Students in 2nd, 3rd, and 4th semester Students are responsible for paying for the required WK Lippincott Coursepoint/Nurse Think packages and the NCLEX Ready package by stated deadlines.	If a student entering 2nd semester in Fall 2025 fails a course, they will need to purchase ATI Educational Software. Failure to purchase the educational software will impact students' ability to successfully pass the

	course(s).
ATI EDUCATIONAL SOFTWARE	PROGRAM ACTION
Students admitted starting in Fall 2025 or taking any 1st semester courses are responsible for paying for the required ATI package by stated deadlines.	Failure to purchase the educational software will impact students' ability to successfully pass the course(s).
LEAVE OF ABSENCE REQUEST	PROGRAM ACTIONS
Unexpected life events such as a personal health crisis may require a request for a leave of absence (LOA). Students who are in good standing and interrupt their sequence of nursing courses for an approved LOA may be placed in each subsequent nursing course by the Department Chair as vacancies become available. A student who has not completed at least one semester of the program must reapply for readmission to the nursing program. Students may only reapply once to the nursing program.	Releases from medical physicians or nurse practitioners must state that the student "can return to the lab or clinical facility without any work restrictions." Failure to submit a medical release to the Department Chair requires a student to withdraw from that clinical course. Failure to notify the Department Chair of a health status change may put the student's continuation in the program in jeopardy. Requests for an approved LOA must be submitted in writing in advance to the Department Chair. An appointment must be scheduled with the Department Chair of Nursing LOA's may be granted to a student in good academic standing ("C" or higher). After successfully completing the first semester of the nursing program with a grade of "C" or higher, a student is permitted only one (1) Leave of Absence (LOA) for the duration of the entire nursing program. This policy applies regardless of whether the student is continuously enrolled or readmitted at a later time. The one LOA limit is counted from the first day of the student's initial nursing course through the end of the final course in the program—no additional LOAs will be granted beyond this single allowance. Upon return from an approved LOA, the student will be given priority placement into the next available required nursing course before students who are out of sequence due to course failure. In cases of readmission, final course placement decisions may be made at the discretion of the Department Chair.

<u>Pregnant and Parenting Students</u> Pregnant and parenting students have certain rights under Title IX of the Education Amendments of 1972 (known as “Title IX”), which is a federal legislation that prohibits discrimination on the basis of sex (including pregnancy and parental status) in educational programs and activities. Pregnant and parenting students may be eligible for reasonable accommodations based on their pregnant and parenting status in order to maintain access to the educational environment. These students are expected to be proactive in requesting these accommodations and willing to work with the college’s Title IX Coordinator for the appropriate accommodations. MVCC may be unable to grant retroactive accommodations, so it is important to reach out early with requests. It is important to note that pregnant or parenting students are held at to the level of academic standards and must meet the learning objectives that have been set for the courses.	To reach the Title IX Coordinator, search the MVCC Catalog under Title IX. The current Title IX Coordinators will be listed.
---	---

INFORMATION REGARDING LEGAL LIMITATIONS FOR STATE LICENSURE

Graduating from an accredited nursing program does not guarantee licensure.

A PN Certificate after successful completion of the first year of study guarantees the right to apply for the NCLEX-PN Exam. Graduation with the AAS in Nursing degree after successful completion of the two-year program guarantees the right to apply for the NCLEX-RN Exam.

Please refer to the [Illinois Nurse Practice Act](#)

Nursing Student Job Description

Moraine Valley Community College Nursing Program

Nursing Student – Lab & Clinical Placement

Overview:

Nursing students enrolled in the Moraine Valley Community College Nursing Program are expected to develop foundational nursing knowledge, skills, and professional behaviors necessary to provide safe and competent patient care. Students participate in both classroom instruction and clinical learning experiences under the supervision of licensed nursing faculty and clinical preceptors.

Primary Responsibilities:

- Participate actively in classroom, laboratory, simulation, and clinical learning environments
- Apply nursing theory to clinical practice in a variety of healthcare settings
- Demonstrate safe, ethical, and professional behavior at all times
- Perform basic nursing procedures, including but not limited to, vital signs, hygiene care, medication administration, and documentation
- Communicate effectively with patients, families, and interdisciplinary healthcare teams
- Accurately document nursing care using electronic and/or paper health records
- Attend all scheduled classes, labs, clinical sessions, and seminars
- Follow the policies and procedures of both Moraine Valley Community College and assigned clinical agencies
- Maintain patient confidentiality in accordance with HIPAA regulations
- Accept feedback and demonstrate a willingness to improve clinical practice

Essential Physical Requirements for Clinical Participation:

To meet clinical objectives and ensure patient safety, nursing students must meet the following physical requirements with or without reasonable accommodations:

Category	Requirement
Mobility	Ability to stand and walk for prolonged periods (up to 8-12 hours per clinical shift), including frequent movement between patient care areas.
Manual Dexterity	Ability to perform fine motor tasks such as writing, typing, administering injections, handling small equipment, and performing dressing changes.
Strength	Ability to lift and carry up to 50 pounds, transfer, reposition, and assist patients with limited mobility.

Category	Requirement
Endurance	Physical stamina to perform repetitive tasks and sustain physical activity throughout clinical shifts without compromising patient care.
Visual Acuity	Sufficient vision to read medication labels, charts, monitor patient conditions, and assess physical findings (corrective lenses permitted).
Hearing Ability	Ability to hear alarms, call bells, patient requests, and auscultate with a stethoscope (corrective devices permitted).
Communication Skills	Clear verbal communication in English to interact with patients, families, and healthcare teams. Ability to interpret and document patient care activities effectively.
Touch	Ability to perform physical assessments and detect changes in skin temperature, texture, and other tactile assessments.
Mental Alertness	Ability to maintain attention and quickly respond to changes in patient conditions or emergency situations.

Additional Expectations:

- Adherence to dress code and professional appearance standards in clinical settings
- Ability to commute to and from clinical sites, which may require early morning, evening, or weekend hours
- Flexibility to adapt to diverse healthcare environments, patient populations, and clinical rotations

Disclaimer:

This job description outlines the general duties, physical requirements, and responsibilities expected of nursing students at Moraine Valley Community College. Clinical agencies may have additional requirements specific to their facility. Students are encouraged to communicate with faculty or Disability Services for any accommodation needs.

Moraine Valley Community College Nursing Program

Pre-Req Course Number	Prerequisite Course Name	Credit Hours	Course Duration
BIO-119	Microbiology	4	Full semester
PSY-104	Life Span Developmental Psychology	3	Full semester
Semester 1 Fall or Spring			
BIO-180	Anatomy & Physiology I *Must be completed no later than the end of 1st semester	4	Full Semester
NUR-120	Pharmacology and Disease Process I	3	Full Semester
NUR-140	Nursing Concepts I - Fundamentals	4	1st 8 Weeks
NUR-150	Nursing Arts I	2	1st 8 Weeks
NUR-151	Nursing Arts II	1	2nd 8 Weeks
NUR-160	Nursing Clinical Practice I	1	2nd 8 Weeks
	Semester Total	15	
Semester 2 Fall or Spring			
BIO-181	Anatomy & Physiology II *Must be completed no later than before you begin 3rd semester	4	Full Semester
NUR-122	Pharmacology and Disease Process II	2	Full Semester
NUR-141	Nursing Concepts II - OB	3	1st 8 Weeks
NUR-152	Nursing Arts III	1	1st 8 Weeks
NUR-161	Nursing Clinical Practice II-OB	1	1st 8 Weeks
NUR-142	Nursing Concepts III - MedSurg	3	2nd 8 Weeks
NUR-162	Nursing Clinical Practice II-Med Surg	2	2nd 8 Weeks
	Semester Total	16	
Complete Semesters 1 and 2 to qualify for the NUR165 Elective Course			
NUR-165 (Summer)	Nursing Transitions I course to qualify to sit for NCLEX-PN for LPN Theory, Lab, & Clinical	3	4 Weeks, 4 days/week
Semester 3 Fall or Spring			
COM 101	Composition I	3	Full semester
NUR-250	Nursing Arts IV	2	Full Semester
NUR-263	Nursing Clinical III - MedSurg	2	Full Semester
NUR-240	Nursing Concepts IV - Pediatrics	3	1st 8 Weeks or 2nd

NUR-241	Nursing Concepts V - Mental Health/Psych	3	2nd 8 Weeks or 2nd
	Semester Total	13	
Semester 4 Fall or Spring			
COM-103	Speech Fundamentals	3	Full Semester
SOC-101	Sociology	3	Full Semester
NUR-242	Nursing Concepts VI - Advanced Med-Surg	3	1st 8 Weeks
NUR-264	Nursing Clinical Practice VI-Advanced Med-Surg	2	1st 8 Weeks
NUR-243	Nursing Concepts VII - Leadership/Med-Surg	3	2nd 8 Weeks
NUR-244	Nursing Transitions II	2	2nd 8 Weeks
	Semester Total	16	
Nursing Program Credits		43	
Nursing Program Total Credits		67	

Student Retention Services

Student success within the Moraine Valley Community College (MVCC) Nursing Program is a collaborative effort between students, faculty, and institutional support services. MVCC nursing faculty are committed to delivering a high-quality education while fostering an engaging, supportive learning environment. Students are encouraged to take an active role in their education and utilize available resources to enhance their academic success and professional development.

Below are key student retention services designed to promote success throughout the nursing program:

Orientation

Orientation is the first step in preparing nursing students for success. All incoming nursing students are required to attend orientation, where they receive vital information about program expectations, clinical requirements, academic resources, and student responsibilities. Orientation helps students transition smoothly into the nursing program by providing guidance on policies, procedures, and available support services.

Counseling Services

Counseling services are available to assist students in addressing personal, academic, and career-related challenges. Licensed counselors provide confidential support for issues such as stress management, time management, mental health, and crisis intervention. Counseling services are a valuable resource to help nursing students maintain overall well-being and balance the demands of their academic and personal lives.

Academic Advising

Academic advisors work closely with nursing students to develop personalized educational plans, ensure timely progression through the program, and provide guidance on course selections, prerequisites, and graduation requirements. Advisors also assist with transfer planning for students interested in pursuing advanced nursing degrees. Regular meetings with academic advisors help students stay on track toward achieving their educational and professional goals.

Tutoring Services

Tutoring services offer academic support for nursing students seeking additional help with coursework. Experienced tutors provide one-on-one and group tutoring sessions in subjects such as nursing fundamentals, pharmacology, medical-surgical nursing, and other key topics. Tutoring services are designed to reinforce classroom learning, clarify complex concepts, and build students' confidence in their academic abilities.

Faculty Office Hours and Seminar Sessions

Nursing faculty maintain regular office hours to offer individualized academic support and mentoring. Students are encouraged to meet with faculty to discuss course material, seek clarification on assignments, and receive feedback on clinical performance. Additionally, faculty-led seminar sessions provide opportunities for small group discussions, interactive learning activities, and review sessions on important nursing topics. Faculty engagement is central to student success, and students are encouraged to take full advantage of these opportunities.

Disability Services

Moraine Valley Community College is committed to providing equal access and support to

students with disabilities. The Center for Disability Services (CDS) offers a range of accommodations and support services to promote academic success for nursing students with documented disabilities.

Services include, but are not limited to:

- Extended time for tests and exams
- Note-taking assistance
- Accessible classroom materials
- Assistive technology resources
- Testing in a distraction-reduced environment
- Individualized support planning

Students seeking accommodations must register with the Center for Disability Services and provide appropriate documentation. Early registration is encouraged to ensure timely implementation of accommodations, especially in clinical settings where patient safety and program standards must be maintained.

The nursing program works collaboratively with CDS to support the success of all students while upholding essential program competencies and clinical requirements. Students are encouraged to advocate for their needs and utilize these resources to fully participate in their educational journey.

Nursing Student Resources

Academic Help

- The Nursing and General Education Faculty Members
- Nursing Tutors can tutor on all nursing courses including nursing math.
 - Email Nursing Tutors for an appointment during their scheduled hours. Nursing tutor schedules and email addresses are located in the Announcements in your Canvas Course: Nursing Student Success Resources
- Subject Tutors are available in the Tutoring Center for Gen Ed Courses:
 - Call or email for an appointment: (708) 974-5746 or tutoringcenter@morainevalley.edu
- Moraine Valley Speaking and Writing Center to help with writing assignments, scholarship applications, and speaking assignments in nursing and gen ed courses:
 - Call or email for an appointment: (708) 608-4216 or writingcenter@morainevalley.edu
- Library/Learning Resource Center at the Palos Hills Campus, L Building, Room L200
 - Help with research for assignments, writing, and APA citations
 - Group study spaces and computers for use in the library
 - Online resources at <https://lib.morainevalley.edu/main/home>

Academic Catalog

The catalog may be reached at: [Smart Catalog](#)

Sample items under *Student Rights and Responsibilities*:

- Code of Student Conduct
- Code of Academic Integrity
- Academic Misconduct
- Student Complaint and Hearing Process

Counseling and Career Development Center

- Make an appointment with a counselor by calling (708) 974-5722 or visit in Building S, Room S202.

Academic Advising

- Make an appointment with an advisor at least once a year by calling (708) 974-5721 or visit in Building S, Room S201 to be sure you have all required courses planned toward graduation.

Nursing Program Technology Requirements

To support student success and meet the academic demands of the nursing program, all nursing students are required to have access to reliable technology that meets the minimum specifications outlined below. Students are expected to use technology regularly for course assignments, online testing, clinical documentation, communication with faculty, and participation in virtual learning activities.

Required Technology

Category	Minimum Requirements
Laptop or Desktop Computer	A personal laptop or desktop computer is required. Tablets and Chromebooks are not sufficient for all course requirements.
Operating System	Windows 10 or higher OR Mac OS Monterey or higher. Chromebooks are not compatible with some testing platforms.
Processor	Intel Core i5 (or equivalent AMD processor) or higher
RAM	Minimum of 8 GB RAM (16 GB recommended for optimal performance)
Hard Drive	Minimum 256 GB SSD for faster performance
Web Camera	Built-in or external webcam required for virtual proctoring, Zoom meetings, and online clinicals
Microphone and Speakers	Functional built-in or external microphone and speakers or headset
Internet Access	High-speed internet connection (minimum 10 Mbps download speed) to support video streaming and virtual meetings
Browser	Current version of Google Chrome or Mozilla Firefox (preferred browsers for most nursing platforms)
Printer Access	Access to a printer for printing clinical paperwork, assignments, and other documents
Software	Microsoft Office (Word, PowerPoint, Excel) – free download available to MVCC students via student email account
Antivirus Software	Up-to-date antivirus software to protect against malware and security threats

Required Platforms & Applications

- **Learning Management System (LMS):** Canvas
- **Virtual Learning Platform:** Teams

- **Exam Software:** Respondus LockDown Browser and Monitor (free download provided by MVCC)
- **Clinical Documentation Platform:** EHR Tutor or other designated software (details provided during orientation)
- **Email Communication:** MVCC student email account must be checked regularly
- **Simulation Software:** Access to simulation platforms as assigned per course

Important Notes

- Students are responsible for maintaining their own devices in working condition throughout the nursing program.
- Technology issues are not accepted as excuses for missed assignments, exams, or participation.
- Loaner laptops may be available through MVCC Library Services; students should inquire early if they anticipate a need.
- Clinical sites may require electronic documentation; students must ensure their device is portable and functional off-campus.
- Additional applications or software may be required as part of specific nursing courses. Students will be informed in advance.

Support Services

For assistance with technology resources, students may contact:

MVCC Help Desk

Phone: (708) 608-HELP (4357)

Email: helpdesk@morainevalley.edu

MVCC Library – Technology Loans

Phone: (708) 974-5234

Email: libraryloan@morainevalley.edu

Graduation Requirements

1. Successfully complete all 43 nursing course credits with a “C” or better within 6 consecutive semesters
2. Successfully complete all 7 required general education courses with a “C” or better
3. Complete a petition to graduate by that semester’s deadline with the Record’s Office

****Strongly encourage students to meet with an academic advisor by the end of the first semester to make sure you plan to take all your nursing and required general education courses before you graduate. Academic Advising can be reached at 708-974-5721 or advising@morainevalley.edu or visit S201****

NCLEX Readiness & Exit Exam Guidelines

For NUR 165 and NUR 244 Students

To help you succeed after graduation, Moraine Valley encourages all nursing students in NUR 165 and NUR 244 to follow these important steps:

Step	What You Need to Do
Complete All Assigned Homework	• You must finish all assigned homework to be eligible to take your Final Exit Exam in NUR 165 or NUR 244.
Take the Standardized Exit Exam	• All students will take a Standardized Exit Exam before finishing the program. • Meet or exceed the Benchmark Score set for your class. • The Benchmark Score is based on the national average for graduating nursing students. • Check your course syllabus for the exact benchmark score.
NCLEX Preparation Requirements (Everyone):	• Complete a Mandatory NCLEX Review Course. • Complete Mandatory NCLEX Practice Exams.
If You Score Below the Benchmark:	1. Repeat the Exit Exam 2. Complete Remediation 3. Repeat this process until you meet the benchmark score.
NCLEX Within 180 Days:	• You should take NCLEX within 180 days of graduation. • If not, you must: 1. Contact the Dean of Nursing 2. Complete remediation before taking NCLEX.

Checklist of Program Health Requirements/Clinical Compliance

	Requirement	Frequency
1	History & Physical	One Time: after admission to the program
2	Required Blood Titters: Rubella, Rubeola, Mumps, Varicella Zoster, Hepatitis B	One Time: after admission to the program. Titters are good for 10 years. If the titer is negative or equivocal, then the vaccine must be received prior to participation in clinical with a follow up titer as directed by Viewpoint.
3	Hepatitis B Titer	One Time: after admission to the program (cannot be waived) Titters are good for 10 years. If the titer is negative or equivocal, then a vaccine must be received prior to participation in clinical with a follow up titer as directed by Viewpoint.
4	Tetanus/Diphtheria/Pertussis (Tdap) Vaccine	One Time: after admission Tdap vaccines are good for 10 years.
5	Quantiferon TB Gold Test	Every 12 Months
6	Influenza Vaccine	Yearly by 9/30
7	10 Panel Urine Drug Screen	Upon admission to the program and <u>every</u> 12 months via Viewpoint. *If diluted, a repeat is required.
8	Background Checks	Upon admission to the program and <u>every</u> 12 months via Viewpoint
9	American Heart Association BLS CPR for the Healthcare Provider	Every 2 years, must be renewed prior to expiration
10	COVID-19 Vaccination	Strongly encouraged by the Nursing program & clinical sites.
11	Color Blind Testing	One Time: at orientation for Loyola Only

****Clinical compliance deadlines are set by the Clinical Coordinators before each semester. The above items may not yet be expired in Viewpoint but must be renewed early by the clinical compliance deadline set about 8 weeks before each semester. No compliance requirements above may expire during the next semester and must be renewed by the set compliance deadline before each semester. ****

Projected Cost Estimate ADN/ LPN-RN	
Shoes	90
Uniforms/ Lab Coat	160
White Hose/Socks	20
Surgical Scissors/Stethoscope/Watch w/ Second Hand	150
Viewpoint Account/Background Check/Drug Testing	180
Immunizations and Physical Exam	Varies based on insurance coverage 500-1000
NCLEX Preparations Product	1500-2000
CPR Course	89
Lab Kit	160
NCLEX Application & Registration Fees	400
Transportation to Affiliate	1,363
Books (fee included in NUR 120 course)	2700
Total Additional Expenses (Approximately)	7312*

***Excludes Tuition Cost and Course Fees.**



Alpha Delta Nu: Gamma Pi Chapter

The Organization for associate degree Nursing (OADN), in order to promote scholarship and academic excellence in the profession of nursing, have established the OADN Alpha Delta Nu Nursing Honor Society and has made provisions for the establishment of Institutional Honor Society Chapters. The Moraine Valley Nursing Program's chapter is Gamma Pi.

The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of associate degree Nursing. The society shall encourage the pursuit of advanced degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.

What does participation in a nursing honor society mean to YOU?

- Recognition for academic excellence
- Potential for scholarships to continue education
- Quality addition to professional portfolio

Eligibility Criteria to be offered Provisional Membership in the Alpha Delta Nu, Gamma Pi chapter at the beginning of third semester

- Students must have attained a 3.0 overall GPA
- Students must have attained and maintained a 3.0 GPA in all nursing courses (Cannot receive less than a B in all nursing courses) and have not repeated any nursing courses through the end of second semester.
- Students must have demonstrated conduct on campus, in the clinical areas and the community that reflect integrity and professionalism.
- Students must keep their MVCC student account, Kaplan account, WK Lippincott Nurse Think, ATI and Viewpoint account up to date and in good standing.

Students who meet the eligibility requirements will be invited for provisional membership in the Gamma Pi Chapter of Alpha Delta Nu during the first 8 weeks of the third semester in the nursing program. Participation is optional. If the student wishes to join Alpha Delta Nu, the following are mandatory expectations:

- Students must maintain a 3.0 general GPA and a 3.0 GPA in all nursing courses (Cannot receive less than a B in all nursing courses) and have not repeated any nursing courses through the end of third semester.
- Students must continue to demonstrate conduct on campus, in the clinical areas and the community that reflect integrity and professionalism.

- Students must keep their MVCC student account, Kaplan account, WK Lippincott Nurse Think, ATI and Viewpoint account up to date and in good standing.
- Successfully complete the capstone project during third semester.

Upon verification of the above:

- Student's will be eligible for formal induction into Alpha Delta Nu, Gamma Pi chapter upon successful completion of all nursing courses, maintaining a 3.0 GPA in all nursing courses (Cannot receive less than a B in all nursing courses), and have not repeated any nursing courses through the end of fourth semester; at which point dues will be assessed to the student's MVCC student account.
- Students must keep their MVCC student account, Kaplan account, WK Lippincott Nurse Think, ATI and Viewpoint account up to date and in good standing.
- Induction will take place during the Nursing Pinning Recognition Ceremony

Signature of Understanding and Agreement with this Nursing Handbook

The Nursing Program Rules and Regulations represent a contractual agreement between the Moraine Valley Community College Associate Degree Nursing Program and the students accepted into the program.

Students will be held accountable for adhering to the Rules and Regulations, the Nursing Student Professional Responsibilities, and the student responsibilities outlined in the Moraine Valley Community College Academic Catalog. Any violation of this contractual agreement will result in disciplinary action that could result in dismissal from the nursing program.

Items in this Rules and Regulations handbook may be added, deleted, or modified throughout the semester. Students will be notified of any and all changes and communication will be made through one of the following: emails, Canvas, or during class or lab time.

My signature below indicates that I have read, understand and agree to follow the nursing program rules and regulations, the nursing student responsibilities, and the student responsibilities as outlined in the Moraine Valley Community College Academic Catalog.

Printed Name: _____ Date: _____

Signature: _____