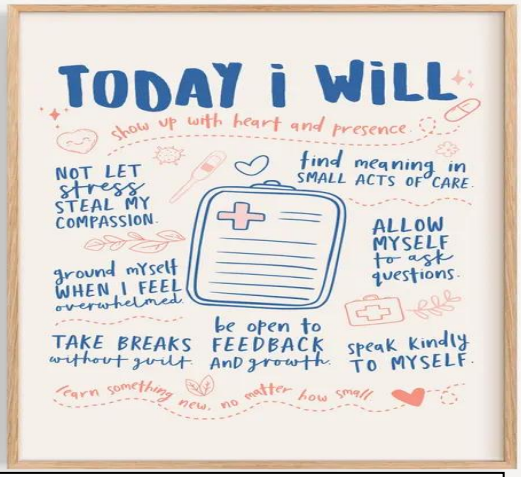
SAN DIEGO CITY COLLEGE

2026-2027

Nursing Education Student Handbook



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SAN DIEGO CITY COLLEGE

Nursing Education Program

ACCREDITATION and CALIFORNIA BOARD OF REGISTERED NURSING CONTINUING APPROVAL

San Diego City College is accredited by the Western Association of Schools and Colleges. The San Diego City College Nursing Education Program is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) and fully approved by the California Board of Registered Nursing (BRN).

Questions and concerns regarding accreditation status may be addressed to the BRN (1747 North Market Boulevard, Suite 150, Sacramento, CA 95834; Phone: 916-322-3350; email: NEC.BRN@dca.ca.gov).) or ACEN (3343 Peachtree Rd. NE, Suite 500, Atlanta, GA 30326, Phone: 404-975-5020, email: info@acenursing.org).

The Nursing Department:
Telephone Number: (619) 388-3441
Email citycollegenursing@sdccd.edu

The San Diego City College Nursing Education Program website

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San Diego City College Nursing Education Program
Foreword
Effective: 08/2018 Reviewed: 08/2018, 08/2019, 11/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025.06/2026 Revised: 8/2018, 01/2025
Associate Dean, San Diego City College, and the Nursing Education Program

The San Diego City College Nursing Student Handbook is prepared by the faculty and by the program leadership. It is a supplement to the San Diego City College Catalog.

Students and nursing faculty meet continuously throughout the fall and spring semesters to create, review, and revise policies within the handbook. Policies are reviewed and finalized throughout the fall and spring semester of the academic year. The revised and new policies are published over the summer on the nursing website and shared with students before the start of the fall semester.

The data include course evaluations, feedback from the 'Student-Faculty Forum,' and student participation during faculty meetings to support meaningful changes to the program curriculum, policies, and teaching methodologies.

Any policy changes or addendums to the existing handbook are announced via email, online through Canvas, and published on the website.

Nursing students are responsible for reviewing the policies in the handbook throughout their attendance at the San Diego City College Nursing Program.

Welcome to the San Diego City College Nursing Education Program.

San Diego City College Nursing Education Program
Acknowledgment of Review/Accountability Form
Effective: 08/2017 Reviewed: 8/2018, 8/2019, 11/2020, 07/2022. 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 01/2021, 3/2021. 08/2023, 01/2025
Associate Dean, San Diego City College, and the Nursing Education Program

I hereby certify that I have diligently read and reviewed every page of the Nursing Education Student Handbook. I am now thoroughly familiar with the policies, guidelines, and expectations outlined in this document. Furthermore, I fully understand and agree to abide by all the terms and provisions contained within it, recognizing their importance in guiding my journey through the nursing education program.

The policies and procedures outlined in this handbook are designed to support students as they navigate the program and address some of the most frequently asked questions. The content complies with the regulations set by the San Diego Community College District, San Diego City College, and the California Board of Registered Nursing.

Additional information can also be found in the college catalog and the course syllabus. Please note that the Student Handbook is subject to change. Any amendments to the handbook will be communicated to students promptly via Canvas and/or email.

Any questions I had about the Nursing Education Program and the contents of the Student Handbook have been thoroughly explained to my satisfaction.

Any addendums to the Nursing Student Handbook will be communicated via electronic mail and will be posted on the San Diego City College Nursing Department Website or via Canvas.

By signing this document, I acknowledge my full understanding and commitment to the policies and procedures outlined in the Nursing Student Handbook.

Student Name: _____

Student ID Number: _____

Student Signature: _____

Date: _____

San Diego City College Nursing Education Program
Consent for Release of Information
Effective: 08/2018 Reviewed: 08/2019, 11/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 01/2021, 08/2023, 01/2025, 06/2026
Associate Dean, San Diego City College, and the Nursing Education Program

I, _____, the undersigned, hereby authorize the San Diego City College Nursing Education Program to release relevant personal, academic, and clinical information to the San Diego Nursing Service-Education Consortium clinical affiliates, American DataBank/Complio, and the California Board of Registered Nursing, as necessary for purposes related to my nursing education and clinical participation.

Information that may be disclosed includes, but is not limited to, academic records, clinical evaluations, health and compliance documentation, background and drug-screen compliance information, and other records necessary to support clinical placement, program progression, licensure, regulatory requirements, and compliance with educational and clinical agency standards.

I understand that information disclosed under this authorization will be handled in accordance with applicable privacy and confidentiality requirements and will be maintained as part of my student record within the San Diego City College Nursing Education Program, as appropriate.

I further understand that the information will be used only for purposes directly related to the administration, evaluation, and delivery of nursing education, including clinical placement, clinical agency compliance, program progression, graduation, licensure, and regulatory reporting.

This authorization will remain in effect for the duration of my enrollment in the San Diego City College Nursing Education Program and through completion of applicable graduation, licensure, and regulatory requirements, unless otherwise limited by law or revoked in writing where permitted.

I acknowledge that I have read and understand this authorization and consent to the release of information as described above.

Student Name: _____

Student ID Number: _____

Student Signature: _____

Date: _____

San Diego City College Nursing Education Program
Picture Release Form
Effective: 08/2018 Reviewed: 08/2019, 11/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 01/2021, 08/2023, 01/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

I, _____, hereby grant permission for the use of all images captured of me, including photographs, videotaping, film recordings, audio recordings of my voice, and any written excerpts derived from my statements. This consent is granted to San Diego City College, the San Diego Community College District, and the San Diego City College Nursing Education Program.

These materials may be used for illustration, advertising, marketing, and publication purposes across various formats, including print media, digital platforms, and online channels.

I understand that these materials may be used to promote San Diego City College, the San Diego Community College District, and the Nursing Education Program, highlighting the dedication and excellence that align with the institution's mission, values, and the objectives of the Nursing Education Program.

Student Name: _____

Student ID Number: _____

Student Signature: _____

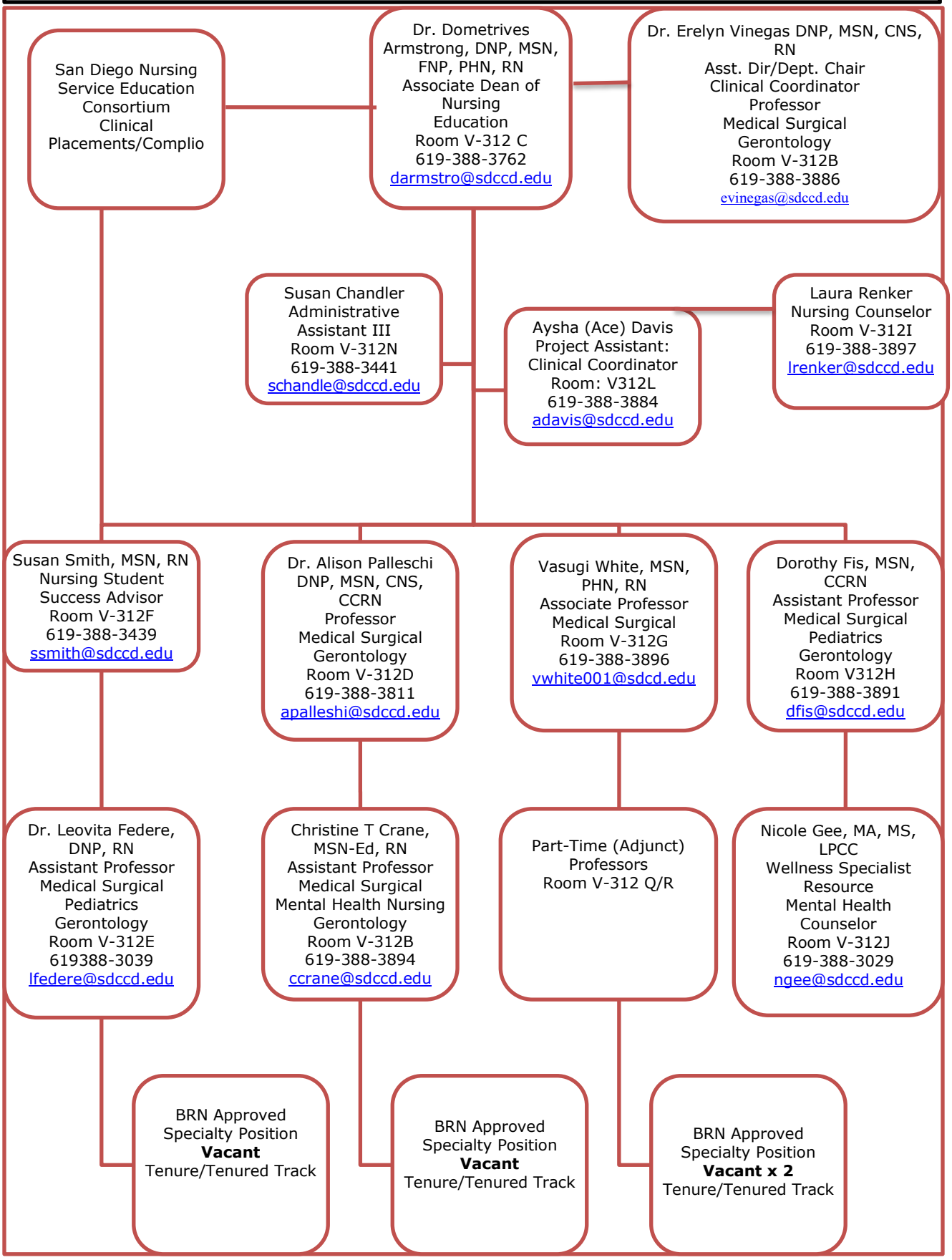
Date: _____

SAN DIEGO CITY COLLEGE

Nursing Education Program

General Information

Nursing Organizational Chart
2026-2027



Part-Time (Adjunct) Clinical Professors

The Nursing Education Department is supported by several dedicated individuals who serve as part-time faculty members. Students will encounter a diverse range of part-time faculty throughout the nursing education program.

Department Telephone Number: (619) 388-3441

Voice messages may be left with Ms. Susan Chandler (Administrative Assistance III).

San Diego City College Nursing Education Program Website

San Diego City College Nursing Education Program
Mission, Vision, Values
Effective: 06/1978 Reviewed: 04/2016, 08/2018, 11/2020, 07/2022. 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2010, 01/2025
Associate Dean, Nursing Faculty, and Nursing Students: San Diego City College, Nursing Education Program

San Diego City College has as its highest priority student learning and achievement. The college provides lower division and general education courses that lead to certificates, associate degrees or transfer to a four-year college or university; career technical education programs that meet specific industry needs, upgrade the employment skills of students and fulfill licensing requirements of the state of California as well as contribute to the economic development of our region; basic skills instruction to assist all students in meeting their educational goals; and essential student support services for all students.

Misson - The San Diego City College Nursing Education Program supports the mission and values of San Diego City College and provides excellence in education leading to an Associate of Science Degree in Nursing (ADN) in an effort to meet the healthcare needs of our region.

Vison - The San Diego City College Nursing Education Department is committed to advancing the art and science of nursing by challenging a diverse student population to develop sound clinical judgment, leadership, and life-long learning for employment in a dynamic healthcare environment.

Values - The Nursing Education Program supports the values of San Diego City College, maintaining a climate that promotes learning, understanding and respect for students, faculty, staff, the community, and environment.

Commitment to Academic Excellence - The nursing education faculty supports interactive learning and knowledge acquisition by fostering application of evidence-based research to nursing practice throughout the healthcare community.

Appreciation of Diversity - The nursing education department promotes inclusiveness, respect and the value of each individual.

Collegiality - We value the contributions of all members of the college and community partners to dialogue and decision making.

Commitment to Student Success - We value student support services as essential to students achieving success.

Integrity - Integrity and honesty are expected and practiced.

Caring - We support and promote a culture of caring in the nursing program and healthcare community.

Accountability - We are accountable to our profession, community, college and students for maintaining the highest standards of instruction and nursing practice to meet student learning outcomes and the needs of the healthcare community.

Please note: The SDCC Student Nursing Handbook will refer to the constituents receiving nursing care as either “clients” or “clients.”

San Diego City College Nursing Education Program
Historical Background
Effective: 06/1978 Reviewed: 04/2016, 08/2018, 11/2020, 7/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2010
Associate Dean, Nursing Faculty, and Nursing Students: San Diego City College, Nursing Education Program

The program in Vocational Nursing at San Diego City College (SDCC) was implemented in 1969. In 1971, an L.V.N. to R.N. Career Mobility Program was initiated by the San Diego Community College District to meet the needs of the Licensed Vocational Nurse seeking career enhancement to the role of Registered Nurse.

Until 1978, the programs in Nursing Education offered by the San Diego Community College District included one Nursing Assistant program, two Vocational Nursing programs (Mesa and City campuses), and one L.V.N. to R.N. Career Mobility Program.

Due to the legislative passage of Proposition 13 in June 1978, the Board of Trustees initiated research to reorganize the educational plan for the entire district (Passage of Proposition 13 limited the amount of taxation on property, thus imposing limitations of funding for tax-supported institutions of learning). One of the areas of research included the validation of the need for duplication of educational programs within the San Diego Community College District (SDCCD).

In August 1978, the Board of Trustees made the decision to consolidate all nursing programs under one administration. During the research process, nursing educators and nursing service leaders in the community supported the need for a total career mobility approach to nursing education. The need for an upward mobility program was clearly identified.

During the 1990's, the Nursing Education Department began the process of revising its program offerings and curriculum to better meet the needs of the community and accommodate the majority of students who sought the registered nurse option.

The revised curriculum which began in the Fall of 1995 eliminated the career ladder (educational mobility program) concept, deactivated the vocational nursing track and established the following program offerings: Generic Associate Degree RN program (two-year program), LVN to RN step-up Associate Degree program, (one-year program) and LVN to RN Thirty-Unit-Option.

San Diego City College Nursing Education Program
Philosophy and Conceptual Framework
Effective: 06/1978 Reviewed: 04/2016, 08/2018, 08/2019, 11/2020, 7/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 04/2016, 08/2024
Associate Dean, Nursing Faculty, and Nursing Students: San Diego City College, Nursing Education Program

PHILOSOPHY:

The Nursing Education Program is based on philosophical beliefs inherent to the practice of nursing and education. The statement of philosophy adopted by the nursing faculty is consistent with and supportive of the mission and philosophy of the SDCCD and SDCC. Curriculum and course sequence progress from simple to complex knowledge and skills with emphasis on the nursing process, caring, problem solving and critical thinking. There are philosophical values critical to, and inherent in, nursing and nursing education that are the foundation on which educational experiences are structured. Educational outcomes facilitate the integration of information relevant to nursing and client care. Included in the philosophy are the definitions of the basic concepts of person, environment, health, nursing, education, teaching and learning.

Person refers to a unique individual with physiological, psychological, social, cultural, developmental and spiritual dimensions that are in constant interaction with the environment.

Environment consists of internal and external factors that impact the individual.

Health is a dynamic state of equilibrium that exists on a continuum between optimal functioning, or wellness, and alterations in functioning or illness. Health is affected by lifestyle behaviors and the ability to maintain basic human needs.

Nursing is an art and applied science based on principles from the biological, physical and behavioral sciences, which focuses on the diagnosis and treatment of human responses to actual or potential health problems. It is client-centered and designed to assist the individual in achieving and maintaining maximum functioning throughout the life span. Nurses collaborate with health team members to provide quality care based on physiological, psychological, social, cultural, and spiritual needs. The practice of nursing is based upon a unique body of knowledge derived from a synthesis of multidisciplinary and nursing research resulting in evidence-based practice (EBP). Nursing is an evolving profession, which requires a continuing commitment to life-long learning.

Education is a dynamic and synergistic process of sharing information between individuals resulting in measurable changes in the knowledge and behavior of the learner. Education respects the individuality of the student and recognizes that each student has different educational, experiential, cultural, spiritual, economic and social backgrounds and a unique support system. The aim of education is to develop critical thinking and problem-solving skills in a positive, innovative environment moving from beginning (simple) to advanced competencies (complex). This requires a collaborative effort to create a student-centered

environment conducive to learning.
Teaching is the responsibility of nurse educators to utilize sound educational practices and theoretical concepts to facilitate students' achievement of their highest potential.

Recognition of differences in individual needs, learning styles, ethnicity, and cultural backgrounds is essential to effective teacher-learner interactions. The teacher functions as a professional role model in the classroom and clinical settings and maintains expertise by engaging in professional growth activities.

CONCEPTUAL FRAMEWORK

The conceptual basis for this curriculum involves viewing the client as an individual who has basic human needs and is at a specific point on the health-illness continuum. The nurse assists the client to optimal functioning through the utilization of the nursing process, by assuming designated nursing roles and applying theoretical knowledge to the practice setting. The nursing curriculum is sequential and builds on previously acquired knowledge and skills. Overriding all student experiences, the ability to think critically is emphasized.

***Note:** This document will refer to the constituents receiving nursing care as "client or clients."

San Diego City College Nursing Education Program
Program Learning Outcomes
Effective: 07/2016 Reviewed: 08/2018, 05/2019, 11/2021, 07/2022, 01/2023, 08/2023, 08/2024, 0/2025, 07/2025, 06/2026 Revised: 01/2025
Associate Dean, Nursing Faculty, and Nursing Students: San Diego City College, Nursing Education Program

Upon completion of the program the graduate will:

1. Apply key concepts and skills to succeed in the National Council Licensure Exam for Registered Nurses (NCLEX-RN):
   Outcome: At least 80% of SDCC Nursing Students to achieve a predicted passing probability of 96% or higher on their first attempt of the ATI Comprehensive Predictor proctored exam.

2. Exercise clinical judgment and make informed management decisions to guarantee precise and safe care for clients:
   Outcome: The SDCC Nursing Students to attain at least 80% or higher in the critical domains of Health Promotion and Maintenance, along with Safety and Infection Control, on the ATI Comprehensive Predictor proctored exam during the first attempt. This achievement will reflect our commitment to excellence in nursing practice and our dedication to the well-being of those we serve.

3. Conduct practice in accordance with the ethical, legal, and regulatory standards of professional nursing:
   Outcome: Achieve a group score of 80% or higher in the areas of Pharmacological and Parenteral Therapies and Reduction of Risk Potential on the ATI Comprehensive Predictor proctored exam during the first attempt.

4. Utilize established standards of nursing practice to effectively deliver, evaluate, and optimize client care in entry-level nursing roles:
   Outcome: The group to achieve a minimum score of 80% in both Basic Care and Comfort, and Management of Care, on the ATI Comprehensive Predictor proctored exam during the initial attempt. This achievement will reflect a solid foundation in essential nursing competencies and readiness for real-world clinical practice. Continuous assessment and refinement of care practices according to these standards will be vital to ensure that all client needs are met proficiently.

5. Promote a culture of lifelong learning among graduates:
   Outcome: Within one year of graduation, at least 25% of program alumni will pursue further education by enrolling in a baccalaureate nursing program or attaining certification in a specialized area of nursing. This commitment to ongoing professional development is essential for enhancing clinical skills and staying current with advancements in the nursing field.

San Diego City College Nursing Education Program
Curriculum Threads, Students Learning Outcomes, and Roles
Effective: 1978 Reviewed: 08/20218, 05/2019, 11/2021, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2010
Associate Dean, Nursing Faculty, and Nursing Students: San Diego City College, Nursing Education Program

Threads

1. Caring
2. Communication/Collaboration
3. Critical Thinking
4. Diversity
5. Health promotion
6. Informatics
7. Leadership
8. Legal/Ethical Issues
9. Lifespan/Age Appropriate Care
10. Nursing Process
11. Nutrition
12. Pathophysiology
13. Client Advocacy
14. Pharmacology
15. Professionalism
16. Research/Evidence Based Practice
17. Safety
18. Teaching/Learning Principles

Student Learning Outcomes

The following student learning outcomes have been identified as a requirement for the student completing the Associate of Science Degree in Nursing (ADN)-Generic RN and LVN to RN step-up curriculum and a Diploma/ No Degree for the LVN to RN 30 units option curriculum: The Graduate will:

Communication Skills

a. Utilizes appropriate communication styles and basic leadership skills in client care management.
b. Uses therapeutic communication techniques to establish a therapeutic environment.
c. Communicates relevant, accurate, and complete information in a concise and clear manner.

Critical Thinking

a. Utilizes the nursing process to develop and implement an individualized plan of care for assigned clients.
b. Make clinical judgments and management decisions to ensure accurate and safe care. Uses evidence based data to support clinical decision making.

Teaching/Learning

a. Develops an individualized teaching plan based on assessed needs.
b. Teaches the client and family the information and skills needed to achieve desired learning outcomes.
c. Evaluates the progress of the client and family toward achievement of learning outcomes.
d. Provides the client and family with the information to make choices regarding health.

Diversity

a. Identifies and honors the developmental, emotional, cultural, and spiritual influences on the client's health.
b. Adapts care in consideration of the client's values, customs, culture, and or habits.

Professionalism

a. Practices within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.
b. Demonstrates accountability for nursing care given by self and/or delegated to others.
c. Uses standards of nursing practice to perform and evaluate client care.
d. Advocates for client rights.
e. Participates as a member of professional organizations.
f. Serves as a positive role model within healthcare settings and the community at large.
g. Participates in lifelong learning.
h. Delineates and maintains appropriate professional boundaries in the nurse client relationship.

Leadership

a. Applies principles of time management, organization, delegation and priority setting in providing nursing care.
b. Collaborates with the client, family and members of the healthcare team to provide quality nursing care.

The following roles of the nurse are adapted from the National League for Nursing Accrediting Commission (NLNAC) and are incorporated throughout the curriculum:

ROLE OF PROVIDER AND MANAGER OF CARE

Upon completion of an ADN program, the graduate nurse will demonstrate the role of provider and manager of care by thinking critically and:

1. Utilizing knowledge derived from nursing, behavioral, and natural science to guide clinical practice.
2. Performing an assessment appropriate to the client's status and developmental level.
3. Gathering clinical data pertinent to the client, differentiating normal from abnormal assessment information.
4. Organizing and classifying assessment information based on unmet human needs.
5. Formulating individualized care plans that are supported by subjective and objective data.
6. Setting realistic achievable outcomes in collaboration with the client/client and family.
7. Individualizing nursing care to the client's stage in the life cycle and psycho-socio-cultural requirements.
8. Assuming responsibility for care of assigned clients, including supervision of care given by other members of the health care team.
9. Evaluating the effectiveness of nursing interventions by determining client response and the extent to which the expected client outcomes have been met.
10. Continuously reassessing and modifying the plan of care to achieve desired client/client outcomes.

ROLE AS COMMUNICATOR AND COLLABORATOR

Upon completion of the ADN Program, the graduate nurse will demonstrate the role of communicator and collaborator by thinking critically and:

1. Communicating effectively with colleagues, the client/client, and family verbally or in writing.
2. Documenting relevant information according to standards of practice.
3. Demonstrating the ability to delegate appropriately to other members of the health care team.

4. Collaborating and coordinating with other members of the health team to promote an optimal degree of health for the client/client and family.

5. Exercising sound clinical judgment in decision-making, task organization, and team coordination.

6. Researching and communicating to identify problems, initiate actions and evaluate outcomes for health promotion and maintenance.

7. Organizing individuals or groups toward goal setting and goal achievement.

ROLE AS CLIENT ADVOCATE

Upon completion of the ADN Program, the graduate nurse will demonstrate the role of client advocate by thinking critically and:

1. Participating as a client advocate in providing and managing care.

2. Protecting the client/client by representing the client's needs and wishes to other health care professionals.

3. Ensuring that the client/client is provided with the necessary information for decision-making.

4. Providing the client/clients and family with the tools necessary for management of their care and health promotion.

ROLE AS TEACHER

Upon completion of the ADN Program, the graduate nurse will demonstrate the role of teacher by thinking critically and:

1. Identifying knowledge deficits related to health, the disease process, health care procedures, therapeutic regimen and resources.

2. Setting realistic achievable goals in collaboration with the client/client and family related to knowledge deficits.

3. Utilizing teaching/learning principles to educate the client/client and family regarding health, the disease process, health care procedures, therapeutic regimen and resources needed to restore and maintain their health.

4. Providing continuity of care by ensuring that the client/client and family know how to utilize available resources.

5. Evaluating the learning outcomes and identifying the need for follow-up care using community resources.

ROLE AS MEMBER OF THE PROFESSION

Upon completion of the Associate of Science Degree in Nursing Program, the graduate will demonstrate the role of a professional nurse by applying critical thinking and clinical judgment to provide safe, high-quality, client-centered care to individuals, families, and communities.

1. Demonstrating accountability for individual decisions and actions in nursing practice.

2. Identifying and utilizing the American Nurses Association Code of Ethics to guide nursing practice.

3. Demonstrating an awareness of the role of the nursing graduate, trends within nursing, involvement in professional organizations and collaboration in determining the future direction of nursing.

4. Identifying and utilizing a variety of resources, including electronic media, to increase knowledge and improve care of the client/client and family.

5. Establishing goals for personal growth within the discipline, which are oriented toward achievement of potential and life-long learning.

The following programs are approved by the California Board of Registered Nursing:

ASSOCIATE of SCIENCE DEGREE in NURSING (GENERIC) - Upon completion of the two-year nursing curriculum and all college graduation requirements, the student is awarded an Associate of Science Degree and is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

ASSOCIATE of SCIENCE DEGREE in NURSING (LVN to RN Step-Up) - Licensed Vocational Nurses who have graduated from accredited schools of vocational nursing may apply for this option, which requires completion of a "transition" course, all second-year nursing courses, and other college graduation requirements. The student is awarded an Associate of Science Degree and is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

LVN to RN THIRTY-UNIT OPTION - Licensed Vocational Nurses who desire to complete the minimum number of units (30) required to take the licensure examination may apply for this option. Further information is available from the Director of Nursing Education.

SAN DIEGO CITY COLLEGE
NURSING EDUCATION
Curriculum Design

FALL SEMESTER 16 WEEKS

First Semester

First Semester

NRSE 140 Foundations of Nursing
4.5 Units
2.5 U Lab/Clinical = 17 Hrs/Wk
(x 8 weeks = 136 hours)
2 U Lecture = 4.5 Hrs/Wk
(x 8 weeks = 36 hours)

NRSE 141 Pharmacology for Nursing
1 U Lecture = 2.25 Hrs/Wk
(x 8 weeks = 18 hours)

Courses Sequential

NRSE 142 Medical/Surgical Nursing I
4.5 Units
2.5 U Lab/Clinical = 17 Hrs/Wk
(x 8 weeks = 136 hours)
2 U Lecture = 4.5 Hrs/Wk
(x 8 weeks = 36 hours)

SPRING SEMESTER 16 WEEKS

Second Semester

Second Semester

NRSE 144 Medical/Surgical Nursing II
4.5 Units
2.5 U Lab/Clinical = 17 Hrs/Wk
(x 8 weeks = 136 hours)
2 U Lecture = 4.5 Hrs/Wk
(x 8 weeks = 36 hours)

Courses may Flip/flop

NRSE 146 Maternal Child Health Nursing
4.5 Units
2.25 U Lab/Clinical = 15 Hrs/Wk
(x 8 weeks = 120 hours)
2.25 U Lecture = 5 Hrs/Wk
(x 8 weeks = 40 hours)

NRSE 235 LVN to RN Transition (Second Semester-Spring)
1.5 U Lecture = 3 Hrs/Wk
(x 8 weeks = 24 hours)
0.5 U Lab = 3 Hrs/Wk
(x 8 weeks = 24 hours)
Minimum hours: 48 hours
Maximum hours: 54 hours

Third Semester

NRSE 240 Medical/Surgical Nursing III
4.5 Units
2.5 U Lab/Clinical = 17 Hrs/Wk
(x 8 weeks = 136 hours)
2 U Lecture = 4.5 Hrs/Wk
(x 8 weeks = 36 hours)

Courses may Flip/flop

NRSE 242 Mental Health & Gerontological Nursing
4.5 Units
2.25 U Lab/Clinical = 15 Hrs/Wk
(x 8 weeks = 120 hours)
2.25 U Lecture = 5 Hrs/Wk
(x 8 weeks = 40 hours)

Fourth Semester

NRSE 244 Medical/Surgical Nursing IV
4.5 Units
2.25 U Lab/Clinical = 15 Hrs/Wk
(x 8 weeks = 120 hours)
2.25 U Lecture = 5 Hrs/Wk
(x 8 weeks = 40 hours)

Courses may Flip/flop

NRSE 246 Leadership in Nursing
4.5 Units
2.25 U Lab/Clinical = 15 Hrs/Wk
(x 8 weeks = 120 hours)
2.25 U Lecture = 5 Hrs/Wk
(x 8 weeks = 40 hours)

37 total units required + 6 units elective = 43
18 units theory; 19 units clinical
****Note:** Students may not enroll in two (2) nursing courses during the same eight-week period, with the exception of NRSE 140 and NRSE 141

REGISTERED NURSING PROGRAM (TRADITIONAL)

PREREQUISITES		UNITS
Biology 230	Human Anatomy	4.0
Biology 235	Human Physiology	4.0
Biology 205	Microbiology	5.0
SEMESTER I		
NRSE 140	Foundations of Nursing	4.5
NRSE 141	Pharmacology for Nursing	1.0
NRSE 142	Medical/Surgical Nursing I	4.5
SEMESTER II		
NRSE 144	Medical/Surgical Nursing II	4.5
NRSE 146	Maternal Child Health Nursing	4.5
SEMESTER III		
NRSE 240	Medical/Surgical Nursing III	4.5
NRSE 242	Mental Health and Gerontological Nursing	4.5
SEMESTER IV		
NRSE 244	Medical/Surgical Nursing IV	4.5
NRSE 246	Leadership in Nursing	4.5

ADDITIONAL COURSES REQUIRED FOR THE ASSOCIATE OF SCIENCE IN NURSING

*English C1000	Reading and Composition	3.0
*Sociology 101 or 110 or *Anthropology 103	Principles of Sociology or Contemporary Social Problems Introduction to Cultural Anthropology	3.0
*Psychology C1000	General Psychology	3.0
*Speech 103	Oral Communication	3.0
*Math C1000	Statistic	3.0-4.0
*Humanities	See SDCC Catalog for course options	3.0
*Ethnic Studies	See SDCC Catalog for the course options	3.0

LICENSED VOCATIONAL NURSE TO REGISTERED NURSE
LVN-RN

PREREQUISITES		UNITS
Biology 230	Human Anatomy	4.0
Biology 235	Human Physiology	4.0
Biology 205	Microbiology	5.0
SPRING SEMESTER		
NRSE 235	LVN to RN Transition	2.0
SEMESTER I		
NRSE 240	Medical/Surgical Nursing III	4.5
NRSE 242	Mental Health and Gerontological Nursing	4.5
SEMESTER II		
NRSE 244	Medical/Surgical Nursing IV	4.5
NRSE 246	Leadership in Nursing	4.5

ADDITIONAL COURSES REQUIRED FOR ASSOCIATE DEGREE IN NURSING

*English C1000	Reading and Composition	3.0
*Psychology C1000	General Psychology	3.0
*Speech 103	Oral Communication	3.0
*Sociology 101 or 110 or	Principles of Sociology or Contemporary Social Problems	3.0
*Anthropology 103	Introduction to Cultural Anthropology	
*Humanities	See SDCC Catalog for course options	3.0
* C1000 (Math)	Statistics	3.0-4.0
*Ethnic Studies	See SDCC Catalog for the course options	3.0

*It is strongly recommended that part or all of the general education requirements be completed prior to admission into the nursing education program or during summer sessions. Please refer to the SDCC Catalog for specific course options.

OTHER

*Credit for previous vocational nursing education	15.0

LICENSED VOCATIONAL NURSE TO REGISTERED NURSE
LVN-RN THIRTY-UNIT OPTION

A student may choose an alternative route to fulfill requirements for taking the registered nursing examination in the State of California. This means of obtaining licensure is referred to as the **Thirty-Unit Option** and eligibility can be achieved by successfully completing the following requirements:

1. Submission of a copy of a valid and current California Vocational Nursing License.
2. Transfer of academic credit.
3. Completion of designated courses in the Natural/Behavioral Sciences and the Art and Science of Nursing.

PREREQUISITES		**UNITS**
Biology 235	Human Physiology	4.0
Biology 205	Microbiology	5.0
SPRING SEMESTER		
NE 235	LVN to RN Transition	2.0
SEMESTER I		
NRSE 240	Medical/Surgical Nursing III	4.5
NRSE 242	Mental Health and Gerontological Nursing	4.5
SEMESTER II		
NRSE 244	Medical/Surgical Nursing IV	4.5
NRSE 246	Leadership in Nursing	4.5

Note: Other states may not recognize the LVN-RN "Thirty-Unit Option" as a valid pathway for meeting Registered Nurse licensure requirements. Interested candidates are encouraged to contact the Board of Nursing in the state where they intend to seek licensure for additional information.

To apply for admission to the LVN-RN "Thirty-Unit Option," prospective students must first schedule a meeting with the Nursing Student Success Advisor, followed by a second meeting with the Associate Dean of Nursing or the Associate Dean's designee. During these meetings, the specific requirements of the Thirty-Unit Option will be reviewed, including applicable prerequisites, academic requirements, state regulations, standardized testing requirements, and the advantages and limitations of selecting this pathway.

All required prerequisites must be completed with satisfactory grades before a student may be considered for admission to the LVN-RN "Thirty-Unit Option." The decision regarding admission to the program is based on evaluations conducted by the Associate Dean of Nursing, the PEAR (Promotion, Enrollment, Attrition, and Retention) Committee, and the Nursing Department Chair. Each applicant's credentials, academic performance, and completion of required criteria will be reviewed to determine eligibility for admission.

This comprehensive review process is intended to ensure that all admission requirements have been met, maintain the standards of the Nursing Education Program, and support the academic and professional success of students entering the LVN-RN "Thirty-Unit Option."

TOTAL PROGRAM HOURS

COURSE NUMBER	COURSE TITLE	UNITS	THEORY HOURS	CLINICAL HOURS
NRSE 092 (8 weeks) (non-degree applicable)	Nursing Student Success	1	16	0
FIRST SEMESTER				
NRSE 140 (8 weeks)	Foundations of Nursing	4.5	36	136
NRSE 141 (8 weeks)	Pharmacology for Nursing I	1	18	0
NRSE 142 (8 weeks)	Medical Surgical Nursing II	4.5	36	136
SECOND SEMESTER				
NRSE 144 (8 weeks)	Medical Surgical Nursing II	4.5	36	136
NRSE 146 (8 weeks)	Maternal Child Health Nursing	4.5	40	120
THIRD SEMESTER				
NRSE 240 (8 weeks)	Medical Surgical Nursing III	4.5	36	136
NRSE 242 (8 weeks)	Mental Health & Gerontological Nursing	4.5	40	120
FOURTH SEMESTER				
NRSE 244 (8 weeks)	Medical Surgical Nursing IV	4.5	36	136
NRSE 246 (8 weeks)	Leadership in Nursing	4.5	40	120

Note: Non-degree applicable courses are elective courses:

Students are highly encouraged to take advantage of the following program resources. The resources listed are present within the nursing education department.

Students are encouraged to visit the **CITY COLLEGE STUDENT SERVICES** website for a complete listing of college resources and information about the college resources available.

1. **NURSING COUNSELOR: Laura Renker**
2. **NURSING SUCCESS ADVISOR: Professor Susan Smith**
3. **COLLEGE LIBRARY**

The San Diego City College library subscribes to a number of online databases, with full-text options to many nursing journals. This is available to students currently enrolled at City College, 24 hours a day / 7 days a week, online, via the City College Library home page databases link.

When you go to the address you will need a Username and a Password which must be obtained from the library.

ASSESSMENT TECHNOLOGY INSTITUTE (ATI)

Assessment Technologies Institute (ATI) offers an assessment driven review program designed to enhance student academic and NCLEX-RN success. The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking and learning styles, online tutorials, online practice assessments and proctored assessments over the major content areas in nursing. ATI information and orientation resources can be accessed from the ATI student home page.

4. **NURSING SKILLS LAB**
5. **NURSING SIMULATION LAB**
6. **PEER TUTORING/PEER MENTORING**
7. **LENDING LIBRARY**

The following procedure has been developed to ensure equal access for all participating students:

a) A designated faculty member or instructional assistant will be available to assist students with their needs.
b) A maximum of two (2) books may be checked out for a maximum of 2 weeks. Should more than one edition of a current text be available in the library, arrangements may be made with the faculty advisor or instructional assistant to check these out for longer periods of time.
c) Students are **expected** to return books on the appropriate date. Should this not occur, lending library privileges will be revoked for the remainder of the current semester. Lost, stolen or defaced items must be replaced by the student.

8. **SCHOLARSHIPS**

A variety of corporate scholarships and private grants are available to nursing students. Information can be obtained from the Dean of Student Affairs Office, D-105. Notices of upcoming scholarships are also posted on the Student Bulletin Boards within the nursing department and included in the Student Bulletins distributed by the office of Student Affairs.

Additional web sites that may be helpful include:

- AfterCollege
- American Nurses' Association

- California Institute for Nursing and Health Care (CINHC)
- Financial Aid! The Smart Student Guide to Financial Aid
- Johnson & Johnson
- Minority Nurse
- San Diego County Hispanic Chamber of Commerce
- Scholarship Search
- Sigma Theta Tau
- The National Student Nurses' Association
- The U.S. Department of Education
- SD City College Foundation

  In addition, you can check the Internet for additional information regarding funding/scholarship opportunities (Use your Web browser to find the Google search engine and type in the words "Nursing Scholarships". You will be directed to a variety of helpful sites)

9. **CALIFORNIA COLLABORATIVE MODEL OF NURSING EDUCATION (CCME)**

Students have various streamlined options to obtain their BSN degree. This model focuses on the articulation opportunities available for attending baccalaureate programs that are in partnership with the San Diego Community District and San Diego City College.

Important: San Diego City College Student Health Clinic webpage

Student Health Clinic's mission is to foster the academic and personal success of students by supporting the physical, mental, and emotional well-being of the college community.

Students who are currently enrolled in classes have the opportunity to utilize the comprehensive resources offered by TimelyCare. TimelyCare is a virtual health clinic designed to improve access to healthcare services, ensuring that all students can receive the support they need. The platform provides a range of services, including mental health counseling, preventive care, and wellness resources, all delivered through a convenient online interface. This initiative aims to promote equitable access to quality care for every student.

TimelyCare website

Program Policies/Procedures

Standards of the Profession

Nurses' Code of Ethics

The development of a code of ethics is an essential characteristic of a profession and provides the means whereby professional standards may be established, maintained and improved. A code indicates a profession's acceptance of the responsibility and trust with which it has been invested. Each practitioner, upon entering a profession, inherits a measure of that responsibility and trust, and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession.

The Code of Ethics, adopted by the American Nurses' Association, is intended to serve as a guide to the ethical principles that should govern the individual practitioner's nursing practice, conduct and relationships. Each nurse has an obligation to uphold and adhere to the code in his/her individual practice and to ensure that colleagues do likewise.

THE PROFESSION OF NURSING PRACTICE

The profession of nursing shares responsibility with other health professions for meeting the health needs of society. Members of the health team collaborate to define health care delivery systems and to participate in their evaluation and improvement. Nursing practice includes the promotion, restoration, and maintenance of an optimal state of health for individuals, families, groups and the community.

The education of persons pursuing careers in a profession encompasses certain beliefs and traditions as well as specific knowledge and skills, among which are the development of the following:

1. Specialized knowledge and skills unique to the profession and basic to the service to be performed.
2. The ability to make independent judgments, which requires a high level of intellectual knowledge.
3. A social and ethical commitment to perform the basic service in an altruistic manner.
4. The desire and ability to continue to augment knowledge and skills throughout life and to extend the boundaries of the professional arts and sciences.
5. Personal qualities are necessary to expand intellectual and cultural horizons, to live productively in society and to mature as an individual.

San Diego City College Nursing Education Program
American Nurses Associate Code of Ethic for Nurses

The ANA Code of Ethics for Nurses has nine provisions and support statements. It addresses four main principles of ethics: autonomy, justice, beneficence, and nonmaleficence. The provisions assert the ethical and moral foundation of the nursing profession:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.
2. The nurse's primary commitment is to the client, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the client.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum client care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

The Code of Ethics for Nurses provides a framework for nurses to use in ethical analysis and decision-making. The Code of Ethics establishes the ethical standard for the profession. It is not negotiable in any setting nor is it subject to revision or amendment except by formal process of the House of Delegates of the ANA. The Code of Ethics for Nurses reflects the proud ethical heritage of nursing, serving as a guide for nurses now and in the future. Adapted from the American Nurses' Association: Code of Ethics for Nurses with Interpretive Statements, 2001, Washington, DC.

Nursing students at San Diego City College are expected to uphold and adhere to the ANA Code of Ethics. Here is the Code of Ethics Website for nurses

2025 Code of Ethics for Nurses Revision Panel

Additional Resources:
Code of Ethics
Princeton Health

San Diego City College Nursing Education Program
Nursing Education Program Admission Process and Policy
Effective: 08/2010 Reviewed: 06/2015, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025. 07/2025, 06/2026 Revised: 11/2016, 10/2020, 01/2025, 7/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: San Diego City College will admit qualified applicants to the Nursing Program using a competitive admission process including a multi-criteria screening tool that includes, but is not limited to, prerequisite Grade Point Average (GPA), a fixed set GPA, Exam of Essential Academic Skills (TEAS) score, degrees, work experience, life experience, and second language proficiency. Grid with point values for admission screening is available at Nursing Education Program website.

The online applications from applicants must be submitted by the deadline and fully completed. Incomplete applications will not be reviewed.

Informational nursing workshops are offered twice a month throughout the year. Prospective students are encouraged to attend. Dates and times are listed on the Nursing Education Program website

Each student must assume responsibility for compliance with the regulations set forth in the San Diego City College Catalog, for satisfying all course prerequisites and for selecting those general education courses which would allow the student to attain his/her educational objectives, namely the completion of the nursing education program and the fulfillment of all requirements for the Associate of Science Degree.

PROCEDURE:
Prospective students must complete steps 1-7 BEFORE applying to the nursing program:

1. **Apply to the college:**
   Submit an application to the San Diego Community College District (SDCCD) online at:
   Future Students | San Diego Community College District (sdccd.edu)
2. **Transcripts and Evaluation:**
   *Transcript evaluation deadline: August 1st (every year)
   *Provide your SDCC Student ID
   *Request the evaluation for the City College Nursing Program
   Submit ALL official college transcripts to the DISTRICT Transcript Office in person or online.
   In-Person Orders:
   San Diego Community College District (SDCCD)
   Attn: Transcript Office Rm. 100
   3375 Camino Del Rio South
   San Diego, CA 92108
   Online Orders: Transcripts | San Diego Community College District (sdccd.edu)

*Please note: No transcript is required for classes taken within the SDCCD. All foreign transcripts must be evaluated by an accredited US company. The counseling office has a list of US Companies. Submit the evaluation to the transcript office.

3. **Academic Counselor:**
   After the SDCC District Transcript Evaluation has been received and approved the official transcripts, the nursing academic counselor Laura Renker (lrenker@sdccd.edu) will evaluation the results. Students must include their student ID. Students may also seek support from a general counselor in the A-Building or online per the counseling office's guidelines.

4. **California Multi-Criteria Point Criteria:**
   Review Multi-Criteria Point System-Applications are reviewed using the San Diego City College Nursing Education Multi-Criteria Point System. All unofficial transcripts will be evaluated by the nursing department admission team only the related courses required for acceptance to the nursing program.

   NOTE: The evaluation office at San Diego Community District make the final approval of all official transcripts.

5. **Prerequisites:**
   Complete prerequisites with a minimum grade of "C" or better and a combined grade point average of 2.5 or higher is required.
   a. Biology 205, Microbiology, 5-semester units or equivalent.
   b. Biology 230, Human Anatomy, 4 semester units or equivalent
   c. Biology 235, Human Physiology, 4 semester units or equivalent.
   NOTE: The three science courses are mandatory to apply to the nursing education program as required by the California Board of Registered Nursing. If a class is a required prerequisite, it must be taken prior to the course. Applicants must have a minimum GPA of 2.5 in Anatomy, Physiology, and Microbiology (cumulative). All courses must have a lab. Courses may be taken online but must have a lab. **As of March 22, 2023**, and updated on June 6, 2024**, no recency** of the science courses is required. Complete prerequisites with a minimum grade of "C" or better and a combined grade point average (GPA) of 2.5 or higher is required to apply. Applicants who have repeats of any science courses such as Anatomy, Physiology, or Microbiology, the highest grade earned will be calculated in the science G.P.A. as stated in the multi-criteria point system.

   Please note: A withdrawal (W) will not be counted as a repeat. Students taking the Biology prerequisites in the SDCCD (City, Mesa, and Miramar) will be required to complete Biology 107 and Chemistry 100/100L as prerequisites for Biology 205 (Chemistry 100/100L), Biology 230 and 235 (Biology 107).

6. **General Education Courses.**
   NOTE: All General Education Courses **must** be completed to apply to the nursing program. Students are responsible for completing the General Education requirements for the Associate Degree in Nursing (ADN) before taking the National Licensure Examination (NCLEX-RN). Each student must complete these courses promptly. Students must complete all general education requirements to receive the points in the fixed set category in the California Chancellor Multicriteria Point Based System. Additional courses may be needed for transfer or to obtain a higher degree. Please check with counseling for those requirements. A student must complete the general education courses with a GPA of 2.5 or higher with grades shown on the student's transcript. It is recommended that general education courses be completed before starting the nursing education program. Students must take Humanities (3 units) to graduate from City College.

7. **TEAS Test (ATI):**
   Request that all ATI TEAS transcript results be uploaded to the admission application. If applicants did not receive a 62% on the ATI TEAS, they must upload their self-remediation document. All applicants must wait 30 days to re-take the ATI TEAS examination. All applicants must complete the TEAS 7 version.

8. **Immunizations**
   American Data Bank/Complio is the immunization tracking system used by the program. Students purchase a subscription and upload results into the system. Student results are shared with the Clinical Hospital Agencies per the San Diego Nursing Service-Education Consortium (SDNSEC). NOTE A copy of the immunizations and titers received with the dates clearly printed should be

included with the application. Please note the Hepatitis B immunizations take nine months to complete. If the titer is negative the series must be repeated.

9. **Lottery System:**
   San Diego City College Nursing Education Program have started using a Lottery System for all qualified applicants. All applicants will be placed in a lottery for admission and must receive a minimum of 75 points from the multi-criteria point system to be considered and admitted to the program. The point system is aligned with the California Community Colleges Chancellor's Office (CCCC) revisions to the multicriteria screening process, as outlined in AB 1891 and SB 1183.

   The student must have an active SDCCD student ID and SDCCD email account to apply to the RN program. Students' accounts are inactivated at SDCCD after three semesters of non-attendance.

   Student Email Expectations:

   Students are expected to check their official SDCCD email account frequently and consistently to remain current with important College and Nursing Education Program communications, announcements, and requirements. Because some communications may be time-sensitive and require prompt action, the Nursing Education Program strongly recommends that students check their official email two to three times each day.

10. LVN students who are accepted into the Nursing Education Program must hold a current LVN license throughout the entire length of the program. If the LVN license expires any time during the program, the student will be dismissed from the program.

Submit nursing application online with all the required documentation delivered to the Nursing Department office during the application period. Applications MUST be **complete** at the time of submission or will not be considered for admission. No exceptions.

NOTE: Other states may not recognize the LVN-RN "Thirty-Unit Option" as a method to satisfy the requirements for licensure as a Registered Nurse. Interested candidates are urged to contact the respective Boards of Nursing for additional information.

Application for Admission to the **30 Unit Option** will require a meeting with the Nursing Student Success Advisor and the Associate Dean of Nursing. All of the requirements and testing must be met with a satisfactory grade. The Associate Dean of Nursing, the PEAR (Promotion, Enrollment, Attrition, and Retention) committee, and the Nursing Department Chair determine satisfactory completion and program admission.

NOTE: The Nursing Program accepts one cohort of approximately 60-85 students for the Fall each year, which will include LVN-RN students. If a student is accepted to the program and does not begin with the cohort, they may reapply the following year. If the student is accepted a second time, and chooses not to start, they will not be allowed to reapply a third time. Space is limited within the program and students must be prepared to enter after accepted.

NOTE: The students who demonstrate unprofessional behaviors will forfeit their admission to the San Diego City College Nursing Education Program.

San Diego City College Nursing Education Program
Transfer/Challenge/Advanced Placement/International Placement into the Nursing Education Program
Effective: 1996 Reviewed: 07/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 07/2025, 06/2026 **Revised:** 11/2016, 04/2019, 6/2026
Associate Dean, San Diego City College Nursing Program

TRANSFER POLICY:

Academic credit earned in regionally accredited institutions of education for comparable pre-licensure courses will be accepted for transfer.

1. Transfer credit may be given for related previous education in the following courses:
    a. Accredited registered nursing courses;
    b. Accredited psychiatric technician courses;
    c. Other courses determined by the school to be equivalent to courses in the program.
2. Equivalency will be determined on the basis of catalog/course descriptions; hour/unit distribution and syllabus content outline comparison.
3. Applicants must meet all general entrance requirements of the Associate Degree Nursing Program, including completion of designated prerequisites and the Test of Essential Academic Skills (TEAS).
4. Acceptance of transfer students into the Associate Degree Nursing Program is contingent upon space availability.
5. Applicants who may be eligible for advanced placement include those individuals who have satisfactorily completed, **within one year**, the following:
    a. Nursing courses from an accredited school of Registered Nursing;
    b. An accredited psychiatric technician program;
    c. Or other courses which the school determines as equivalent to courses in the current nursing program.
6. Applicants applying for transfer credit must submit the following materials verifying course content and distribution of hours/units:
    a. Transcripts from appropriate institution(s), demonstrating satisfactory completion of coursework and clinical experience;
    b. Catalog description of equivalent courses; and
    c. Additional documents as requested: Syllabi, content outlines, letters of reference, etc.

PROCEDURE:

Interested candidates must email transcripts of **ALL** college course work to the Program Director for evaluation of eligibility.

1. Make an appointment to meet by phone, virtual meeting, or in-person meeting with the program associate dean/director or designee to determine eligibility, review the procedure, and requirements for the TRANSFER/CHALLENGE/ADVANCED PLACEMENT Policy.
2. Provide a letter from the dean/director of previous school of nursing which depicts the applicant is in "**good standing**" in both clinical and theory.
3. Demonstrate safe and proficient performance of designed nursing skills competency examination.
4. Achieve 100% on a dosage calculation quiz.
5. Purchase and take the proctored ATI Fundamentals, Pharmacology, and Medical Surgical Nursing Exam. Applicant must achieve a level II or level III (depending on the course that the student is transferring to).

6. Purchase and take the proctored ATI Anatomy and Physiology exam with 75% or higher.

CHALLENGE BY EXAMINATION POLICY:

Courses within the Nursing program are not eligible for credit by examination. Due to the clinical competency, direct client care, and supervised skills laboratory requirements embedded in nursing curriculum, mastery of course content cannot be adequately demonstrated through written or standardized examination alone. Nursing courses require the integration of theoretical knowledge with hands-on clinical practice under the direct supervision of qualified nursing faculty, consistent with California Board of Registered Nursing (BRN) regulations and program accreditation standards.

Credit by examination earned at another institution, including but not limited to challenge exams, proficiency exams, or institutional credit-by-exam programs, will not be accepted in lieu of completion of required Nursing coursework and will not be applied toward satisfaction of Nursing program prerequisites, corequisites, or degree requirements.

Students seeking to establish prior learning, transfer coursework, or advanced standing in the Nursing program should refer to the program's separate policies on transcript evaluation, articulation, and advanced placement, or contact the Nursing Department directly.

Note: Transfer Students Only
Students who have previously failed, withdrawn from, or otherwise exited an Associate of Science in Nursing (ASN), Associate Degree in Nursing (ADN), or Bachelor of Science in Nursing (BSN) program within the past two years will be permitted only **one entry** into the San Diego City College Nursing Education Program.

Nursing courses completed at another ASN, ADN, or BSN program must have been completed within the previous two years to be considered for course equivalency.

Transfer students are admitted on a space-available basis. A transfer student who is admitted to the program and subsequently fails, drops, or withdraws from the Nursing Education Program will not be eligible for re-entry as a transfer student.

If a student is offered placement in the program and declines the offer, the student will be removed from the transfer consideration list.

Exceptions: Exceptions may be considered for students who withdraw because of a military reassignment involving the student, spouse, or registered domestic partner, or because of pregnancy or pregnancy-related complications.

Internationally Educated Registered Nurses: Internationally educated registered nurses who have been evaluated by the California Board of Registered Nursing and are required to complete one or more specific nursing courses to meet California licensure requirements may be considered for enrollment **if space is available**. Enrollment will be limited to the specific course or courses identified by the California BRN in the applicant's deficiency or eligibility letter. The student must provide current documentation from the California BRN identifying the required coursework before enrollment can be considered. Completion of the required course(s) does not guarantee California RN licensure; final licensure eligibility is determined by the California Board of Registered Nursing.

San Diego City College Nursing Education Program
Challenge/Advanced Placement into The Nursing Education Program for Military Personnel
Effective: 02/2016 Reviewed: 02/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 7/2025, 06/2026 Revised: 05/2024
Associate Dean, San Diego City College, Nursing Program

CHALLENGE/ADVANCED PLACEMENT FOR MILITARY PERSONNEL POLICY:
Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) may achieve advanced placement into the 2nd semester of the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam and skills evaluation.

1. Applicants must complete general admission to San Diego City College and meet all general entrance requirements of the Associate of Science Nursing (ASN) Program. Including the completion of the following:
a. All science prerequisites (Anatomy, Physiology, Microbiology)
b. General Education (Degree Requirements- English, psychology, Statistics, Sociology, Communication, Humanities)
c. Only TEAS 7 (Test of Academic Skills)
d. Apply to Nursing Education Program
e. Complete Military Challenge/ Advance Placement Application
f. Submit Official/ Unofficial Military Transcripts
2. A student who is accepted in the ASN program under the Degree Military Challenge/ Advanced Placement policy is contingent upon the completion of the following:
a. Space Availability
b. Skills Competency Tests (includes simulation experience)
c. A Score of 75% or above on the Military Challenge Advance Placement Exams of NRSE 140, NRSE 141, and NRSE 142
d. Score of 100% on a dosage calculation quiz with no repeats. Complete the Military Challenge/ Advance Placement application
3. 30 hours of remediation is required to be completed with the Student Success Advisor prior to initiating the Skills Competency test and Military Challenge/Advance Placement exams.
If the student is unsuccessful of any portion of Remediation, Skills Competency test, Challenge exams, or Dosage calculations, the student will forfeit their admission to the Military Challenge/ Advance Placement and is eligible to apply to the AND program as a traditional nursing student.

PROCEDURE:
Interested candidates must request an appointment with the Associate Dean of Nursing to discuss eligibility requirements **one-year** prior to admission to the Associate Degree Nursing Program.
1. Applicants who may be eligible for Military Challenge/Advance Placement include those individuals who have satisfactorily completed all requirements and submitted their unofficial transcripts to the nursing education program and the official transcripts to San Diego Community District Evaluation Office.
2. Applicants must have education and experience in the following:
a. Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP) or
b. Army Health Care Specialist (68W Army Medic) or
c. Air Force Independent Duty Medical Technician (IMDT 4N0X1C)

3. Applicants applying for transfer credit must submit the following materials verifying education and experience:
a. Official Military transcripts from appropriate education program(s), demonstrating satisfactory completion of coursework and clinical experience
b. Documentation of work experience
4. After a review of the applicant's documentation, unofficial transcripts, and TEAS 7 report, the student will be required to take 3 computer based Military Challenge/ Advancement examinations, a competency skills evaluation (Simulation Experience), and a dosage calculation quiz.
5. The following materials will be available to the applicant once approved for the Military Challenge/ Advance Placement confirmation is made:
a. Course syllabus, including course objectives and content outline
b. Textbook lists
c. Example of style and format of examination can be found on the NCBSN (National Council of State Boards of Nursing).
6. Written and clinical competency examinations for the Military Challenge/ Advanced Placement must be completed the Fall Semester prior to applying for the Spring semester, unless waived by the Director of the Nursing Program.
7. Advanced Placement will be granted if applicant meets minimum requirements equivalent to those required of students enrolled in the actual course, contingent on space availability.

RESPONSIBILITY FOR MEETING PROGRAM REQUIREMENTS

Each student must assume responsibility for compliance with the regulations set forth in the San Diego City Community District Catalog for satisfying all course prerequisites and for selecting those general education courses which would allow the students to attain their educational objectives, namely the completion of the Nursing Education Program and the fulfillment of all requirements for the Associate of Science Degree.

APPROXIMATE EXPENSES

Nursing Education Program Cost: Approximately $8,000.00 to $10,000.00 including textbooks, ATI, Uniforms, American Data Bank/ Complio Background Checks / Urine Drug Screening and Compliance Package, and Nursing Dues.

Textbooks
Approximate total cost is **$1,200.00 to $1,600.00** for all (4) semesters

ATI
Assessment Institute of Technology (ATI) Diagnostic Testing and Remediation. There is a (4) payment plan: ATI will provide online student payment codes based on the student enrollment. Total cost is **$3197.24.** Payments are made directly on the ATI website

NOTE: In NRSE 235, the approximate ATI cost for LVN-to-RN students will be **$200.00**. During the third and fourth semesters, LVN-to-RN students will be responsible for ATI costs for **two (2) semesters only**.

PAYMENT SCHEDULE TENTATIVE	APPROXIMATE COST/ SEMESTER
Initial Payment Due August 1st (After acceptance to the nursing program)	$ 793.31
Second Payment Due January 20th	$ 793.31
Third Payment Due August 1st	$ 793.31
Final Payment Due January 20th (Beginning of Second Year)	$ 793.31

ATI Late fees are incurred if deadlines for payments are not meet.

Note: Payment due dates cost are subject to change per ATI and San Diego City College Nursing Education Program. Cost is Subject to change per ATI.

Tuition & Fees:
See College Catalog and current class schedule for specific details.

American Data Bank/ Complio Background Checks / Urine Drug Screening and Compliance Package:
Costs incurred to comply with physical, background check, urine drug screening and Complio package is the responsibility of each student.

DUES:

The annual dues for the class, to be collected by the Nursing Student's Association (NSA), shall be set by the NSA's executive board. The dues are generally used by the class for the following: National Student Nurses' Association (NSNA) participation, charitable functions, pinning ceremony and fundraising. Appropriation of funds is voted on by the class. The executive board shall determine when and how the dues will be paid. Any member who does not pay dues is required to pay for any student expenses for which funds of the association are appropriate. Amount to be determined by each cohort and the NSA Officers. Total dues can range from **$30-$200**

Identification Badges:

Students are required to wear a picture identification name badge to all clinical facilities. Arrangements have been made for the acquisition of these badges at a cost of **$15 each**. Lost badges must be replaced and cost is **$15 each.** Badges are used for professional identification, and students should wear appropriate business attire, such as a collared shirt or professional blouse, to obtain their badge.

Uniforms:

To maintain a consistent professional appearance, students are required to purchase a uniform made especially for San Diego City College nursing students by Ace Uniforms. Each student must purchase an RED colored top with BLACK pants; a white lab coat is optional but if purchased must be Ace Uniform as well; the length of the lab coat is the student's choice (One uniform is required; two sets of basic tops and bottoms are recommended). No patches are needed on the scrub tops due to San Diego City College Nursing Education Program's Logo will be placed on the left side of each scrub top and lab coat. Black SDCC Nursing undershirt must be purchased from ACE uniforms should the student have any visible tattoos. Students may use an optional plain black surgical cap for infection control.

The approximate cost of each uniform is between **$70.00 - $300, including shoes.** Accessories, such as stethoscopes, scissors, penlight, safety goggles, etc. are also required and can be purchased at any medical facility.

Note: San Diego City College Nursing Education Program New Uniform Vendor is Ace Uniforms.

License Application Fees:

The Registered Nursing licensing application costs are approximately **$585.00** (All fees are subject to governmental regulations and may be changed at any time). These fees are paid to the California Board of Registered Nursing and Pearson VUE upon program graduation. This fee also includes fingerprints and background check.

Transportation:

Enrollment in the Nursing Education Program includes clinical laboratory placement at health care facilities in various locations throughout the county. It is the student's responsibility to provide transportation to meet scheduled class activities. Transportation is not provided by the College.

CPR:

Each student must be certified in Basic Life Support (CPR), via the American Heart Association, prior to beginning the nursing program. It is the student's responsibility to renew this certificate and maintain its currency throughout the program.

Note: Refer to the clinical requirements that must be obtain and current throughout the nursing program. All LVN-RN students must have a current LVN license throughout the nursing program and current LVN license must be uploaded in Complio.

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San Diego City College Nursing Education Program
Health Requirements
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 06/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 01/2025
Associate Dean, San Diego City College, Nursing Education Program

POLICY: A Student Health Center is maintained on campus. A nurse practitioner, a physician and a clinical psychologist are available to provide health screening and mental health services and resource information.

Students must be in adequate physical and mental health. The required physical examination must be performed by a medical doctor or a nurse practitioner of the student's choice or in the Student Health Center. Required immunizations may be obtained at the public health department, Student Health Center or through a private physician.

A Students' Reimbursement Insurance Plan, in addition to the On-Campus Accident and Emergency Sickness Insurance, which is mandated, may be obtained at the time of enrollment. Students are also covered by Worker's Compensation should injury occur on campus and/or off-campus sites. For further information, see College Catalog.

Students who are currently enrolled can make an appointment to receive care virtually via TimelyCare| Virtual Health & Well-Being for Higher Education.

San Diego City College Nursing Education Program
Disability Support Programs and Services (DSPS) and Academic Accommodations
Effective: 06/2016 Reviewed: 06/2017, 08/2019, 06/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 07/2025, 06/2026 Revised: 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: San Diego City College provides academic accommodations and services for students with disabilities in accordance with applicable State and Federal laws, including Sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA).

Students with a verified disability may be eligible to receive academic accommodations and services through Disability Support Programs and Services (DSPS). Participation in DSPS is voluntary, and students are encouraged to apply as early as possible to allow sufficient time for accommodations and services to be arranged.

Academic accommodations and support services are designed to assist students enrolled in on-campus, online, laboratory, simulation, and clinical courses in achieving their academic and vocational goals. Additional educational assistance may be available through DSPS and the High-Tech Center.

Academic accommodations may include, but are not limited to, priority enrollment, assistive technology, alternate media, interpreting and captioning services for students who are deaf or hard of hearing, note-taking support, testing accommodations, audio-recording devices, specialized equipment and adaptive devices, disability-related counseling, referrals, and coordination with community agencies.

The San Diego City College campus is physically accessible. Students seeking accommodations are encouraged to contact the **San Diego City College Disability Support Programs and Services (DSPS) Office** as early as possible. Here is the link: San Diego City College Disability Support Programs and Services Office.

Nursing Education Program Requirement: While reasonable academic accommodations are provided to eligible students, all nursing students are expected to meet the established course and clinical learning objectives, demonstrate the required competencies for safe nursing practice, and comply with the policies, procedures, and requirements of assigned clinical agencies governing the role and responsibilities of the registered nurse.

San Diego City College Nursing Education Program
Physical and Mental Abilities for Nurses: Core Performance Standard
Effective: 06/2016 Reviewed: 04/2017, 08/2018, 08/2019, 09/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2017, 01/2021, 01/2025, 07/2025
Associate Dean, San Diego City College, Nursing Education Program

The National Council of State Boards of Nursing has clearly defined essential skills and activities that are integral to the practice of all registered nurses. This document outlines the necessary physical and mental abilities that enable individuals to effectively perform the core skills and activities vital for delivering high-quality nursing care. At San Diego City College, the nursing faculty strongly believes that student nurses should possess these essential abilities, whether independently or with appropriate and reasonable accommodations.

Students who are otherwise qualified and have a documented disability that necessitates accommodations to carry out the core skills and activities must reach out to the Disability Support Programs and Services (DSPS) office to initiate the request for these accommodations

The process of determining accommodations will be personalized, engaging the student in an interactive dialogue. This may also involve consultations with representatives from the Nursing Education Department, who will assist in identifying reasonable accommodations tailored for specific courses and clinical activities ensuring that each student's needs are met thoughtfully and effectively.

It is crucial to understand that accommodations should not result in significant modifications to the curriculum or course of study. Such alterations could change the required objectives or fundamental content outlined in the approved course curriculum, potentially compromising the integrity of the nursing educational experience which is required by the California Board of Registered Nursing.

In addition, the Nursing Education Department will refer to San Diego City College DSPS office and Title IX Office at San Diego Community District to refer to reasonable accommodation for a nursing student who is pregnancy to consider a reasonable accommodation to perform any of the core skills and activities that are required to complete the Nursing Education Program based on the curriculum and the California Board of Registered Nursing regulations. Refer to pages 41 and 42 for the functional skills and examples of cores performance standards,

It is essential for students to recognize that their admission, ongoing progression, and successful graduation from the nursing program hinge upon their ability to demonstrate the requisite functional abilities, whether supported by reasonable accommodations or not. This commitment to effective nursing practice ensures the safety and well-being of both clients, students, and colleagues within the healthcare environment.

Student Name: _____

Student ID Number: _____

Student Signature: _____

Date: _____

Functional Ability	Core Performance Standard (Rationale Examples)
Gross Motor Skills	• Move within confined space (client rooms) • Sit and maintain balance (client rooms, procedures) • Stand and maintain balance (client rooms, surgery, procedures) • Reach above shoulders (hang IV bags) • Reach below waist (plug-ins)
Fine Motor Skills	• Pick up objects with both hands (bedpans, procedures) • Grasp small objects with both hands (sterile procedures, dressing changes, medication packages • Write with pen or pencil (documentation, labeling) Key/type or use a computer (documentation) • Pinch/pick or otherwise work with fingers of both hands (syringes, catheters) Twist • with both hands (turn knobs, open solutions) Squeeze with fingers with both hands (eye dropper)
Physical Endurance	• Stand (at client's side during procedure) • Sustain repetitive movement (CPR) • Maintain physical tolerance (CPR, work up to 12-hour shift)
Physical Strength	• Push and pull 25 pounds (position clients) • Support 25 pounds of weight (ambulate client) • Lift 25 pounds (transfer client or lift pediatric clients) • Move light objects up to 10 pounds (medical equipment) • Move heavy objects weighing from 10 to 50 pounds • Defend self against combative client • Carry equipment/supplies • Use upper body strength (CPR, restrain a client) • Squeeze with both hands (fire extinguisher, medication containers)
Mobility	• Twist (reach head of bed and other sections without moving) • Bend (client assist) • Stoop/squat (chest tube or Foley containers) • Move quickly (assist unstable client) • Climb (ladder, stools, stairs) • Walk (room to room to nurse's station)
Visual	• See objects up to 20 inches away (medical equipment and client) • See objects more than 20 feet away (down the hallway) • Use depth perception (assess wounds) • Use peripheral vision (find objects in the hospital room) • Distinguish color (medication bottles and electronic medical record codes) • Distinguish color intensity (electronic medication alerts)
Tactile	• Feel vibrations (pulses) • Detect temperature (inflammation) • Feel differences in surface characteristics (skin turgor) • Feel differences in sizes, shapes (palpate vein) • Detect environmental temperature (client comfort)
Hearing	• Hear normal speaking level sound (client and staff communication) • Hear faint voices (weak clients or those with quiet voices) • Hear faint body sounds (BP, heart and bowel sounds) • Hear in situations not able to see lips (when using masks) • Hear sound alarms (monitors, IV pumps, fire)
Emotional Stability	• Establish therapeutic boundaries (client safety) • Provide client (s) with emotional support (caring attitude) • Adapt to changing environment/stress (function in varied situations) • Dealing with unexpected (crisis) • Focus attention on task (timing and precision of skills) • Monitor own emotions (work with clients who are sick and dying)

	• Perform multiple responsibilities concurrently (more than one client)
Analytical Thinking Skills	• Transfer knowledge from one situation to another (prevent complications) • Process information (intervene when medical tests or assessment findings are abnormal) • Evaluate outcomes (nursing process) • Problem solving (with care team and client) • Prioritize tasks (nursing process) • Use long term memory (give report to next shift) • Use short term memory (vital signs to be documented)
Critical Thinking/Judgment Skills	• Identify cause and effect relationships (side effects or changes in client condition) • Plan/control activities for others (multi-task) • Synthesize knowledge and skills (perform within scope of practice) • Sequence information (correctly prioritize client's needs)
Interpersonal Skills	• Negotiate interpersonal conflict (collaborate with others) • Respect differences in clients (embrace diversity) • Establish rapport with clients (develop therapeutic relationships) • Establish rapport with co-workers (demonstrate civility)

San Diego City College Nursing Education Program
Student and Faculty Communication
Effective: 06/2016 Reviewed: 08/2016, 08/2018, 08/2019, 09/2020, 07/2022, 01/2023, 08/2023, 08/2024.01/2025, 07/2025, 06/2026 Revised: 01/2025, 06/2026
Associate Dean, San Diego City College, Nursing Program

POLICY: Students are encouraged to communicate ideas, suggestions, questions, and/or concerns related to the Nursing Education Program through the appropriate established channels, including:

1. Speaking directly to a faculty member or the department chair
2. Attending the Student/Faculty Forum
3. Completing the anonymous online Survey Select 'End of Course Evaluations'
4. Communicating ideas with designated student representative (s) to attend and present during the program faculty meetings
5. Speaking directly with the Associate Dean/Director of the Nursing Education Program.
6. Students should include all professors assigned to the course in email communications, when appropriate, while considering the privacy and confidentiality of the information being shared.
7. **Student Communication:** Students must use their official SDCCD email account or Canvas Inbox for all Nursing Education Program communication. Personal email accounts may not be used for communication related to the Nursing Education Program.

San Diego City College Nursing Education Program
Student Responsibilities and Code of Conduct
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 09/2020, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 07/2025, 06/2026 Revised: 07/2025
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Nursing students at San Diego City College are expected to adhere to The San Diego Community College District Board Policy 5500, American Nurses Association Code of Ethics and Nursing Education Departmental policies.

San Diego Community College District - **Policy 5500**
Student Responsibilities:
Student behavior must remain in accordance with specific academic and behavior requirements as specified in District policy and which may be outlined by the course syllabus.
2.1: Students shall be responsible for defining and making progress toward their educational goal.
2.2: Students are responsible for reading and adhering to the policies and procedures as outlined in catalogs, schedules, course syllabi and other official printed materials.
2.3: Students with verified disabilities who believe they need academic adjustments or auxiliary aids are encouraged to identify themselves to their instructors to discuss the details and timelines necessary to provide appropriate accommodation. Students are responsible for providing written verification of their disability to the instructor upon request.

Students are subject to adhering to the policies and procedures of the San Diego Community College District, as well as all federal, state and local laws. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on District-owned or controlled property or at District-sponsored activities.
3.1: The taking of and passing off as one's own work or ideas of another: plagiarism and academic cheating.
3.2: Falsification, alteration or misuse of campus/District documents and records.
3.3: Act or threat of damage to or theft of property belonging to or located on District- controlled property or facilities.
3.4: The physical or verbal disruption of instruction or student services activities, administrative procedures, public service functions, authorized curricular or co- curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
3.5: The physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or a District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
3.6: Disorderly, lewd, indecent, obscene conduct, expression, habitual profanity or vulgarity; any expression is obscene, libelous or slanderous according to current legal standards or which so incites students to create a clear and present danger of the commission of unlawful acts or the substantial disruption of the orderly operation of the community college (Ed. Code 76120).
3.7: Assault, or battery upon student (s) or district personnel (s) on district premises or at any time or place while under the authority of District personnel.
3.8: Participation in hazing (California Education Code Section 32050 through 32052).

3.9: Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.

3.10: Participating in activities, which are in violation of federal, state or local laws or ordinances while on district premises or at district-sponsored or supervised activities.

3.11: Failure to comply with directions of staff members of the district who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of district personnel providing such conduct is related to district activities or college/center attendance.

3.12: Smoking on District premises, or vehicles provided by the district used for transporting students; except as permitted by applicable ordinances, laws, college guidelines and District procedure 0505.2.

3.13: Use, possession or distribution of alcoholic beverages on campus except as permitted by law. Violation of Policies and Procedures for Student Organizations as enumerated in Manual 3200.

3.14: Use, possession or distribution of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D", except as provided by law, is prohibited when on district premises.

3.15: Violation of Policies & Procedures for Student Organizations as enumerated in Administrative Policy 5400.

San Diego City College Nursing Education Program
Integrity, Professional Ethics, And Personal Responsibility
Effective: 08/2003 Reviewed: 05/2017, 08/2018, 08/2019, 09/2020, 07/2022, 0/2023. 08/2023, 08/2024, 01,202, 7/2025, 06/2026 Revised: 08/2018, 08/2019, 09/2020, 07/2022, 08/2024, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

INTEGRITY

Integrity may be defined as an uncompromising adherence to a code of moral, artistic or other personal/professional values. Integrity is also viewed as absolute sincerity, honesty, candor and the avoidance of deception (Merriam-Webster, Inc. (2025). *Merriam-Webster's Collegiate Dictionary* (12th ed.)

The faculty and staff of San Diego City College believe that integrity is a fundamental basis for the academic and professional nursing communities. Accordingly, the faculty's goal is to assist all students in defining acceptable standards of professional behavior. Plagiarism and cheating are unacceptable. All APA papers will be submitted electronically for identification of any plagiarism to the nursing department defined anti-plagiarism website**.**

Examples of Plagiarism:

- Verbatim copying without proper acknowledgement;
- Paraphrasing without proper acknowledgement;
- Putting together a "patch-work" paper from diverse sources, without proper acknowledgement of those sources;
- Unacknowledged appropriation of information or of someone else's ideas; and
- Copying another's written assignment and submitting it as one's own.

Examples of Cheating (may include but are not limited to):

- Obtaining examination or quiz questions, answers, or other testing information from an individual who has previously taken the examination or quiz.
- Copying from someone else's examination or quiz paper or receiving answers from another student during an examination or quiz;
- Allowing someone to copy from an examination or quiz paper or giving answers to another student during an examination or quiz;
- Using notes, books, cell phones, etc., during a closed book examination or quiz;
- Taking an examination or quiz for another student;
- Turning in a paper purchased from a commercial research firm;
- Turning in an assignment that was done entirely or in part by someone else; and
- Completing or submitting a homework assignment, coursework, or other academic work on behalf of another student.

Examples of Breach of Professional Ethics (may include but are not limited to):

- Not reporting an incident involving a client; and
- Failing to provide information to a client about treatments, medications or recommended health behaviors;
- Recording medications, treatments or observations as done when they were not;

- Falsifying any record;
- Discussing clients in public places or with anyone not directly involved in client's care;
- Eating food intended for or belonging to a client;
- Breaking something that belongs to a client and not reporting it;
- Taking hospital equipment;
- Taking medications from the hospital for personal use; and
- Not questioning an order when in doubt.

Examples of Breach of Personal Responsibility (may include but are not limited to):

- Failing to maintain open communication with the faculty, staff and management of the program; regarding student concerns impacting student success;
- Failing to adhere to program deadlines;
- Failing to adhere to appointments with faculty and the dean;
- Failing to adhere to recommendations on the "Student Success Plan"; and
- Failing to meet with faculty even after being encouraged verbally and by email to do so.

Students are expected to maintain confidentiality, academic integrity, and professional conduct **at all times** regarding examinations, quizzes, and diagnostic assessments.

Sharing, reproducing, discussing, or distributing information related to course quizzes, examinations, or ATI diagnostic assessments is prohibited and may constitute a violation of the Nursing Education Program's academic integrity standards and the Student Code of Conduct.

Any breach of examination or assessment confidentiality may result in disciplinary action, up to and including dismissal from the Nursing Education Program, in accordance with applicable College and District procedures.

A student found to have engaged in cheating on an examination or assessment will receive a grade of **zero (0)** for that examination or assessment.

Violations of the **Integrity, Professional Ethics, and Personal Responsibility Policy** may result in further disciplinary action, up to and including dismissal from the Nursing Education Program.

San Diego City College Nursing Education Program
General Complaint and Administrative Due Process
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 09/2020, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 07/2025, 06/2026 Revised: 09/2020, 07/2022, 01/2025. 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program Disability Support Programs and Services San Diego Community College District

POLICY: A general student complaint may be filed by a student who feels an action of a college staff member, office, or group violates existing San Diego City College Academic Information and Regulations rules, policy, or procedures or other local, state, and federal laws.

A complaint of gender discrimination or sexual assault or harassment is not included in this category; please see Title IX complaint below. The complaint procedures are formalized procedures to ensure timely resolution at the lowest possible level. The first step is the informal resolution stage, which involves the student who has a complaint and the faculty/staff member or specific group with whom the student has a complaint.

The student must notify the faculty/staff person or representative of a group that he or she wishes to make an appointment for an informal meeting to review an action. In the absence of the instructor or staff person and after a good faith effort to make contact, the student may directly contact the instructional dean or appropriate administrator or submit their complaint online

The San Diego City College Nursing Education Department and San Diego City, Mesa, and Miramar Colleges are committed to an educational environment that is free from interference and disruption, and that fosters equity and mutual respect. Students may file a complaint when they believe that a College faculty or staff member has violated the following Board Policies and Administrative Procedures. The grievance process website Just report it: Just Report It | San Diego Community College District

1. Student Rights, Responsibilities, Campus Safety and Administrative Due Process: Policy 5500
2. Student Grievance: Procedure 5530
3. Student Discipline: Procedure 5520
4. Honest Academic Conduct: Procedure 3100.3
5. Prohibition of Harassment: Policy 3430
6. Nondiscrimination: Policy 3410
7. Fraud/Whistle Blower: Policy 6125
8. Grade Challenge: Procedure 4230

Board Policies and Administrative Procedures are available to Individuals online, the website is listed above.
Most complaints, grievances or disciplinary matters should be resolved at the campus level. Individuals are strongly encouraged to make every attempt to resolve matters through the appropriate administrative processes. More information on the complaint processes can be found online Just Report It | San Diego Community College District

Note: The complaint procedure is at the bottom of the San Diego City College homepage: Home

If a student has a concern or a problem with the faculty, the student is expected to approach the faculty involved and arrange an appointment to discuss the issue with professionalism. Matters relating to the clinical area should be discussed with that particular clinical faculty and those matters dealing with a specific classroom session should be discussed with the classroom professor.

The Associate Dean of Nursing is responsible for maintaining records of student grievances within the Nursing Education Department. Nursing faculty, administration, and staff recognize a grievance as a formal complaint regarding a perceived wrong, unfair treatment, or other concern that a student believes has not been appropriately resolved. Students are expected to follow the established chain of command when addressing concerns or complaints, as outlined in this policy. If the concern is not resolved at the level of the Department Chair, the student must submit the complaint in writing to the Associate Dean of Nursing for consideration as a formal grievance. Only grievances that follow the established process outlined in this policy will be maintained as official Nursing Education Department grievance records.

Steps for filing a complaint and following the Chain of Command:
1. Schedule an appointment with the faculty or the clinical professor involved with complaint, if not resolved.
2. With the course coordinator, if not resolved.
3 Schedule an appointment with Department Chair, or Assistant Director, if not resolved,
4. Schedule an appointment with Associate Dean of Nursing, if not resolved,
5. Schedule an appointment with the Dean of Math, Science, and Nursing, if not resolved, the student is encouraged to file a grievance. The website is listed above.

Pregnancy and Related Conditions Syllabus Statement
The San Diego Community College District does not discriminate based on pregnancy or related conditions in its education program or activities. Students who are pregnant or who are experiencing related conditions are encouraged to contact the Title IX Coordinator at titleix@sdccd.edu to learn about their rights and resources available to support their academic success or to report discriminatory or harassing conduct on the basis of their pregnancy or related condition.

For information on modifications available to students, please contact the Disability Services Office at:

- City College disAbility Support Programs and Services, citysdsps@sdccd.edu

Title IX: Confidentiality and Responsible Employee Statement
The San Diego Community College District College is committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, stalking, or sexual harassment, know that help and support are available. The District strongly encourages all members of the community to seek support and report incidents of sexual misconduct to the Title IX Coordinator at titleix@sdccd.edu.

If you wish to speak to a confidential employee you can contact Mental Health Counseling Services at: **City College**, Mental Health Counseling webpage

San Diego City College Nursing Education Program
Academic Accommodation Due to Disability Complaint (Section 504/ADA)
Effective: 06/2016 Reviewed: 08/2016, 08/2017, 08/2018, 08/2019, 09/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 01/2025, 7/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program, Director Disability Support Programs and Services San Diego Community College District

Students who have a complaint regarding access to, or quality of, their academic accommodation may contact the DSPS counselor. Students may submit a complaint online or contact the campus 504 Officer. Students with disabilities who want to file a formal complaint under Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA) may do so online

Campus 504 Officer San Diego City College:
Site Compliance Officer (SCO)
Dr. Jennifer Boots
Develop & Diversity Liaison
San Diego City College
jboots@sdccd.edu

Title IX Deputy
Marciano Perez
Vice President, Student Services
San Diego City College
mperez@sdccd.edu

San Diego Community District Title IX webpage

The San Diego Community College District is committed to a safe and equitable learning environment for all students and employees. It does not discriminate on the basis of sex or gender in its educational programs and employment. Any incident, including sex discrimination or harassment, b,ut not limited to, sexual assault including rape, dating violence, domestic violence or stalking committed on district property, or at a district sponsored event or activity, should be reported to the Title IX Coordinator at titleix@sdccd.edu or 619-338-6660.

San Diego City College Nursing Education Program
Unlawful Harassment, or Discrimination Based on Sex, or Gender
Effective: 06/2016 Reviewed: 08/2016, 08/2018, 08/2019, 09/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025. 07/2025, 06/2026 Revised: 01/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program Disability Support Programs and Services San Diego Community College District

The Nursing Education Department and San Diego City, Mesa and Miramar Colleges are committed to providing an academic environment free of unlawful harassment and unlawful discrimination. Board Policy 3100 defines verbal, physical, visual or written, environmental and harassment and other forms of harassment on campus and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, or faculty member, or student within the District.

You may view a full copy of the policy by accessing the following website:
https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx

The procedures are defined by the San Diego Community College District, and are used when a complaint concerns matters of discrimination or failure to comply with College policy or procedures or federal and/or state regulations including the Civil Rights Act; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination and Employment Act of 1967; Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA); and the nondiscrimination laws of the State of California. Students who wish to file a complaint may do so online at:
https://www.sdccd.edu/about/departments-and-offices/human-resources/eeo-diversity/how-to-file-a-complaint.aspx or contact your college Site Compliance Officer (SCO):

Campus 504 Officer San Diego City College:
Site Compliance Officer (SCO)
Dr. Jennifer Boots
Develop & Diversity Liaison
San Diego City College
jboots@sdccd.edu

San Diego Community District Title IX webpage
San Diego Community District Title IX webpage

Title IX Deputy
Marciano Perez
Vice President, Student Services
San Diego City College
mperez@sdccd.edu

San Diego City College Nursing Education Program
Students Impaired by Alcohol, Drugs, or Emotional Illness
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 09/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025. 07/2025, 06/2026 Revised: 01/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

Students who are impaired by alcohol, drugs, or an emotional illness in a manner that may affect their ability to participate safely and effectively in classroom, laboratory, simulation, or clinical activities may be removed from the learning environment and referred for appropriate evaluation and support in accordance with Nursing Education Program, College, District, and clinical agency policies.

Title IX and Nondiscrimination

The San Diego Community College District is committed to providing a safe and equitable learning environment for all students and employees. The District does not discriminate on the basis of sex or gender in its educational programs or employment.

Any incident involving sex discrimination or harassment, including, but not limited to, sexual assault, including rape, dating violence, domestic violence, or stalking, that occurs on District property or at a District-sponsored event or activity should be reported to the Title IX Coordinator at titleix@sdccd.edu or 619-388-6660.

POLICY: The nursing education faculty of San Diego City College supports the California Board of Registered Nursing's position regarding nursing students who may be impaired by alcohol, drug abuse, or emotional illness. The Board of Registered Nursing recognizes the following:

1. Alcoholism, drug abuse, and emotional illness are health conditions that should be treated as such.
2. Personal and health concerns related to these conditions may affect a student's academic and clinical performance. An impaired nursing student may pose a risk to their own safety and to the safety of clients under their care.
3. Nursing students who experience these conditions can receive treatment and support toward recovery.
4. It is the responsibility of the nursing student to voluntarily seek appropriate evaluation, diagnosis, and treatment for any suspected illness or condition that may impair their ability to safely participate in the Nursing Education Program.
5. Confidentiality related to the diagnosis and treatment of these conditions is essential and will be maintained in accordance with applicable laws, regulations, and College and District policies.

The nursing faculty encourages students to seek immediate assistance when experiencing problems related to alcohol, drugs, substance use, or emotional health. The faculty recognizes that, if left unaddressed, such concerns may interfere with a student's ability to successfully meet course and clinical objectives and may affect eligibility for licensure to practice nursing in the State of California.

In addition, San Diego City College prohibits students from unlawfully using illicit drugs or substances during any District-sponsored activity. This includes activities conducted in classrooms, student lounges, satellite locations, laboratories, simulation areas, and facilities designated for clinical education. Violations of applicable College or District policies may result in disciplinary action, up to and including dismissal from the Nursing Education Program, in accordance with established District procedures.

Any student behavior that may indicate impairment due to alcohol, drugs, or other substances must be promptly documented and reported by faculty. If a student reports to a clinical facility while exhibiting signs of possible impairment, the behavior will be considered a potential safety concern. The student may be immediately removed from the clinical setting pending further evaluation and review.

When necessary, arrangements may be made for a family member, significant other, or other responsible individual to provide safe transportation for the student. In circumstances requiring immediate medical evaluation, the student may be referred or transported to an appropriate healthcare facility or emergency department.

A pattern of unsafe or impaired behavior may result in further review and disciplinary action, including possible dismissal from the Nursing Education Program, in accordance with College and District policies and procedures.

A student who has been dismissed from the Nursing Education Program following a determination of impairment related to alcohol or substance use may be required, as a condition of consideration for readmission, to provide written documentation from an approved or recognized treatment program verifying participation in and/or completion of appropriate treatment. Documentation must be submitted to the Associate Dean/Director of Nursing Education or designee for review.

Final disposition and any recommendation regarding dismissal, retention, or readmission shall be handled in accordance with applicable San Diego Community College District student disciplinary procedures, including Administrative Procedure AP 3100.2, Student Disciplinary Procedures. Any formal disciplinary hearing shall be initiated and coordinated by the appropriate Student Affairs administrator in accordance with District procedures. Here is the document link: AP 3100_02.DOCX

San Diego City College Nursing Education Program
Standards for Written Work
Effective: 5/2017 Reviewed: 03/2017, 08/2018, 08/2019, 09/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025. 07/2025, 06/2026 Revised: 03/2017, 07/2022, 01/2025, 7/2025, 06/2026
Associate Dean, San Diego City College Nursing Education Program

POLICY: It is expected that all submitted class assignments demonstrate college level grammar and correct spelling. Utilization of standardized term paper guidelines, according to the American Psychological Association format of Editorial Style (APA), is required for all written work.

PROCEDURE:

1. Scholarly papers will follow APA guidelines and begin with a title page.
2. Reference page (s) are required for all research papers. The rubric will identify the need for an abstract, headings, or reference pages in other assignments.
3. Soiled, blotted, unclear printing or generally untidy papers are unacceptable and will be returned to the student ungraded. Resubmission will have a maximum grade of 75%.
4. Assignments, including written work submitted via Canvas, will be due on the dates/hours specified by the Professor or designated teaching team. (Refer to guidelines within the course syllabus).
5. If a student is unable to come to class the day an assignment is due, it is the student's responsibility to notify the professor or designated teaching team.

Academic Integrity: Use of Artificial Intelligence (AI) Tools

AI Statement

Use of an AI Generator or "Generative AI" such as ChatGPT, MidJourney, DALL-E, Grammarly, etc. is explicitly prohibited unless otherwise noted by the instructor. The information derived from these tools is based on previously published materials. Therefore, using these tools without proper citation constitutes plagiarism. Additionally, be aware that the information derived from these tools is often inaccurate or incomplete. It's imperative that all work submitted should be your own. Any assignment that is found to have been plagiarized or to have used unauthorized AI tools may receive a zero and / or be reported for academic misconduct.

AI tools can be valuable resources, but it's crucial to use them responsibly and ethically. Students are permitted to use AI for brainstorming and idea generation, but all submitted work must be their own. If AI is used in any part of the process, you must clearly document its use as stated above, including the specific tool(s) used, how they were used, and any prompts or interactions with the AI. Failure to disclose AI use will be considered a violation of City College's academic integrity policy.

San Diego City College Nursing Education Program
Late APA Papers and Late Classroom Assignment (s)
Effective: 06/2016, 01/2023 Reviewed: 06/2017,0 8/2018, 08/2019, 09/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 06/2026 Revised: 08/2018, 07/2022, 01/2023, 01/2025, 7/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

LATE APA PAPERS

All APA papers must be completed to meet course objectives. Refer to course syllabus for specific criteria for successful completion of courses. The penalty for late graded APA papers will be a grade deduction of 5% per day on earned points and/or as stated in syllabi. A score of zero (0) will be assigned if the APA is not submitted within (5) working days of the due date.

LATE CLASSROOM ASSIGNMENTS

All assignments must be completed before class starts. If assignments are not submitted on time, the students will forfeit all assignment (s) points. Therefore, the student will receive a score of zero (0) for the assignment (s). Refer to the learning directions and/or rubrics for assignments.

San Diego City College Nursing Education Program
Student Illness or Injury
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 2019, 09/2020, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 7/2025, 06/2026 Revised: 08/2018, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: For the protection and safety of students, clients, clinical agency personnel, faculty, and staff, the following procedures must be followed:

PROCEDURE:

1. Any injury that occurs in the classroom, skills laboratory, simulation laboratory, or clinical setting must be reported **immediately** to the nursing faculty member. Prompt reporting is necessary so that appropriate care can be initiated and all required clinical agency and College documentation can be completed.

Students should also follow the San Diego Community College District's student accident reporting procedures under the professor guidance. The District advises students to report injuries as soon as possible because accident insurance claims are subject to specific reporting requirements. A District representative completes the required Student Accident/Injury Report and provides applicable insurance forms when warranted.

For additional information regarding student accident reporting and required forms, visit the San Diego Community College District Student Accident Insurance webpage.
Workers Compensation | San Diego Community College District

2. Any student with a visible injury, illness, or condition that may involve a communicable disease may be required to provide written medical clearance from a licensed healthcare provider before returning to the classroom, skills laboratory, simulation laboratory, or clinical setting. The clearance must be submitted prior to the student's next scheduled attendance. Students must also continue to meet the requirements outlined in the Physical and Mental Abilities Policy, Functional Abilities, and Core Performance Standards.

3. The professor(s) may contact the Administrative Assistant to obtain the required injury forms.

4. The professor(s) must complete all required documents and submit them to the District Risk Management Team for evaluation and review. If the professor(s) have questions regarding the completion of the required forms, they must contact the Course Coordinator, Department Chair/Assistant Director, or Associate Dean of Nursing for guidance.

San Diego City College Nursing Education Program
Social Media, Confidentiality, and Professional Conduct
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 09/2019, 09/2020, 07/2022. 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: San Diego City College Nursing Education Program is committed to protecting the privacy and confidentiality of the health information of every client/client encountered by students, as well as the educational information of every student. Therefore, students are prohibited from posting, sharing, or discussing client/client information or confidential educational information on social media platforms or other public electronic forums.

Future employers may review social media and other online content when considering candidates for employment. Students should be aware that privacy settings do not guarantee confidentiality and that information posted online may remain accessible, be copied, or continue to circulate even after it has been removed from the original site.

The Nursing Education Program may review publicly available online content when there is a concern regarding a potential policy violation. A breach of this policy may constitute a violation of the Student Code of Conduct and may result in disciplinary action, up to and including dismissal from the Nursing Education Program, in accordance with applicable College and District procedures.

In the professional role as a caregiver, a nursing student must not:

- Post, share, or disclose the protected health information of any individual on any social media platform or public website. Removing a person's name does not necessarily constitute proper de-identification. Information such as age, gender, race, diagnosis, date of care, treatment details, photographs, or other specific information may still make an individual identifiable.
- Post or discuss clinical experiences or information related to a clinical agency, its staff, clients/clients, or clients'/clients' families on social media or other public internet platforms.
- Post, reproduce, share, or discuss course quizzes, ATI assessments, examination questions, or other secured testing materials.
- Represent themselves as an official spokesperson or representative of the San Diego City College Nursing Education Program, San Diego City College, or the San Diego Community College District unless specifically authorized to do so.
- Use websites, social media, electronic devices, or applications in a manner that interferes with classroom, laboratory, simulation, or clinical responsibilities.
- Post language, photographs, videos, or other content that is disrespectful, discriminatory, harassing, or demeaning toward any individual or group.
- Post or share content that may reasonably be interpreted as promoting or condoning the irresponsible use of alcohol, substance misuse, unsafe behavior, or other conduct inconsistent with professional nursing standards.

San Diego City College Nursing Education Program
Nursing Education Computer Lab
Effective: 06/2016 Reviewed: 08/2017, 08/2018, 08/2019, 10/2020, 07/2022. 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2018, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: A computer lab is available in **Room V-315D** for use by nursing students. Nursing faculty strongly encourage students to take advantage of this resource to support and enhance their learning experience.

PROCEDURE:

Nursing Computer Lab Rules:

The Student Services Committee has established the following rules for use of the Nursing Computer Lab. The lab is a shared learning environment. Students are expected to be courteous and respectful so that everyone can work independently, concentrate, and complete their assignments.

1. Students must log out of the computer whenever they leave the workstation.
2. Students using audio materials must provide and use their own headphones.
3. Food and beverages are not permitted in the computer lab.
4. Cell phones must be turned off or placed in silent/vibrate mode.
5. Phone calls must be made or received outside of the computer lab.
6. Students may not alter, reconfigure, or modify computer hardware, software, or system settings.
7. Only software authorized by the Nursing Education Department may be used or installed on lab computers.
8. Unauthorized copying, downloading, or distribution of copyrighted software is prohibited.
9. If a printer is available for student use, students may be required to provide their own paper. Printing resources are limited and should be used responsibly.
10. Students who violate computer lab rules may be asked to leave the lab. Repeated or continued misuse may result in temporary or permanent loss of computer lab privileges.
11. The computer lab printer is a shared resource and should not be considered a student's personal printer. Students are expected to plan and print required assignments before arriving for class whenever possible. Printer malfunction, lack of supplies, or temporary computer lab unavailability does not excuse late submission of assignments.

    Students are responsible for using the computer lab and all associated technology in a professional, respectful, and appropriate manner.

San Diego City College Nursing Education
Attendance Policy/Late Policy
Effective: 06/2019 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 01/2021, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 07/2025, 06/2026 Revised: 08/2018, 08/2019, 02/2021, 07/2025, 06/2026
Associate Dean, Faculty, San Diego City College, Nursing Education Program

POLICY: Regular attendance in the classroom and clinical area is necessary for students to meet the stated objectives of the program. Absences and lateness to clinical and theory may make it difficult for a student to meet course objectives. Evaluation of theory absences will be based on the student's ability to meet course objectives. Excessive absences may result in a student failing to meet course/clinical objectives and the CA BRN legislated hours and concurrent educational requirements. Excessive absences (as defined below) may result in failure of the nursing course.

Evaluation of absences and tardiness in theory courses, simulation experiences, and clinical settings will be based on the student's ability to meet the stated course objectives and demonstrate the required competencies. Consistent with California Board of Registered Nursing requirements for approved prelicensure programs, students must successfully complete the required theory and clinical learning experiences and demonstrate the knowledge, skills, and competencies necessary for safe nursing practice. Multiple absences and/or repeated tardiness may result in academic or clinical consequences when they interfere with the student's ability to meet course, clinical, program, and BRN-required educational objectives.

PROCEDURE:

1. Students must be on time for all classroom, laboratory and clinical activities; including any online activities. Students who are going to be late or absent from the classroom or clinical are to notify the Nursing Education office prior to 8:00 a.m. Students are expected to call **(619) 388-3441** each day if they are absent from class or clinical. The students must also contact their course lead and/or clinical instructor.
2. Students who are going to be late or absent from clinical activities are to notify the faculty prior to the time lab is scheduled to start, according to directions given by the clinical faculty.
3. For online/virtual learning modalities students are expected to confirm their computer, camera, microphone, and internet connection is working prior to the start of class or clinical. Should the student encounter any technical difficulties they must contact their instructor as soon as possible via faculty instruction.
4. A note signed by the student's physician releasing them must be submitted for **full** duty. The release must be submitted to the faculty on the day of return from an absence due to illness of **three or more** consecutive days. This will be kept as part of the student's record.
5. Students are expected to arrive on time for all classroom, laboratory, simulation, and clinical activities. A student who arrives after the scheduled start time will be considered tardy. When appropriate, the student must report to the course or clinical professor.
6. A student who is late up to **7 minutes** to clinical will be given a written warning on the first occurrence, placed on a professionalism Student Success Plan (SSP) on the second occurrence, and dismissed from the program on the third occurrence. A student who is 8 minutes late **or more** will be considered **absent** for the day and will be sent home, as any lateness is disruptive to **client care**. Timekeeping will be determined at the clinical professor's **discretion**.

7. Students who leave the clinical area early (less than one hour) will be considered tardy. Students who leave one hour or earlier will be considered absent for the day. Students who do not return on time to the designated area will be considered absent for the day.
8. Students who are absent from clinical will receive a Student Success Plan for the first occurrence. The second occurrence, the student will be dismissed from the Nursing Education Program (NEP).
9. Students are responsible for completing all make-up work resulting from any absences in class. It is essential for students to communicate directly with their instructors to discuss the specific assignments or assessments missed and to establish a timeline for submission. Students are encouraged to take this initiative promptly to ensure they stay on track with their coursework. Full attendance in the clinical area is expected in order for objectives to be met and to provide adequate opportunities for evaluation. Repeated absences will result in a clinical grade of "Unsatisfactory/Unsafe" for the course. Two (2) absences in clinical are considered excessive in an 8-week course.
10. **Repeated patterns** of absences across courses will be reviewed by the Associate Dean of Nursing Education. Continued patterns of tardiness/absenteeism will result in dismissal from the nursing program.
11. **Attendance Policy:** Any student absent from the first-class meeting shall be dropped by the instructor**, per Administrative Procedure (AP) 5070,** AP 5070.pdf

San Diego City College Nursing Education Program
Absences and Lateness Related To Examinations
Effective: 06/2016 Reviewed: 06/20170, 8/2018, 08/2019, 10/2020, 03/2021, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2018, 3/2021, 07/2022, 06/2026
Associate Dean, Faculty, San Diego City College, Nursing Education Program

POLICY: Students are expected to be present for all examinations.

1. If a student anticipates being late or absent from a scheduled proctored examination or quiz, the course professor(s) must be notified **before the scheduled testing time**. Circumstances related to the absence or tardiness will be reviewed on an individual basis by the Course Coordinator, Department Chair, and/or Associate Dean/Program Director, as appropriate.
2. If a student does not call or email the course professor(s) before the scheduled examination or quiz to report an absence or tardiness, the student will not be permitted to take or make up the examination or quiz and will receive a **zero (0)** for that assessment.
3. If a student has called or emailed in advance to report that they will be late, the professor(s) will determine whether the reason for the tardiness is excused. Examples of circumstances that may be considered excused include an automobile accident while traveling to an in-person examination or quiz, illness on the day of the assessment, or another documented personal emergency.
4. If the tardiness is excused, the student may be permitted to take the examination or quiz at a time approved by the professor or testing proctor. If the tardiness is not excused, the student may be permitted to take the examination or quiz at a time approved by the professor; however, the **maximum score attainable will be 75%**.
5. If a student has called or emailed in advance to report an absence, the student must complete the examination or quiz on the first day of return to campus, the at a time agreed upon by the professor or testing proctor. The reason for the absence will be reviewed by the professor, Course Coordinator, Department Chair, and/or Associate Dean/Program Director, as appropriate. For a non-excused absence, the **maximum score attainable will be 75%**.
6. If a student arrives more than five (5) minutes late to a scheduled proctored examination or quiz, the student will not be permitted to begin the assessment at that time. The applicable late-testing provisions outlined in this policy will apply.
7. If a student is suspected of compromising or violating the integrity of the testing process, the testing proctor may pause the examination briefly to document the observed or suspected activity. The course professor will be notified in writing by the testing proctor, including at the test proctoring center with DSPS.
8. The Nursing Education Program adheres to San Diego Community College District standards regarding academic honesty and student conduct. Suspected violations of academic integrity may be addressed in accordance with applicable District procedures, including **Administrative Procedure AP 3100.3, Honest Academic Conduct and Disciplinary Action**. Refer to the Academic Policy 3100.3: AP 3100_03.pdf (sdccd.edu).

San Diego City College Nursing Education Program
Exam Confidentiality
Effective: 06/2016 Reviewed: 06/01/2017, 08/2018, 08/2019, 10/2020, 03/2021, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2023, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Students are expected to maintain confidentiality, academic integrity, and professional conduct at all times regarding examinations, quizzes, and diagnostic assessments.

1. Sharing information related to any examinations or ATI diagnostic assessments is a violation of integrity and the Code of Conduct.
2. Any violation of examination or assessment confidentiality may result in disciplinary action, up to and including dismissal from the Nursing Education Program. A student found to have been engaged in cheating on an examination will receive a grade of zero (0) for that examination.
3. Dismissal from the program results from any violation of the examination confidentiality.
4. Refer to the Social Media policy regarding exam confidentiality.
5. All exams will be proctored on campus, unless otherwise.
6. Use of personal headphones are prohibited.
7. Hoods or hoodies worn to the testing area must always be down at all times while testing.
8. Cell phones, watches, wallets, backpacks, or scratch paper are not permitted in the testing room.
9. The proctor will provide scratch paper, and an English Dictionary will be available.

For Proctored Exam on Campus:

1. Use of personal headphones is not permitted. Hoods or hoodies worn to the testing area must always be down at all times while testing.
2. Cell phones, smartwatches, wallets, backpacks, or scratch paper are prohibited in the testing room.
3. The proctor will provide scratch paper.
4. The nursing faculty or course coordinator will notify students of the location of each dosage calculation quiz or course exam via Canvas.

San Diego City College Nursing Education
Absences and Clinical Make-Up Assignments
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 01/2021, 07/2025, 06/2026 Revised: 10/2020, 07/2025, 06/2026
Associate Dean, Faculty, San Diego City College, Nursing Education Program

POLICY: Students who are absent from a scheduled **clinical, simulation, or on-campus laboratory experience** will be required to complete an approved make-up experience in accordance with course and program requirements.

PROCEDURE: All make up clinical time will be (**1 hour make up time for every 1 hour missed)** = (1:1).

CRITERIA FOR MAKE-UP ASSIGNMENT

Clinical/Simulation/On Campus Laboratory make-up assignments: Refer to definition of absence and clinical make-up policy. The student will be required to make up clinical time hour for hour (1:1). The clinical hour make up assignment will be assigned by the course team (ex. NRSE 144, NRSE 240). Clinical make up assignment could include the following: APA paper (related to course objectives or professionalism), Case Studies, Simulation, Virtual Simulation, on/off campus health event as approved by course team.

There will be one clinical make-up day assigned in each course (per department availability). Students who are absent from clinical will be required to attend the scheduled clinical make up day for the course. Students who do not attend the clinical make-up day will not earn credit for the missed hours, therefore will not meet the clinical requirements set forth by the Board of Registered Nursing (BRN) and San Diego City College Nursing Education Program. Students who do not meet the clinical requirements for each course will receive an "Unsatisfactory" for the final clinical evaluation. (Refer to the "Clinical Performance Scale" policy in the Nursing Student Handbook.) If a paper is assigned the total length of content will equal 5 pages, not including the title page, reference page, etc.

The paper will be graded per the provided rubric for the assignment, and the student will need to achieve 75% on the paper. If a student does not meet the 75% minimal score, the student will have to re-write the paper until a 75% is achieved. The due date of the paper will be communicated to the student by the instructor and must be completed by the 8th week of the course. Articles used must be submitted within the last 5 years. A 10-minute presentation to class at the designated time set forth by instructor is required.

Late simulation assignments, case studies, and concept maps are categorized as clinical make-up assignments rather than excused absences. Completing these modules acts as an equivalent clinical or laboratory substitution to recover missed hours or satisfy course learning.

Note: All clinical make-up assignments must be completed with a score of **75% or higher** in order to receive credit for the clinical hours. The method, format, and scheduling of clinical make-up hours and assignments will be determined by the professor or the course team in accordance with course requirements and Nursing Education Program policies.

The goal of clinical make-up work is to ensure that students demonstrate the required clinical competencies, meet course objectives, and successfully complete the required clinical learning experiences.

Full attendance in the clinical area is expected for objectives to be met and to provide adequate opportunities for evaluation. Repeated absences will result in a clinical grade of "Unsatisfactory/Unsafe" for the course. Two (2) absences in clinical are considered excessive in an 8-week course.

Repeated patterns of absences across courses will be reviewed by the Associate Dean of Nursing Education. Continued patterns of tardiness/absenteeism will result in dismissal from the nursing program.

San Diego City College Nursing Education Program
Leave of Absence (LOA)
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 03/2021, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2018, 01/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Students **in good standing** may request a temporary Leave of Absence (LOA) from the Nursing Education Program for up to **one (1) week per academic year** for circumstances such as pregnancy, personal or family crisis, financial hardship, or other significant circumstances. The student must submit a written request for the LOA to the Associate Dean of Nursing/Program Director for review and approval. Any required clinical, simulation, or laboratory make-up activities will be determined by the individual professor and/or the course coordinator course and team in accordance with course and program requirements. One (1) week is considered business days. Business days Business days are defined as Monday through Friday, excluding weekends, college-recognized holidays, campus closure days, and other days when the San Diego City College Nursing Department is officially closed.

If a student requires more than one (1) week of leave, the student may be advised to withdraw from the Nursing Education Program and return at a later date to repeat the applicable course(s) or complete any required conditions for re-entry.

Students with an approved Leave of Absence (LOA) are exempt from the 75% maximum attainable score that may otherwise apply to a missed examination, provided the absence falls within the approved leave period and all applicable course requirements are met.

Note: No more than one (1) week of leave per academic year may be approved from the Nursing Education Program for circumstances such as pregnancy, personal crisis, family crisis, or financial hardship. Each request will be reviewed individually in accordance with program, College, and applicable accommodation requirements.

San Diego City College Nursing Education Program
Proctoring in The Nursing Department and Accommodations for Students with Disabilities
Effective: 01/2017, 01/2023 Reviewed: 08/2018, 08/2019, 10/2020, 03/2021, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 07/2025, 06/2026 Revised: 08/2019, 01/2023, 08/2023, 01/2025, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program, and Disability Support Programs and Services (DSPS)

Students with disabilities who may require academic accommodations are encouraged to discuss their authorized accommodations from Disability Support Programs and Services (DSPS) with the Course Coordinator as early as possible each semester so that approved accommodations can be implemented in a timely manner. Students who receive Authorized Academic Accommodation letter from DSPS must provide a copy to the Course Coordinator. The student is responsible for providing the current accommodation letter to the appropriate Course Coordinator **for each nursing course** every semester in which accommodations are requested.

The Authorized Academic Accommodation letter must be current for each semester in order for the student to receive approved accommodations. Students should work directly with DSPS to ensure that their accommodations remain current.

POLICY: The DSPS Office and the Nursing Education Department collaborate to provide test proctoring services for eligible students. The time and location of the exam will be communicated by the course professor. Please note that there may be limitations to the accommodations that can be provided within the Nursing Education Department. Students who require accommodations beyond extended testing time and a reduced-distraction environment may need to receive proctoring services through the DSPS Office to ensure that all approved accommodations can be appropriately provided.

Students are encouraged to communicate with their course professor and/or DSPS counselor regarding any questions or concerns related to the test proctoring process, approved academic accommodations, or coordination of services between DSPS and the Nursing Education Department.

PROCEDURE:

1. The student must notify the Nursing Education Department Course Coordinator by email of their intent to utilize approved DSPS test-proctoring accommodations.
2. The Nursing Education Department will coordinate with the DSPS Office to arrange the appropriate proctoring services for the examination.
3. The DSPS Office and/or Nursing Education Department will notify the student of the scheduled examination date, start time, and location. Students must follow the Nursing Education Program policy regarding **Absences and Lateness Related to Examinations**.
4. The student must arrive on time and be prepared to begin the examination at the scheduled proctoring time.
5. If a student chooses not to use approved accommodations for a specific examination, the student must notify the Course Coordinator and the DSPS Counselor by email at least **three (3) days before the examination**.

SAN DIEGO CITY COLLEGE

disAbility Support Programs & Services

DSPS & NURSING DEPARTMENT TEST PROCTORING GUIDELINES

The student is responsible for the following:

1) Reaching out to the DSPS Counselor **EACH SEMESTER** to update accommodations, they are not automatically transferred to the next semester.
    a. Options for requesting updated accommodations **without** changes:
        i. email the DSPS Counselor your request or
        ii. complete the online update request through the myDSPS Student Portal, click on 'Request Accommodation Letter and follow the instructions
    b. To discuss additional or changes to accommodations, you must meet (in-person, Zoom or phone) with the Counselor. Visit SD City College DSPS website for information on requesting an appointment
2) Providing the Nursing Department Course Coordinator for each class the Authorized Accommodation Letter (AAA) in a timely manner. ***Request updated accommodations as soon as you are registered in classes, well before the semester starts, as the DSPS Office can be very busy at the start of the semester and it may take up to 5 business days to get an appointment and/or AAA emailed to you.**
3) Requesting ALL tests, exams, quizzes, etc. in a timely manner. You are required to schedule exams **at least 5 days (minimum) prior** to the requested exam date. The online system will not allow you to request the test less than 5 days before the test.
    a. To schedule tests, visit the Test Proctoring Services website, click on "I am a Student" and follow the prompts
    b. You can (and should) schedule ALL tests as soon as you are notified of the testing schedule, in the beginning of the semester.

PLEASE NOTE: If you fail to request Test Proctoring Services within the 5-day window policy, you will need to contact the Nursing Department and schedule to take your exam in their department. Due to the late request, you are not guaranteed to receive your accommodations.

4) Knowing exact day, time, location, total time of test and all other important details of your test and its administration. If there are any questions of these details, reach out to your professor and/or the Test Proctor, immediately, well before the day of the test.
    a. Once you have provided the Nursing department with your AAA letter for the semester, the Nursing Faculty will notify students of testing location, date & time in writing. This will typically occur through CANVAS via the course syllabus, message board and/or calendar.
    b. If the Nursing Faculty do not notify you in writing of a test less than 5 days in advance, they are responsible for providing you with your accommodations. Please coordinate with the Nursing Course Coordinator of that class.

The exam is to be scheduled and administered the same day/start time as the "in-class" test. Your test will begin at the scheduled time. If students arrive late, students will adhere to the policy and

procedures in the SDCC Nursing Student Handbook regarding Absences and Lateness Related to Examinations.

Your test will be proctored with **only** the accommodations authorized by a DSPS Counselor, as listed on your AAA letter. You may choose to **decline** use of any or all test proctoring accommodations by notifying your Course Coordinator and the DSPS Proctor, as appropriate, in writing, prior to the test date.

ONLY approved testing materials, allowed by your professor and authorized on your AAA, will be allowed in the testing room. Surveillance cameras and proctor(s) will monitor each test.

If you are suspected of violating the integrity of the testing process, the test proctor may pause your test briefly to document the alleged activity, and your professor will be notified in writing by the Test Proctor. Disciplinary action is handled by the Nursing Department in adherence with Honest Academic Conduct, AP 3100.3.

If an emergency situation occurs, contact the Nursing Faculty and the DSPS Department immediately to determine next steps.

I understand the Test Proctoring Guidelines, and I further understand that if I wish to receive Test Proctoring Services, I must adhere to the guidelines as stated above.

Student Name: _____

Student ID Number: _____

Student Signature: _____

Date: _____

San Diego City College Nursing Education Program
Nursing Student Standards of Expectations and Responsibilities
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 03/2021, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2018, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

NURSING STUDENTS' BILL OF RESPONSIBILITIES

- I have the responsibility to act as a mature, accountable, and proactive participant in my education.
- I have the responsibility to communicate truthfully, respectfully, and professionally with faculty, staff, peers, clients, and members of the healthcare team.
- I have the responsibility to attend class, laboratory, simulation, and clinical experiences prepared to listen, participate, learn, and engage fully in the educational process.
- I have the responsibility to complete assigned readings and learning activities carefully, identify key concepts, and demonstrate understanding in my own words.
- I have the responsibility to seek assistance from faculty, classmates, nursing student success advisor, nursing counselor, and other available resources when additional support is needed.
- I have the responsibility to take ownership of my academic performance and understand that my success depends on consistent preparation, participation, study, and effort.
- I have the responsibility to remain open to feedback, instruction, and different perspectives and to make every effort to understand and apply the information presented in the classroom, laboratory, simulation, and clinical settings.
- I have the responsibility to complete all assigned coursework thoughtfully, independently, and in accordance with academic integrity and professional standards.
- I have the responsibility to view faculty as partners in my education and to engage in respectful, constructive communication when questions, concerns, or challenges arise.
- I have the responsibility to recognize that faculty are here to support the learning needs of all students. If I need additional assistance beyond what can reasonably be addressed during class, I am responsible for scheduling an appointment to meet with my professor.
- I have the responsibility to integrate current nursing knowledge, evidence-based practice, clinical judgment, professionalism, and client-safety principles into my education and developing professional practice.
- I have the responsibility to accept that my academic and clinical performance will be evaluated according to the established course objectives, program outcomes, competencies, and standards expected of all students enrolled in the course.

San Diego City College Nursing Education Program
Diagnostic Examinations **Assessment Technology Institute Testing (ATI)**
Effective: 06/2016, 01/2023 Reviewed: 08/2017, 08/2018, 8/2019, 10/2020, 02/2021, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2019, 10/2020, 02/2021, 01/2023, 08/2023, 01/2025, 07/2025, 06/2026
Associate Dean, Faculty, San Diego City College, Nursing Education Program

POLICY: Standardized Assessments are used in the Nursing Program to assist students with applying theoretical content to actual client-care situations and to facilitate NCLEX-RN preparation.

1. The students achieving a level I or less than must self-remediate and must retake the proctored ATI Assessment Exam on the scheduled retake exam date.
2. The students will receive ATI Assessment Points based on the Grid listed in the SDCC Nursing Student Handbook. (Refer to ATI Assessment Point Grid).
3. The students achieving a level I or higher will receive points. (Refer to ATI Assessment Point Grid).
4. If a student earned a Level 1 or less, the student must retake the ATI proctored exam on the scheduled exam date. Failure to retake ATI proctored exam in week eight (8) on the scheduled exam date will result in the student forfeiting ATI points and will receive a zero (0) for the proctored ATI exam.
5. Any student may participate in the ATI proctored exam retake the on the scheduled retake day. Any student who participates in the retake and demonstrates improvement with advancement resulting in the student receiving an increase in percentage will receive an additional 10 points. (i.e. Student received a Level 2 on ATI assessment and participated in the retake receiving a Level 3).

The ATI Live Review is an optional 3-day review session provided by Assessment Technologies Institute (ATI) after the 4th semester ends. The live review is part of the students ATI package that will provide students with guidance on how to prepare for the new NCLEX-RN NGN exam.

The students who participate in the entire 3-day ATI review will earn an extra 25 points on the ATI proctored exam that is taken in Group B (ATI Medical Surgical Proctored or the ATI Leadership proctored exam).

Students who participate in the entire 3-day review session will receive an additional 25 points that will be applied to the ATI Proctored Assessment Points (ATI Proctored Med/Surg Exam) for that course.

ATI PROCTORED EXAM SCHEDULE

SEMESTER I	COURSE	PROCTORED ATI
NRSE 140	Foundations of Nursing	None
NRSE 141	Pharmacology for Nursing	None
NRSE 142	Medical/Surgical Nursing I	Fundamentals ATI
SEMESTER II		
NRSE 144	Medical/Surgical Nursing II	Nutrition ATI
NRSE 146	Maternal Child Health Nursing	Obstetrics ATI & Pediatrics ATI
SEMESTER III		
NRSE 240	Medical/Surgical Nursing III	Pharmacology ATI
NRSE 242	Psychosocial and Gerontological Nursing	Mental Health ATI
SEMESTER IV		
NRSE 244	Medical/Surgical Nursing IV	Medical Surgical ATI & Comprehensive Predictor ATI
NRSE 246	Leadership in Nursing	Leadership ATI & Comprehensive Predictor ATI

ATI Recommended Study Plan

Week	Material/Content
Week 2	ATI Practice A
Week 3	ATI Practice A: Self-Remediation
Week 4	ATI Practice B
Week 5	ATI Practice B: Self-Remediation
Week 6	ATI Proctored Exam
Week 7	ATI: Self-Remediation
Week 8	**Retake is required if a student received a Level 1 or less.**

***Note: The ATI Recommended Study Plan is subject to change.**

San Diego City College Nursing Education Program
Assessment Technologies Institutes (ATI) & Points

ATI offers an assessment driven review program designed to enhance student academic and NCLEXRN success. These include assessment indicators for academic success, critical thinking and learning, online tutorials, online practice assessment and proctored assessments over the major content areas in nursing. The nursing faculty highly recommends that the nursing students complete the on-line practices examinations to achieve a level 2.

If a student earned a Level 1 or less, the student must retake the ATI proctored exam on the scheduled exam date. Failure to retake ATI proctored exam in week eight (8) on the scheduled exam date will result in the student forfeiting ATI points and will receive a zero (0) for the proctored ATI exam.

Any student may participate in the ATI proctored exam retake the on the scheduled retake day. Any student who participates in the retake and demonstrates improvement with advancement resulting in the student receiving an increase in percentage will receive an additional 10 points. (i.e. Student received a Level 2 on ATI assessment and participated in the retake receiving a Level 3).

ATI is worth 10% maximum of the cumulative grade based on the grading criteria listed in the course syllabus. NRSE 146, NRSE 244 B, and NRSE 246 B have 2 ATI examinations, and each examination is 5% of the cumulative grade based on the grading criteria listed in the course syllabus.

GRADING SCALE FOR ATI ASSESSMENTS' POINTS

COURSE	ATI	LEVEL 3 Points	LEVEL 2 Points	LEVEL 1 Points and retake of the proctored exam	< LEVEL 1 Points and retake of the proctored exam
NRSE 142	Fundamentals of Nursing	100	75	50	0
NRSE 144	Nutritional Care	100	75	50	0
NRSE 146	Maternal/Newborn Nursing Care	100	75	50	0
NRSE 146	Nursing Care of Children	100	75	50	0
NRSE 235	Fundamentals of Nursing (LVN-RN)	100	75	50	0
NRSE 240	Pharmacology for Nursing Practice	100	75	50	0
NRSE 242	Mental Health Nursing Care	100	75	50	0
NRSE 244	Medical/Surgical Nursing Care	100	75	50	0
NRSE 246	Leadership	100	75	50	0

Comprehensive Predictor:

Students who meet the minimum criteria for the comprehensive predictor will receive 15 additional points added to the proctored ATI exam in the concurrent course.

San Diego City College Nursing Education Program
Evaluation of Learning and Expected Proficiency
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 03/2021, 07/2022, 01/2023, 08/2023, 08/2024, 01/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2018, 03/202, 06/2026
Associate Dean, Faculty, San Diego City College, Nursing Education Program

NURSING SKILLS VERIFICATION SIGN-OFF CHECKLIST AND PROCEDURES GUIDES

Foundations of Nursing and Medical Surgical Nursing I, II, III & IV include Nursing Skills that may be demonstrated and evaluated in the nursing skills laboratory. Verification Sign-Off Checklists and Procedure Guides are available for each of those skills. Students are encouraged to keep a copy of each Skills Verification Sign-Off Checklist for a portfolio available to employers. The Procedure Guides must be viewed as a basis for learning, students should follow hospital specific policies, procedures and protocols.

METHODS OF EVALUATION

1. Written examinations and quizzes on theory, clinical, and laboratory sessions
2. Written and presentation assignments in theory, clinical, and laboratory sessions
3. Simulation, clinical, and laboratory evaluation of nursing skills
4. Clinical performance evaluation
5. ATI Diagnostic Assessments/Examinations

EXPECTED DEGREE OF PROFICIENCY

1. Students will be held responsible for the content in all prior nursing courses and modules and the application of this knowledge to the care of assigned clients.
2. Seventy-five percent (75%) cumulative weighted average on course examinations.
3. Satisfactory laboratory and clinical performance as determined by specified guidelines and criteria.
4. Satisfactory achievement on written assignments as determined by guidelines.
5. Appropriate participation in small group sessions and clinical conferences.
6. Participation and completion of community projects and collaborative activities.
7. Achieving an individual score between 76.2% and 77.6% indicates a 95% predicted probability of passing the NCLEX-RN, based on the ATI Comprehensive Predictor.

Note: To earn a passing grade in the course, nursing students must achieve a minimum cumulative examination average of 75%. Grades earned on assignments and other course activities will not be included in the final course grade calculation unless the student first achieves the required minimum 75% cumulative average on course examinations.

San Diego City College Nursing Education Program
Dosage Calculation Math Proficiency
Effective: 06/2016 Reviewed: 06/2017, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 07/2025, 06/2026 Revised: 08/2019, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Students must pass the Dosage Calculation Quiz with **100% accuracy in each nursing course** before they are permitted to administer medications in the clinical setting. Safe and accurate dosage calculation is an essential nursing competency and a required component of clinical practice.

Students who demonstrate difficulty with dosage calculations will be referred for remediation and may have clinical activities restricted until the students demonstrate competency. For example, a student may not be permitted to rotate off the assigned clinical unit until the required dosage calculation competency has been successfully completed.

All students enrolled in the Nursing Education Program must successfully complete each required Dosage Calculation Quiz with **100% accuracy** before participating in medication administration activities.

PROCEDURE:

1. All students currently enrolled in the Nursing Program will be required to pass a dosage calculation quiz in each clinical course, prior to administering medications.
2. Students will be allowed a maximum of 3 quizzes to achieve 100%. If a student does not achieve 100% by the 3rd quiz, the student will receive a failing grade in the course and may not continue in the Nursing Program.
3. Students who do not pass the dosage calculation quiz on the first attempt must meet with the course professor for a remediation plan that may include tutoring in the Math Center or additional resources.
4. Students must remediate for one week prior to retaking the dosage calculation quiz (scheduled with the course coordinator).
5. The remediation content will be posted on Canvas, and the student must bring the completed remediation materials on the scheduled retake date.
6. Students who do not complete the remediation materials will not be allowed to retake the dosage calculation quiz.
7. Students who do not achieve 100% on the dosage calculation quiz and are therefore unable to administer medications by the 4th week of the course must withdraw and will receive a failing grade in the course

San Diego City College Nursing Education Program
Dosage Calculation Quiz Format
Effective: 06/2016 Reviewed: 06/2017, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

1. Each quiz will have 10 questions, in fill-in-the-blank, case-scenario format, and will include rounding rule directions.
2. Students are required to show their work per faculty instructions. (This only applies to paper quizzes)
3. Questions will reflect dosage calculations based on the student's level in the nursing program.
4. Answers must include the correct unit of measure (example: mL/hr, mcg) or it will be incorrect. (This only applies to paper quizzes).
5. Dosage Calculation quizzes will be timed. The student will have 30 minutes to complete the quiz.
6. Cell phones, smartwatches, iPads, advanced calculators, etc. may not be used.

San Diego City College Nursing Education Program
Rounding Rules
Effective: 08/2017 Reviewed: 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2018, 01/2025
Associate Dean, Nursing Faculty, and Tutors San Diego City College, Nursing Education Program

General Rounding Rules for Exams/Dosage Calculation Quiz

Documenting with calculation:
All answers must be labeled correctly (This only applies to paper quizzes)

Rounding Rules:
The San Diego City College Nursing Education Program will adhere to ATI rounding rules.

San Diego City College Nursing Education Program
Skill Labs Proficiency Evaluation
Effective: 01/2025 Reviewed: 08/2024, 07/2025, 06/2026 Revised: 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: A skill evaluation is a structured method used to assess a student's ability to safely and competently perform required nursing skills when providing care to clients and during simulation or laboratory experiences.

Students who demonstrate difficulty performing the required skill will be referred to the Skills Laboratory for remediation. Clinical activities may be restricted until the student successfully demonstrates competency in the identified skill(s). For example, a student may not be permitted to rotate off the assigned clinical unit until remediation is completed and the required skill competency is successfully demonstrated.

Safe performance of nursing skills is an essential component of registered nursing practice. All students enrolled in the Nursing Education Program are required to successfully demonstrate competency in all required nursing skills taught within each nursing course before progressing in related clinical activities.

PROCEDURE:

1. All students currently enrolled in the Nursing Program will be required to safely perform all nursing skills taught.
2. The students will receive a skill referral with instructions on the skill that the student was unsuccessful in performing.
3. The students will be allowed a maximum of 3 attempts to pass the skill (s) safely. If the student does not pass the skill by the third attempt, the student will receive a failing grade in the course and may not continue in the Nursing Program.
4. The professor will complete a skill lab referral form for remediation and will provide detailed instructions.
5. The skill lab referral form must be signed off by the professor who assisted the student with the remediation.
6. The student who does not pass skill on the first attempt must meet with the professor or course coordinator for a remediation plan.
7. The student must remediate for one week prior to retesting. The professor or course coordinator will schedule the retest date and time with the student.
8. The student who does not complete the remediation by the deadline will not be allowed to retest, and this will be considered as the 2nd attempt.
9. The student who does not pass the skill on the 3rd attempt or by the end of the course must withdraw and/or will receive a failing grade in the course.

San Diego City College Nursing Education Program
Grading Practices
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 07/2025, 06/2026 Revised: 08/2019, 08/2023, 01/2025, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Progression in the Nursing Education Program is contingent upon successful completion of nursing courses in the designated sequence and achievement of a grade of **"C" or better** in each required nursing course.

The final course grade for each course is based on written examinations, assignments, and other graded course requirements as specified in the course syllabus. Clinical experiences are concurrent with the classroom content for each course and are evaluated separately as **Satisfactory or Unsatisfactory**.

Students must achieve satisfactory clinical performance and meet the required academic grade in each course in order to successfully complete the course and progress in the Nursing Education Program.

Grades are calculated using the weighted average of examinations, assignments, and other graded course components as identified in the syllabus for each course (see example below).

To successfully pass **each course**, the student must receive a **"Satisfactory"** clinical evaluation for performance in all required clinical and laboratory experiences associated with that course. No separate letter grade is assigned to the clinical component or factored into the final course grade.

An **"Unsatisfactory/Unsafe"** clinical evaluation in any course will result in a final course grade of **"F"** for that course and will prevent the student from progressing in the Nursing Education Program.

<u>The grading scale is as follows</u>

	91%	= A	
90%	-	83%	= B
82%	-	75%	= C
74.4%	-	65%	= D*
64.4%	-	0%	= F*

<u>Example of Weighted Average Computation:</u>

100%

Sample Weights:

Exam I:	**20%**
Exam II:	**25%**
Exam III:	**<u>30% =</u>**
	75%
Written Assignments:	10%

Multiply each exam grade (in % form) by the % weight (in decimal form). Add the products and divide by the total percent weight.

Sample Grades:	Exam I:	80%	X	**0.20**	=	16
	Exam II:	72%	X	**0.25**	=	18
	Exam III:	83%	X	**0.30**	=	<u>24.9</u>
	Total:					58.9 / **0.75** divided by **90%**

Equals: **78.5%** weighted average of **ALL THREE (3)** exam grades

- Unacceptable grades for progression in the Nursing Education Program. The usual rules of mathematical rounding will apply, i.e., a score of 0.5 or above will be raised to the next higher-grade level (74.5 = 75%); a score of .4 or less will be recorded as the lesser grade level (74.4 = 74%).
- A 75% cumulative exam grade must be achieved prior to the addition of the assignment grade.

Achieve a cumulative weighted average of 75% on written examinations.

***Note:** The student **must** achieve an overall cumulative weighted average of 75% on course exams to receive credit for the assignments in the course. Assignments will not be included in grade calculations unless the student first achieves the required weighted exam average of 75%. After all additional assignments have been added, the student must achieve a weighted final course average of 75% to progress in the program.
***Note: Faculty have up to 96 hours (4 days) to post grades.**

Refer to the course syllabus for the percentage of the following: Examinations, ATI points, Community Projects, Homework Assignments, etc.

Incomplete Grade:

In accordance with **San Diego Community College District policy**, a student who receives a grade of **"I" (Incomplete)** must complete all outstanding course requirements within the timeframe established by the Professor. If the required work is not completed within the established timeframe, the Incomplete grade will revert to an **"F."**

Any Incomplete grade must be fully resolved and cleared before the student is eligible to progress to the next nursing course in the San Diego City College Nursing Education Program.

ATI Next Generation NCLEX (NGN) Item Scoring Guide

Check out our Next Generation NCLEX item types and scoring videos at https://vimeo.com/showcase/9571524

Type of NGN Question	Description	Scoring
Bow Tie (Not used in Case Study)	Presents a clinical scenario in a medical record format. Drag each response from color-coded word choice boxes to the targets in the corresponding answer sections. Choose two responses from first column, one response from middle column, two responses from third column. Always a standalone item.	(0/1)
Drag-and-Drop Cloze	Presents information in sentence format. Contains one to five answer spaces, or targets, that represent a missing word or short phrase. Drag answers from associated word choice box to targets. Word choice box contains four to 10 word choices. Word choice box always includes more word choices than available targets. Can be case study or standalone item.	(0/1)
Drag-and-Drop Rationale	Presents information in a single sentence. Sentence contains two targets (dyad) or three targets (triad). Select answers from corresponding word boxes and drag to appropriate targets. Can be case study or standalone item.	(R)
Drop-Down Cloze	Presents information in sentence format. Contains two to five drop downs that represent missing information in the form of a word or short phrase; each drop down has three to five options. Select option from each drop down to complete sentence. Can be case study or standalone item.	(0/1)
Drop-Down Rationale	Presents information as a single sentence; contains two drop downs (dyad) or three drop downs (triad) that represent missing information in the form of a word or short phrase. Select option from each drop to down to complete sentence. Can be case study or standalone item.	(R)
Drop-Down Table	Presents information in a table containing at least one column and three rows. Each row has one drop down that represents missing information. Select option from each drop down to complete sentence. Can be case study or standalone item.	(0/1)
Highlight Table	Presents information in a table that contains one to five rows. Up to 10 segments of text in the table will be highlighted as selectable options. Click on highlighted segments of text to select answer(s). Can be a case study or standalone item.	(+/-)
Highlight Text	Presents information in a sentence or paragraph format that may contain a bulleted list. Up to 10 segments of text in the table will be highlighted as selectable options. Click on highlighted segments of text to select answer(s). Can be case study or standalone item.	(+/-)
Matrix Multiple Choice	Presents information in a table containing two to three columns and four to 10 rows. Each row contains a single correct answer. The number of correct answers in each column is not considered for this item type. Click button in appropriate column of table to provide answer. Can be case study or standalone item.	(0/1)
Matrix Multiple Response	Presents information in a table containing two to 10 columns and four to seven rows. Each column contains one to 10 correct answers. The number of correct answers in each row is not considered for this item type. Click the checkbox(es) in the appropriate row(s) of the table to provide answer(s). Can be case study or standalone item.	(+/-)
Multiple Response Grouping	Presents information in a sentence format with two to five small groups of options. Each group contains two to four options with one to four correct answers. Select one to all options in each group to answer the item. The number of correct answers in each group might not be the same. Can be a case study or standalone item.	(+/-)
Multiple Response Select All That Apply	Presents information in a sentence format with a list of options, similar to a traditional multiple-choice item. In this item type, there are five to 10 options. Select one to all options to answer the item. Can be a case study or standalone item.	(+/-)
Multiple Response Select "N"	Presents information in a sentence format with a list of five to 10 options. Number of correct answers is indicated in the presented information. Select appropriate number of options to answer item. Can be a case study or standalone item.	(0/1)

Scoring Rule	Explanation
Zero-one (0/1)	Candidates earn one point for each correct response and are not penalized for incorrect responses. If it is a multi-point item, 0/1 scores are summed together to get the item total score.
Plus-minus (+/-)	Candidates earn one point for each correct response and lose one point for each incorrect response. If it is a multi-point item, +1/-1 scores are summed together to get the item total score. If the summed value is negative, the final score will be truncated to 0.
Rationale Scoring (R)	Candidates earn one point when both responses in a paired set are answered correctly.

NOTE: Standard items (Fill in the Blank Alpha, Fill in the Blank Numeric, Multiple Choice, Multiple Response Select All That Apply, Hot Spot, and Ordered Response) continue to be worth one point.

Updated: February 2022

San Diego City College Nursing Education Program
Examination Review
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 07/2025, 06/2026 Revised: 08/2018, 08/2019, 10/2020, 08/2023, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: An exam review may be held following examinations, after all exams are completed. Faculty will be available at the review session to discuss the rationale for selected questions.

No cellphones, tape recorders, computers, smartwatches, smart eyeglasses, or other digital recording devices will be allowed during exam review. Any violation of this policy is a violation of student conduct and will result in dismissal from the Nursing Program.

Individual or group time **may** be scheduled for students to review their examination prior to final exams. Individual access to exams will be by appointment only with one of the theory professors.

No video recording, screenshots, note-taking, or paper/writing device materials will be allowed during the exam review. Professors will not record exam review sessions.

San Diego City College Nursing Education Program
Surveys, Program Review, And Student Participation
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 07/2025, 06/2026 Revised: 01/2023, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: The San Diego City College Nursing Education Program utilizes **evidence-based practices, current professional standards, and program outcome data** when developing, reviewing, and revising program policies and procedures. Students are provided opportunities to actively participate in the Program Review and continuous improvement process through **Student-Faculty Forums, designated Faculty Meetings, surveys, and other program evaluation activities**.

Students also contribute to ongoing program evaluation through completion of the following:

1. Course Evaluation
2. Clinical Site Evaluation
3. Professor Evaluation
4. Simulation Evaluation
5. Graduate Survey

Each evaluation is completed at the **end of the applicable course**, except the **Graduate Survey**, which is completed approximately six (6) months after program completion.

San Diego City College Nursing Education Program
Dismissal from The Program
Effective: 06/2016, 01/2023 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2018, 01/2023, 06/2026
Associate Dean, Faculty, San Diego City College, Nursing Education Program

POLICY: A student who is dismissed from the Nursing Education Program for any reason **must** participate in an Exit Interview with the **Associate Dean of Nursing** and the **Nursing Student Success Advisor**. If the Associate Dean of Nursing is unavailable, the **Assistant Director/Department Chair** will meet with the student and the Nursing Student Success Advisor.

During the Exit Interview, the Associate Dean of Nursing or Assistant Director/Department Chair will review the **Readmission Policy, readmission requirements, applicable deadlines, and expectations for potential reentry into the Nursing Education Program**.

The student will participate in a **second meeting** with the Associate Dean of Nursing, or the Assistant Director/Department Chair if the Associate Dean is unavailable, and the Nursing Student Success Advisor. If the student is eligible for potential reentry, a **Remediation/Reentry Plan** will be developed and reviewed with the student during this meeting.

It is the student's responsibility to officially withdraw from or drop all enrolled nursing courses, as applicable. **The only exception is NRSE 141, Pharmacology for Nursing Practice. A student who is currently enrolled in NRSE 141 may be permitted to remain in and complete the course.**

Students are advised to review the **Code of Student Conduct** and all applicable Nursing Education Program policies and procedures related to readmission and reentry. Students who remain enrolled in a course beyond the published withdrawal deadline identified in the class schedule will receive an evaluative letter grade in accordance with applicable College and District policy.

PROCEDURE:

A student may be dismissed from the Nursing Program for the following reasons:

1. Achieving a course grade below "C" in any nursing course.
2. Receiving an "Unsatisfactory/Unsafe" clinical evaluation, which demonstrates unsafe practices in providing client care or the inability to meet specific clinical objectives and expectations.
3. Accumulation of unexcused absences, lateness/tardies.
4. Use of illicit drugs/substances in any District sponsored activity and/or on any district property.
5. Repeating a violation of the INTEGRITY, PROFESSIONAL ETHICS, and PERSONAL RESPONSIBILITY POLICY.
6. Repeating behaviors/actions already cited in a Student Success Plan (SSP).
7. The nursing student who does not submit the required clinical paperwork to attend their assigned clinical rotation will receive a one-time notification email from the Clinical Coordinator with the new deadline to submit the required paperwork to participate in clinical. If the nursing student does not submit the required clinical paperwork by the new deadline, the nursing student will be dismissed from the San Diego City College Nursing Education Program. The nursing student must schedule an appointment with the Associate Dean of Nursing for an exit interview.

San Diego City College Nursing Education Program
Program Readmission
Effective: 06/2016, 01/2023 Reviewed: 06/2017, 08/2018, 08/2019, 04/2020 due to the COVID-19 pandemic, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2018, 04/2020 due to the COVID-19 pandemic, 07/2022, 01/2023, 08/2023, 01/2025, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: If a student is dropped from the nursing program due to academic failure, the student may reenter the program **only once**. If a student exits the program for personal reasons and is in good academic standing (≥75% average, with satisfactory clinical evaluations). In that case, the student can reenter the program at the beginning of the course not completed at the exit time. This will be considered a first admission for the purpose of this policy. A student who reenters the program after a withdrawal for personal reasons and withdraws a second time will not be eligible for re-entry.

NOTE: LVN-RN nursing students who are unsuccessful in NRSE 235 may have the opportunity to be admitted to NRSE 144 if space is available.

LIMITATIONS ON READMISSION

All stipulations written on the Exit Interview Form must be satisfactorily completed to be considered for readmission. The limitations and requirements for readmission into the nursing program is listed below:

1. Repetition of a course and Readmission into the nursing program is dependent on space availability.
2. Student must complete the Exit Interview process and any stipulations written on the Exit Interview Form.
3. Application and requests for readmission must be made so that there is no less than a 6-month and no more than a one (1) year absence from the nursing program.
4. If the student is absent from the nursing program for more than one (1) year, the student must reapply for admission to the program from the beginning. Based on Title 16, California Code of Regulations, Section 1426, prelicensure nursing programs must provide a California Board of Registered Nursing-approved curriculum designed to ensure that graduates possess the knowledge, skills, and abilities necessary to practice within the registered nursing scope of practice and meet minimum competency standards.
5. The regulation also requires the curriculum to address safe, therapeutic, effective, and client-centered care; evidence-based practice; interdisciplinary collaboration; quality improvement; information technology; pharmacology; client safety; advocacy; leadership; and other essential areas of professional nursing practice.
6. The student must complete all requirements and meet all deadlines established during the Exit Interview at the first meeting before receiving the Remediation Plan. Failure to complete the required items by the established deadlines may result in forfeiture of the student's eligibility for potential readmission to the San Diego City College Nursing Education Program.
7. The Remediation Plan will be provided for the student by the Nursing Student Success Advisor during the second meeting. The student is responsible for completing and submitting all required

remediation assignments by the established deadlines. Failure to comply with the remediation plan requirements and deadlines may result in forfeiture of the student's eligibility for potential readmission to the San Diego City College Nursing Education Program.

8. The Remediation assignments may include but are not limited to dosage calculation proficiency, ATI assignments, quizzes, on-campus unfolding case studies, and skills demonstration.
   a. Recommendation to take the following courses:
   - Professional Growth 120: College Success
   - Personal Growth 130: Career-Life Planning
   - Personal Growth 140: Life Skills & Personal Adjustment
   - Medical Terminology

9. During the remediation process, the Nursing Student Success Advisor will inform the student of the established timeframe and deadlines for completing and submitting the following required tasks:

1. Renew Complio account
2. Renew Malpractice insurance
3. New Background Check and Drug Screen
4. Current TB QuantiFERON Test, CPR, and immunizations
5. COVID-19 vaccines including booster

Important: All the above requirements must be completed and uploaded by the established deadlines. Failure to complete and upload the required documentation within the specified timeframe may result in the student forfeiting eligibility for potential readmission to the San Diego City College Nursing Education Program

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PROCEDURES FOR READMISSION:

1. An Exit Interview is required for any student who is dismissed from the Nursing Education Program. The student must contact the Nursing Department Administrative Assistant to schedule an appointment with the Associate Dean of Nursing or their designee. Schedule the Exit Interview within 30 days after program dismissal, and it must occur during regular Nursing Department office hours. This 30-day period is intended to provide the student with a brief **"cooling-off"** period before beginning the readmission and remediation process.

Note: If a student is unsuccessful in a nursing course during the second eight-week session of the Fall semester, the Exit Interview should be scheduled during the Spring semester, when the College and Nursing Department are fully operational.

2. A Readmission Application must be completed and submitted by the student requesting re-entry within seven (7) business days following the Exit Interview. For purposes of this policy, seven (7) business days are defined as Monday through Friday, excluding weekends, college-recognized holidays, campus closure days, and any other days when the San Diego City College Nursing Department is officially closed.

Additionally, the student will be required to submit a typed APA essay addressing the following points:

a. Reason for exit;
b. Changes made to ensure success;
c. Continued experience in the health care field (volunteer or paid), if any;
d. Enrollment in or completion of any college courses; and
e. Any other interventions the student has implemented to enhance success.

Note: The following documents must be completed and submitted to both the Administrative Assistant and the Nursing Student Success Advisor within seven (7) business days following the Exit Interview. Business days are defined as Monday through Friday, excluding weekends, college-recognized holidays, campus closure days, and other days when the San Diego City College Nursing Department is officially closed.

The Readmission Application, completed Exit Interview documentation, and required essay must be submitted together by the deadline specified in the Exit Interview document. Incomplete or late submissions may affect the student's eligibility for potential readmission.

Readmission to the San Diego City College Nursing Education Program is not guaranteed and is contingent upon space availability and the student's successful completion of all Exit Interview and Remediation Plan requirements within the established deadlines.

A student who is dismissed from the first year of the San Diego City College Nursing Education Program may apply to the LVN-RN Step-Up Program after successfully completing an accredited Vocational Nursing Program.

To be eligible for consideration, the applicant must provide documentation of a current and active LVN license and meet all established admission, prerequisite, and eligibility requirements for the LVN-RN Step-Up Program.

Note: Once the student has successfully completed all requirements of the Remediation Plan with the Nursing Student Success Advisor, the student will receive a Certificate of Completion.

The Nursing Student Success Advisor will then provide the student with the established deadline for completing and uploading all required compliance documentation in Complio, including, but not limited to, the background check and drug screening.

Once all required remediation and compliance requirements have been completed and verified, the Nursing Student Success Advisor will notify the Associate Dean of Nursing, Course Coordinator, and Clinical Coordinator that the student has successfully completed the Remediation Plan. The student will then receive the appropriate permission code(s) to enroll in the approved nursing course(s), subject to applicable reentry requirements and space availability.

San Diego City College Nursing Education
ATI Levels of Proficiency
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: All students are required to complete each assigned ATI Proctored Exams.

These proficiency level definitions were developed based on the professional expertise and judgment of nurse educators who participated in the cut score study.

No empirical study was conducted to establish a direct relationship between performance on the Content Mastery Series and NCLEX-RN performance, nor was a statistical relationship established between Content Mastery Series performance and actual job performance.

The cut score study participants used the proficiency level definitions solely to guide their empirical ratings of item difficulty during the standard-setting process.

LEVEL 1
A student meeting the criterion for Proficiency Level 1:
Is expected to just meet NCLEX-RN® standards in this content area.
Should demonstrate the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.
Should meet the absolute minimum expectations for performance in this content area.

LEVEL 2
A student meeting the criterion for Proficiency Level 2:
Is expected to readily meet NCLEX-RN standards in this content area.
Should demonstrate a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.
Should exceed minimum expectations for performance in this content area.

LEVEL 3
A student meeting the criterion for Proficiency Level 3:
Is expected to exceed NCLEX-RN standards in this content area.
Should demonstrate a high level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.
Should exceed most expectations for performance in this content area.

COMPREHSENSIVE PREDICTOR:
Students who meet the minimum criteria for the comprehensive predictor will receive 15 additional points added to the proctored ATI exam in the concurrent course.

Clinical Information
Clinical Policies
Clinical Procedures

San Diego City College Nursing Education Program
San Diego Nursing Service-Education Consortium Background Check Background Screening Urine Drug Screening & Complio
Effective: 06/2016 Reviewed: 06/2017, 07/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2023, 07/2025, 06/2026
San Diego Nursing Service-Education Consortium (SDNSEC) & Complio Associate Dean, San Diego City College, Nursing Education Program

POLICY: The curriculum or program of study is approved by the California Board of Registered Nursing (BRN), which is under the jurisdiction of the Department of Consumer Affairs. The BRN is responsible for the control of Nursing Education Programs and nursing practice within the state.
The prior conviction of a misdemeanor or felony crime, or disciplinary action against an LVN/LPN license, may influence eligibility for licensure as a Registered Nurse. Applicants with such prior convictions are urged to meet with the Director of Nursing Education for confidential advisement or to contact the Board or Registered Nursing for more specific information (http://www.rn.ca.gov)
Students must have clear criminal background checks and drug screens to participate in placement in clinical facilities. Students under 18 years of age are exempt from this requirement.

1. All participating schools and agencies agree to adhere to a standardized process for clinical instructor/student screening.
2. The background check is not a requirement for admission to a nursing program; however, the process will be completed after an invitation for admission is received.
3. Nursing clinical instructors/students must have clear criminal background checks to participate in placement(s) in clinical facilities.
4. Prior to clinical experience the school will verify that the following information is on file for the assigned clinical instructor/students. (see#5)
5. Background checks will minimally include the following:
   a. Seven years' residence/background history
   b. Address verification
   c. Sex offender database search
   d. Two names (current legal and one other name)
   e. Three counties
   f. OIG search
   g. Social Security Number verification
   h. Search through applicable professional certification or licensing agency infractions if student currently holds a professional license or certification (e.g., respiratory therapist, C.N.A.)
   i. Drug screen with urine sample
6. Clinical instructor/students will be unable to attend clinical facilities for appropriate reasons, including the following convictions:
   a. Murder
   b. Felony
   c. Assault
   d. Sexual Offenses/Sexual Assault
   e. Abuse

f. Felony possession and furnishing (without certificate of rehabilitation)
g. Other felonies involving weapons and/or violent crimes
h. Class B and Class A misdemeanor theft Felony theft
i. Fraud

7. The initial background check satisfies this requirement during continuous matriculation thru the program; should the educational process be interrupted; a new background check and drug screen will be required.
8. Upon receipt of a "positive" background check, the clinical site will make a final determination whether the student will be accepted into the facility.
9. If the clinical student's record is not clear, the individual may be unable to attend the clinical rotation. The clinical site will notify the campus of their denial of any students. (Applicable BRN guidelines will be incorporated into these guidelines as they become available).
10. Students may be denied access to clinical facilities based on offenses appearing on the criminal record which may have occurred more than seven years ago.
11. Final placement status based on background check information is the clinical site's determination.
12. American DataBank shall include in any document used to obtain information from clinical instructor/students for the purpose of conducting a background check, a waiver and release of liability wherein the student specifically agrees to allow school/American DataBank to share the results of the background check with the clinical sites to which student may apply or be assigned. The student shall further agree that such information may be used to deny the student from participating in clinical rotation.
13. Schools shall indemnify and hold healthcare facilities harmless from any and all actions or claims that may be asserted by clinical instructor/students arising out of healthcare facilities' rejection of any clinical instructor/student from clinical rotation based on the results of a criminal background check or any claim that such a background check was conducted improperly. American DataBank shall be solely responsible for conducting background checks in accordance with applicable laws and regulations, including but not limited to California Civil Code Section 1786, et seq.
14. Students must meet all requirements established by each of the clinical agencies. These requirements are subject to change and may be revised while the student is enrolled in the nursing program. Clinical agencies currently mandate that students meet all health screening requirements and have no previous conviction of a felony or fraud to a government agency, client abuse, felony of controlled substances, etc.
15. If a San Diego City College Nursing Student is denied access to a clinical site by the clinical agency, that student will be unable to continue in the program.
16. Upon completion the results will be delivered to the applicant by American DataBank.
17. Clinical instructor/students must provide information allowing American DataBank to conduct a background check and with authorization to share any positive or flag results on the background check with healthcare facilities to which students may apply or to which students may be assigned for clinical nursing courses or clinical rotation (the school's clinical affiliates). American DataBank will conduct an internal review, verify the clinical instructor/student information and send any flagged or positive results to the clinical sites for review.
18. Upon receipt of a "positive" background check, the clinical site will make a final determination whether the clinical instructor/student will be accepted into the facility. The site will use the same guidelines used for the acceptance/rejection of an employment application in approving clinical instructor and student placement at their site.
19. If the clinical instructor/student's record is not clear, the individual may be unable to attend the clinical rotation. The clinical site will notify the campus of their denial of any clinical instructor/students. (Applicable BRN and/or BVN/PT guidelines will be incorporated into these

guidelines as they become available).

20. If the clinical instructor/students record is not clear they will be responsible for obtaining documents and having the record corrected to clear it.
21. Clinical instructor/students may be denied access to clinical facilities based on offenses appearing on the criminal record which may have occurred more than seven years ago. Final placement status based on background check information is the clinical site's determination.
22. Flagged urine drug screens are required to be rectified within 72 hours. Failure to do so will result in inability to continue in the nursing program.

Students accepted into the San Diego City College Nursing Education Program will be required to successfully complete the clinical objectives of the courses held in clinical health care facilities. The clinical health care facilities require criminal background checks and urine drug screening, as a condition of placement.

Refusal to submit to a background check, urine drug screen at any time, or failure to meet clearance criteria established by the health care facility, may prevent placement in the Directed Clinical Practice/clinically-based course and thus, it may not be possible to remain in the program or successfully complete the program.

Healthcare facilities require adherence to strict standards of conduct. Facilities may refuse educational access to any person who does not adhere to the facility's standards of safety, health and ethical behavior. Violation of program policies regarding clinical or policies established by the SDNSEC/Complio will result in immediate dismissal from the program.

NOTE:
All students must have a Complio account, and the account must be in good standing yearly, this also includes yearly renewal for all students. This account is used by the clinical facilities to ensure compliance with all requirements for attending clinicals at the specific facility. (Instructions for uploading documents to Complio are included in the Student Handbook).

Each clinical facility determines a date by which all documents must be submitted in order to approve clinical placement. The clinical coordinator (s) will notify students of the deadline for adding documents to Complio. Any student who does not have all required documentation uploaded by the assigned due date in the correct location will not be permitted to attend clinical, therefore will be dismissed from the San Diego City College Nursing Education Program.

For students enrolled in NRSE 140: The student will be provided with a deadline date for uploading documents to Complio. If you do not correctly upload your documents by the deadline, you will not be able to attend on-campus clinical and will not be permitted to enroll in NRSE 142. (Extension will be only granted for extenuating circumstances as approved by the Clinical Coordinator).

San Diego City College Nursing Education Program
American Data Bank (DISA-Healthcare)/Complio
Effective: 12/2018 Reviewed: 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 12/2020, 08/2023, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: All students must have a Complio account as stated by the Nursing Education Program. This account is used by the clinical facilities to ensure compliance with all requirements for attending clinicals at the specific facility. When uploading the evidence of each requirement the following descriptive identifier is to be used for each item uploaded:

a. Measles/Measles titer
b. Mumps/Mumps titer
c. Rubella/Rubella titer
d. Varicella/Varicella
e. Hepatitis B Dose one
f. Hepatitis B Dose two
g. Hepatitis B Dose three
h. Hepatitis B titer
i. Hepatitis B repeat titer
j. TDap
k. QuantiFERON Gold
l. Influenza
m. CPR
n. Physical Exam
o. Medical History
p. Background check
q. Drug Screening
r. Student Handbook
s. Nurses Service Organization malpractice insurance policy

PROCEDURE:
1. Go to www.sdnahcbackground.com and click on New Users Create an Account with the San Diego City College email address After you create your account, you will receive an email with an activation link. Your email account needs to be your first name and last name. **For example:**
mary.doe@student.sdccd.edu
Make sure to use the same professional SDCC address that you will use for the college for the next two years.
2. The student must follow this link to log in to your account. If the student does not click on this link your account will not be activated.
3. The account with American Data Bank/Complio is to be initiated per the San Diego City College Nursing Education Program guidelines. The student will choose the San Diego City College Tracking Package ADN the San Diego Nursing Consortium Background and Drug Screening.
4. Upload copies of all required documents using the titles listed in the policy above.
5. Reference the Complio User Guide provided during orientation for the requirements and questions you may have regarding the account process.
6. All students will also need to complete various educational packages for the health care facility they will attend for clinical rotations. These packages will be assigned when assignments for clinical placements have been made. Attention to the date and time requirements is critical for the student to maintain their

place in the clinical rotation and continue in the Nursing Education Program. No exceptions can be made for students not meeting these deadlines.
7. All students are required to check their emails regularly and complete clinical requirements during the summer to be eligible for clinicals, in accordance with the guidelines set by the clinical facilities. The San Diego City College Nursing Education program **must** adhere to these guidelines.

8. All students must upload and maintain up-to-date compliance documents (immunizations, background checks, CPR, drug tests) in American Data Bank/Complio. All students must upload the **CORRECT** clinical requirements to be eligible to their clinical rotation to be cleared for clinicals.
Failing to reach and maintain a "Compliant" status by your school's deadline will suspend your eligibility to participate at clinical sites.

San Diego City College Nursing Education
Accommodations in the Clinical Setting
Effective: 06/2016 Reviewed: 08/2017, 08/2018, 08/2019, 11/2020, 07/2022, 01/2023, 08/2023. 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2023, 7/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Students requesting accommodations for clinical placements must meet with a DSPS counselor and participate in the interactive process. DSPS will determine appropriate accommodations in accordance with applicable law and College/District policy and will coordinate with the student, Course Coordinator, Department Chair, Clinical Professor, and Associate Dean of Nursing as needed. Approved accommodations must be reasonable and may not fundamentally alter essential clinical requirements or compromise client safety.

PROCEDURE:
If DSPS approves a reasonable accommodation and the assigned clinical placement is unable to implement the accommodation, the Associate Dean of Nursing, in collaboration with DSPS and appropriate Nursing Education Program personnel, will take one or more of the following actions:

1. Work with the clinical placement to implement the approved accommodation or identify an equally effective alternative accommodation.
2. When feasible, identify an alternative clinical placement that provides the student with equal access to the required clinical learning experience.

Any alternative accommodation or clinical placement must remain consistent with the essential academic and clinical requirements of the San Diego City College Nursing Education Program, applicable College and District policies, and established client-safety standards.

San Diego City College Nursing Education Program
Release of Information to Clinical Agencies from Complio
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 11/2020, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 7/2025, 06/2026 Revised: 08/2023, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Students must meet all requirements established by each clinical agency. These requirements are subject to change and may be revised while the student is enrolled in the nursing program. Clinical agencies currently mandate that students meet all health screening requirements and have no previous conviction of a felony or fraud against a government agency, client abuse, felony involving controlled substances, etc.

Clinical agencies conduct a variety of background checks on students, including obtaining clearance from the Office of the Inspector General (dealing with Medicare/Medical fraud and other aspects of the Department of Health and Human Services) and criminal background checks.

Each clinical facility sets a deadline by which all documents must be submitted to approve clinical placement. The clinical coordinator (s) will notify students of the deadline for adding documents to Complio. Any student who does not have all required documentation uploaded by the assigned due date in the correct location will not be permitted to attend clinical and will therefore be dismissed from the San Diego City College Nursing Education Program.

If a San Diego City College Nursing Student is denied access to a clinical site by the clinical agency, that student will be unable to continue in the program.

Clinical rotations are mandatory under the California Board of Registered Nursing regulations. The student information is released to the clinical agency for background screening purposes.

San Diego City College Nursing Education Program
Student Responsibilities Related to Clinical Experiences
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 11/2020, 07/2022, 01/2023, 08/2023, 08/2025, 01/2025, 07/2025, 06/2026 Revised: 08/2019, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Each student will be responsible for reviewing all clinical objectives as presented in the course syllabus and the weekly learning modules. Each student is accountable for all previously introduced concepts and skills. The clinical evaluation is based on the continued application and integration of previously learned material within the current clinical learning experience.

The Nursing Program is a demanding commitment of time and energy. If it is absolutely necessary for the student to work during the program, the student is expected to arrange his/her work schedule so that it does not interfere with meeting his/her responsibilities in any facet of the nursing program. Work hours MUST NOT be scheduled immediately before attending clinical (example: the student will not work a night shift before a day-shift clinical)**.**

The clinical experience will begin and end at the times specified in the class syllabus or clinical expectations provided by each clinical faculty. Students **must** be on time for all clinical experiences and are expected to arrive at the assigned clinical unit at least 10 minutes before the clinical starts (i.e., at 6:20 a.m. for the 6:30 a.m. clinical).

Students must provide advance notice to the clinical professor if they anticipate being late or unable to attend clinical for any reason. The student must notify the clinical professor as soon as possible and before the scheduled clinical start time**,** and the student must also notify the Nursing Education Office at 619-388-3441 regarding the absence or anticipated tardiness.

Lunch and break periods will be determined by the clinical professor based on clinical agency policy, the student's level in the Nursing Education Program, and the nature of the clinical assignment.

Break periods are not cumulative and may not be combined to shorten the scheduled clinical day. Students may not leave the clinical site before the scheduled end time in lieu of taking a lunch or break period.

Client information is **confidential and must be protected at all times**. Students may discuss a client's condition only with individuals directly involved in the client's care and may access health information solely as necessary for authorized educational and clinical purposes.

Client information discussed during **pre-conference and post-conference**, including the client's **History and Physical (H&P), admitting diagnosis, and plan of care**, must remain confidential and should be limited to information necessary to support the student's clinical learning and the client's care.

Students are prohibited from removing client care plans, medication records, History and Physical documents, admitting diagnosis information, or other client information from the clinical facility; printing, photographing, copying, or reproducing information from the client's medical record; or accessing the records of clients who are not assigned to them.

Students must not disclose client information or make statements regarding a client to family members, law enforcement, the media, or any other unauthorized individual. All students are expected to comply with applicable confidentiality and privacy requirements, including clinical agency policies and HIPAA regulations

Review consequences of HIPAA violations in your online program.
http://healthsciences.ucsd.edu/compliance/privacy/hipaa-training/Documents/4-HIPAA%20Privacy%20101%20Plus%20Intermediate%20Registry-Updated-11-14-2012.pdf

Students are expected to conduct themselves professionally and maintain **strict client confidentiality at all times**. Students must not discuss client information in public or common areas, including **cafeterias, elevators, hallways, waiting areas, or other locations where conversations may be overheard**.

Students must not discuss client information with **family members, friends, other students who are not involved in the client's care, or any unauthorized individual**. All client-related discussions must occur only in appropriate clinical or educational settings and in accordance with applicable privacy requirements, clinical agency policies, and HIPAA regulations.

Students may perform only those client care activities and clinical skills for which they have received appropriate education, instruction, preparation, and validation. Students must immediately inform the **clinical professor** if they are asked to perform care or a skill for which they have not been formally prepared, validated, or previously supervised.

Students must obtain appropriate guidance and supervision before performing any unfamiliar or unvalidated skill. **Students may provide direct client care only when the clinical professor or designated preceptor is present in the clinical facility, and appropriate supervision is available.**

Before performing clinical skills with or under the supervision of a clinical agency Registered Nurse (RN), the student must **first contact the clinical professor and obtain approval**. Students may not independently obtain authorization from clinical agency staff to perform a skill without prior approval from the clinical professor.

Students may be assigned to care for clients with communicable diseases such as MRSA, AIDS, and Hepatitis. When immunization is possible, it may afford extra protection. Standard precautions will be taught and practiced.

Students who are judged by the clinical faculty as unable to provide safe client care because of illness or lack of clinical preparation will not be permitted to give care and may be asked to leave the clinical setting. Such action will constitute a clinical absence and must be made up.

If, at any time, the **clinical professor determines that a student's conduct, clinical judgment, actions, or performance poses or has the potential to pose a risk of harm to the health, safety, or well-being of a client**, the student may be immediately directed to discontinue client care and leave the clinical area. The incident will be addressed in accordance with applicable course and Nursing Education Program policies and procedures.

A student **must** inform the clinical faculty if he/she must leave the clinical agency prior to the scheduled time. Reporting off duty to **both** the faculty and primary nurse ensures continuity of care and is required any time a student leaves the unit. A student may not leave the facility during assigned clinical hours for personal errands.

Students may not receive personal messages or phone calls while in the clinical area. **Students may not carry cell phones, mobile devices, smart eyeglasses, or smartwatches onto any clinical unit.**

Students should provide family members or designated contacts with the Nursing Education Program office phone number in the event of an emergency. If an emergency message is received by the Nursing Education Program office, a member of the nursing department will contact the clinical professor, who will then provide the information to the student.

Students are **not permitted to receive or accept medical orders** from healthcare providers, including physicians, nurse practitioners, or physician assistants. If a healthcare provider communicates an order to a student, the student must promptly notify the **primary Registered Nurse (RN)** and the **clinical professor** and follow the clinical agency's established policies and procedures.

Nursing students must promptly notify their clinical professor or designated faculty member in the following situations:

- Whenever there is a change in a client's condition.
- Before performing a procedure for the first time in the clinical setting, regardless of whether the procedure was previously practiced or observed in the skills laboratory.
- Before performing an unfamiliar procedure at a new clinical site or when working with a different professor.
- Whenever the student is unsure about a procedure, assignment, medication, treatment, or other aspect of client care.
- When the student is falling behind in assigned responsibilities and is concerned that required work may not be completed within the scheduled clinical time.
- When assigned responsibilities have been completed and the student is available for additional learning opportunities or client-care activities.
- If an unsafe event or unexpected incident occurs involving a client, such as a fall, medication error, or other change that may affect client safety.
- If the student experiences challenges or concerns while working with nursing staff or other members of the healthcare team.
- If the student sustains any injury or exposure while in the clinical setting, including, but not limited to, a needlestick or sharps injury, blood or body-fluid exposure, fall, or musculoskeletal injury.

Students are expected to remain within the scope of practice and level of preparation appropriate for a nursing student and must seek the professor's guidance whenever they are uncertain about their responsibilities or ability to safely perform client care.

San Diego City College Nursing Education Program
Infection Control Policy
Effective: 06/2016 Reviewed: 08/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2023, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Standard Precautions and Infection Prevention

Medical history, physical examination, and diagnosis cannot reliably identify all clients who may have a transmissible infection. Therefore, students and professor must follow **Standard Precautions with all clients, in all clinical settings, regardless of known or suspected infection status**.
Standard Precautions are intended to protect clients, students, professors, healthcare personnel, and others from exposure to blood, body fluids, secretions, excretions, non-intact skin, mucous membranes, and other potentially infectious materials.

Students and professors must comply with the infection-prevention policies and procedures of the San Diego City College Nursing Education Program, the assigned clinical agency, and applicable Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and other regulatory requirements.

When a clinical agency's infection-prevention requirements are more restrictive, students and professors **must** follow the clinical agency's requirements.

PROCEDURE:

1. **Standard Precautions**
   Students and faculty must consistently use Standard Precautions during all client-care activities. Appropriate precautions will be determined by the anticipated exposure and may include hand hygiene, gloves, gowns, masks, respirators, protective eyewear, face shields, safe injection practices, sharps safety, respiratory hygiene, and appropriate handling of contaminated equipment and materials.

2. **Hand Hygiene**
   Students and faculty must perform hand hygiene:
   - Before touching a client;
   - Before performing an aseptic or clean procedure;
   - Before handling invasive devices;
   - After contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, contaminated surfaces, or equipment;
   - After touching a client or the client's immediate environment;
   - Immediately after removing gloves; and
   - Whenever otherwise required by the clinical agency.

   Alcohol-based hand sanitizer may be used when appropriate. Soap and water must be used when hands are visibly soiled or when otherwise required by infection-prevention guidelines or clinical agency policy.

3. **Gloves**
   Gloves must be worn when contact with blood, body fluids, mucous membranes, non-intact skin, contaminated equipment, or other potentially infectious materials is anticipated.

   Gloves must be changed between clients and between tasks when contamination may have occurred. Gloves must be removed and discarded appropriately after use. Wearing gloves does not replace the requirement for hand hygiene.

4. **Personal Protective Equipment (PPE)**
   Appropriate PPE must be selected based on the anticipated exposure and clinical procedure. PPE may include gloves, gowns, masks, respirators, protective eyewear, and face shields.

   Students must follow clinical agency requirements regarding the availability, use, donning, removal, disposal, and storage of PPE.

5. **Masks, Respirators, Eye Protection, and Face Shields**
   Masks and appropriate eye or face protection must be worn when procedures or client-care activities may generate splashes, sprays, droplets, or other exposure to blood, body fluids, respiratory secretions, or other potentially infectious materials.

   Respirators must be used when required for airborne or other respiratory precautions and in accordance with clinical agency requirements, including applicable respiratory-protection requirements.

6. **Gowns and Protective Clothing**
   Gowns or other protective clothing must be worn when there is a reasonable possibility that clothing or exposed skin may come into contact with blood, body fluids, secretions, excretions, or other potentially infectious material.

   Used or contaminated protective clothing must be removed and disposed of or processed according to clinical agency policy.

7. **Fingernails and Hand Hygiene**
   Students must maintain fingernails in a manner that supports effective hand hygiene and complies with Nursing Education Program and clinical agency requirements.

   Artificial fingernails, nail extensions, and other nail enhancements may be prohibited in clinical settings, particularly when caring for high-risk clients or when prohibited by the clinical agency. Natural nails must be maintained at an appropriate length and must not interfere with client safety, glove integrity, or effective hand hygiene.

8. **Sharps Safety**
   Students and professors must take precautions to prevent injuries from needles, scalpels, lancets, and other sharp devices.

   Safety-engineered devices must be used when available and according to clinical agency policy. Safety features must be activated immediately after use when applicable.

9. **Needle Handling**
   Used needles must not be bent, broken, removed, recapped, or otherwise manipulated by hand except when a specific clinical procedure requires recapping and an approved safety method or mechanical device is used in accordance with agency policy. Students must never attempt to retrieve a used needle or sharp from a sharp container.

10. **Sharps Disposal**
    Needles, syringes with attached needles, scalpel blades, lancets, and other contaminated sharps must be disposed of immediately or as soon as feasible in an approved puncture-resistant sharps container located as close as practical to the point of use.

11. **Safe Injection and Medication Practices**
    Students must use aseptic technique when preparing and administering medications.
    Needles and syringes are single-use devices and must not be reused for another client. A used needle or syringe must never be used to access a medication vial, solution container, or other medication intended for subsequent use.
    Single-dose medications must be used according to clinical agency policy and infection-prevention standards.

12. **Contaminated Equipment and Materials**
    Client-care equipment, instruments, linens, supplies, and other materials contaminated with blood, body fluids, secretions, excretions, or other potentially infectious materials must be handled, cleaned, disinfected, transported, or disposed of according to clinical agency policy.

13. **Respiratory Hygiene and Cough Etiquette**
    Students and faculty must follow respiratory hygiene and cough-etiquette practices and comply with any masking, respiratory isolation, or source-control requirements established by the clinical agency.

    Additional **Transmission-Based Precautions**, including Contact, Droplet, and Airborne Precautions, must be followed when required for clients with known or suspected transmissible infections.

14. **Resuscitation**
    Students should use appropriate barrier or ventilation devices, such as bag-mask ventilation devices, when providing emergency respiratory support whenever such equipment is available and appropriate.

15. **Open Wounds, Skin Conditions, or Communicable Illness**
    Students or faculty with open wounds, draining lesions, significant dermatitis, or another condition that could compromise infection prevention or client safety must notify the appropriate faculty member or Nursing Education Program administrator before providing client care.

    Appropriate protective measures, clinical restrictions, or temporary modification of clinical activities may be required based on the individual's condition, applicable accommodation requirements, and clinical agency policy.

16. **Pregnancy**
    Pregnancy alone does not automatically restrict a student or faculty member from caring for clients with HIV or other infectious conditions. Pregnant students and faculty must follow Standard Precautions and all applicable Transmission-Based Precautions.

    When a specific infectious exposure may present an increased reproductive or fetal risk, the individual should promptly consult with their healthcare provider and follow applicable Nursing Education Program, College, accommodation, and clinical agency requirements.

17. **Occupational Exposure to Blood or Body Fluids**
    Any needlestick, sharps injury, splash to the eyes, nose, or mouth, contact with non-intact skin, or other significant exposure to blood or potentially infectious body fluids must be reported **immediately** to the clinical faculty member and appropriate clinical agency personnel.

    The student or faculty member must follow the clinical agency's exposure-control procedure and all Nursing Education Program and College reporting requirements. Prompt medical evaluation is required because post-exposure treatment may be time sensitive.

18. **Clinical Agency Requirements**
    Students are responsible for becoming familiar with and complying with the infection-prevention and occupational-safety policies of each assigned clinical agency. Failure to follow required Standard Precautions, PPE requirements, sharps-safety practices, or clinical agency infection-prevention procedures may result in removal from the clinical setting and further review in accordance with Nursing Education Program policies.

RATIONALE FOR POLICY UPDATE

This policy has been revised to align with current infection-prevention and occupational-safety practices. The most significant updates include the consistent use of Standard Precautions for all clients, strengthened hand-hygiene and personal protective equipment (PPE) requirements, the inclusion of respiratory hygiene and safe injection practices, and updated sharps-safety measures.

Current Centers for Disease Control and Prevention (CDC) guidance identifies hand hygiene, environmental cleaning and disinfection, injection and medication safety, appropriate use of PPE based on anticipated exposure, respiratory hygiene and cough etiquette, and appropriate cleaning and reprocessing of client-care equipment as essential components of Standard Precautions.

The Occupational Safety and Health Administration (OSHA) also emphasizes the use of safety-engineered sharps devices, appropriate activation of safety features, avoidance of needle recapping except under specifically permitted circumstances, and prompt disposal of contaminated sharps in approved puncture-resistant containers.

The policy language regarding artificial fingernails and nail extensions has also been updated to reflect current practice. CDC guidance identifies artificial fingernails and extensions as a particular concern when healthcare personnel provide care to certain high-risk client populations. Clinical agencies may establish more restrictive requirements based on infection-prevention standards and the populations they serve.

Because Nursing Education Program students participate in clinical experiences across multiple healthcare agencies and client-care settings, the Program may establish a more restrictive standard prohibiting artificial fingernails, nail extensions, and other nail enhancements in all clinical settings when necessary to support consistent infection-prevention practices, client safety, and compliance with clinical agency requirements

San Diego City College Nursing Education Program
Latex Sensitivity
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Students with a known or suspected latex sensitivity must provide documentation from a licensed healthcare provider identifying the latex sensitivity and any required treatment or emergency medication before participating in clinical or laboratory experiences in the first semester of the Nursing Education Program.

Students are responsible for keeping any prescribed emergency medication readily available during all school-related clinical, laboratory, and program activities throughout their enrollment in the Nursing Education Program.

Latex-sensitive students must use **latex-free supplies** whenever available. The nursing program will provide student latex-free gloves for on-campus laboratory experiences. During clinical experiences, students may use latex-free gloves and supplies provided by the clinical agency, consistent with agency policy and availability.

San Diego City College Nursing Education
Clinical Evaluation Clinical Grading and The Essential Nursing Student's Job Performance
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 7/2025, 06/2026 Revised: 08/2023, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Each student is responsible for reviewing and understanding all clinical objectives outlined in the **course** syllabus and weekly learning modules. Students are expected to retain, apply, and demonstrate competence in all previously introduced concepts and clinical skills.

Clinical evaluation is based on the student's ongoing ability to safely integrate and apply previously learned knowledge and skills within the current clinical learning experience.

Note: The Essential Nursing Student's Job Performance:

1. The nursing students must exercise good judgment based on clients' plan of care (POC) with the clinical professor input based on the student's SBAR report and the nursing assessment in order to implement safe and quality care to the clients.
2. The nursing students must maintain a professional demeanor and remain visibly calm under a variety of life-threatening and emergency situations. Emotional stability is required when performing under stress.
3. The nursing students must work closely with others; interact with clients in a caring, professional manner to provide emotional support and education.
4. The nursing students learn under variable and constantly changing situations and must be flexible in responding to emergencies and be able to prioritize tasks.
5. A nursing student may not pose a direct threat or significant risk to the health and safety of clients and/or others in the clinical area. A student nurse may not impede the healing process of a client without the collaboration of the clinical professor or the primary Registered Nurse (RN).
6. The nursing students must communicate the Plan of Care (POC) to the clinical professor and the primary RN. If the primary RN is unavailable the clinical faculty will always to be point of contact for the nursing students.

Students are responsible for reviewing and understanding the criteria used to determine the clinical performance ratings of Exceeds Expectations, Satisfactory, Needs Improvement, and Unsatisfactory/Unsafe**.**

Clinical Professors will evaluate student progress in a variety of ways, such as planned and incidental observation of client assessment, problem identification, care plan development and implementation and evaluation of client care, as outlined in the course clinical objectives and the weekly learning modules.

Each student will be responsible for submitting to the clinical professor a weekly online anecdotal entry via Canvas. This will be used by the student and faculty as a communication tool to state objectives that have been met successfully, to explore feelings elicited from clinical assignments, and to seek assistance from the faculty when clinical objectives have not been met.

The clinical professor may initiate a Clinical Counseling Record at any time when an incident occurs in the clinical area, which demonstrates a potential safety hazard to the client, a lack of preparedness on the part of the student or a specific learning difficulty/area of concern.

To achieve a grade of "Satisfactory" in the clinical component for each nursing course, the student must:

1. Achieve a passing grade or a satisfactory evaluation on all required written clinical assignments.
2. Satisfactorily meet designated clinical objectives and clinical expectations consistently throughout each course.
3. Regularly attend scheduled meetings of clinical rotations and on-campus laboratory sessions.
4. Satisfactorily complete and submit the weekly online anecdotal entry on time.
5. Successfully pass a written dosage calculations proficiency quiz score of 100%.

San Diego City College Nursing Education
Clinical Performance Scale
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024. 01/2025, 07/2025, 06/2026 Revised: 10/2020, 08/2024, 07/2025
Associate Dean, San Diego City College, Nursing Education Program

EXCEEDS EXPECTATIONS:
A. Definition:
Performs above the expected "Satisfactory" level independently and under the supervision of faculty and/or preceptor and demonstrates consistent behaviors in meeting specified clinical objectives and clinical expectations.
B. Expected Outcomes:
Student consistently functions independently under the supervision of the faculty or preceptor.

SATISFACTORY:
A. Definition:
Performs at expected level with minimal faculty guidance and demonstrates consistent behaviors in meeting specified clinical objectives and clinical expectations.
B. Expected Outcomes: Student progresses to the next level.

NEEDS IMPROVEMENT:
A. Definition:
Performs at expected level with faculty guidance only. Student performance in the clinical area demonstrates weaknesses that have the potential for violations of safety, and/or inability to consistently meet specified clinical objectives and clinical expectations.
B. Expected Outcomes:
1. Student may receive a "Needs Improvement" evaluation at mid-rotation or end-rotation in any assigned clinical area (except NRSE 246).
a. The student is notified in writing that performance is substandard as evidenced by the Clinical Counseling Record.
b. Specific deficiencies are noted.
c. A joint remediation plan is developed by the student and instructor.
d. The contract is signed, which defines:
(1) Behavioral indicators for change.
(2) Target or due dates for reassessment.
e. The Associate Dean of Nursing shall be notified of the student's behaviors and shall receive copies of Clinical Counseling Record.
1. If the **"Needs Improvement"** rating is received at mid-rotation, the student must meet the requirements for minimum satisfactory performance by the end of the rotation. If the minimum standards are not met, a 3-way conference may be scheduled with the student, the instructor and the Director of Nursing Education. The student will receive an **"Unsatisfactory/Unsafe"** clinical evaluation and will not be allowed to progress in the nursing program.
2. If the **"Needs Improvement"** is received at the end of the rotation in any clinical course (except NE 246), the student will receive an Incomplete (I) in the course and a Student Success Plan (SSP) for remediation is developed by the student, current instructor and next

clinical instructor. The specific "target" or due date will be determined by the group developing the contract (mid rotation).
If the **"Needs Improvement"** is not corrected by the target date, the student will receive an **"Unsatisfactory/Unsafe"** clinical evaluation in the previous course and will not be allowed to progress in the nursing program. The Incomplete will be changed to a grade of "D".
3. A student earning a **"Needs Improvement"** in the same behavioral area(s) for two consecutive clinical rotations will receive an "Unsatisfactory/Unsafe" clinical evaluation and will not be allowed to progress in the nursing program.
4. A student earning a **"Needs Improvement"** will not be assigned to alternate learning activities, such as observational experiences, career/health fairs or nursing student association functions.

UNSATISFACTORY/UNSAFE:
A. Definition:
Unable to perform at expected level even with faculty guidance. Student performance in the clinical area which demonstrates consistent patterns of behavior that are indicators of safety violations, either actual or potential, that do not improve with remediation, or behavior which reflects the student's inability to meet the specified course objectives and clinical expectations.
B. A student may receive an "Unsatisfactory/Unsafe" evaluation at any time during the course of the clinical rotation.
C. A student receiving an "Unsatisfactory/Unsafe" clinical evaluation will not be allowed to progress in the Nursing Program.

San Diego City College Nursing Education Program
Criteria for Unsatisfactory/Unsafe Clinical Performance
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 06/2026
Associate Dean, San Diego City College, Nursing Education Program

Unsatisfactory/Unsafe clinical behavior may include, **but is not limited to**, the following;

Safety Category	**Unsatisfactory/Unsafe Clinical Behavior**	Examples
a. Physical Safety	Violates or threatens the client's physical safety.	Reports to clinical unprepared; causes or contributes to client injury; fails to position the client safely; does not appropriately use side rails or restraints; or participates in clinical activities while impaired by substances or other conditions that affect safe performance.
b. Psychosocial Safety	Violates or threatens the psychosocial safety of the client.	Repeatedly uses nontherapeutic communication techniques; disrespects, degrades, or dismisses a client's beliefs, values, culture, or preferences.
c. Microbiological Safety	Violates or threatens the client's microbiological safety.	Fails to recognize or correct breaks in medical asepsis or sterile technique; does not perform hand hygiene appropriately; or fails to follow standard precautions and infection-prevention practices.
d. Chemical/Medication Safety	Violates or threatens the chemical or medication safety of the client.	Violates established rights of medication administration; inaccurately prepares or calculates medications; or fails to safely administer, monitor, or manage IV medications and infusions.
e. Thermal/Environmental Safety	Violates or threatens the client's thermal or environmental safety.	Fails to follow required safety precautions during oxygen therapy or causes injury through improper use of hot or cold applications.

Students are expected to recognize potential safety risks, take appropriate corrective action, and immediately notify the clinical professor of any actual or potential threat to client safety.

NCSBN Clinical Judgment Measurement Model (NCJMM) uses six clinical judgment functions: recognizing cues, analyzing cues, prioritizing hypotheses, generating solutions, taking action, and evaluating outcomes.

Nursing Process / Clinical Judgment (NP/CJ)

Category	Unsatisfactory/Unsafe Clinical Behavior	Examples
a. Assessment / Recognizing Cues	Inadequately or inaccurately collects, recognizes, or identifies relevant client information.	Fails to identify significant assessment findings, changes in condition, abnormal vital signs, laboratory results, symptoms, or other relevant client data; fails to observe, report, or document critical information.
b. Problem Statement / Analyzing Cues	Inadequately interprets or connects assessment findings to the client's clinical condition.	Fails to recognize relationships among assessment findings; misinterprets significant data; or is unable to distinguish relevant from irrelevant information.
c. Problem Statement / Prioritize Hypotheses	Fails to appropriately identify or prioritize actual or potential client problems.	Uses ineffective or unsafe clinical judgment when establishing priorities; fails to recognize or appropriately respond to urgent, emergent, or potentially life-threatening changes in a client's condition; or does not prioritize nursing care based on the client's immediate needs and clinical status.
d. Plan Care / Generating Solutions	Inadequately or inaccurately develops expected outcomes or appropriate nursing interventions.	Develops an incomplete or inappropriate plan of care; selects interventions that do not address the client's priority needs; or fails to anticipate potential complications.
e. Implementation / Taking Action	Implements nursing interventions incompletely, inaccurately, or in a manner that may compromise client safety or the effectiveness of care.	Fails to intervene appropriately; delays necessary care; performs an intervention incorrectly; or makes decisions that result in ineffective or potentially unsafe nursing care.
f. Evaluation / Evaluating Outcomes	Inadequately evaluates the client's response to nursing interventions and expected outcomes.	Fails to reassess the client, recognize improvement or deterioration, compare actual outcomes with expected outcomes, communicate changes, or modify the plan of care when indicated.

Skills (SK)

Category	Unsatisfactory/Unsafe Clinical Behavior	Examples
a. Clinical Skills Performance	Unable to safely and competently perform clinical skills and meet expected clinical performance objectives appropriate to the student's level in the program.	A first-semester student is unable to obtain and interpret accurate vital signs; a second-semester student is unable to maintain sterile technique; a student is unable to verbalize or demonstrate essential knowledge and skills previously taught in laboratory or theory courses; or a third- or fourth-semester student is unable to safely organize, manage, prioritize, and provide care for multiple clients.

Decision Making (DM)

Category	Unsatisfactory/Unsafe Clinical Behavior	Examples
a. Appropriate Independence and Judgment	Assumes a level of independence that is inconsistent with the student's demonstrated competency, scope of practice, or level of preparation.	Performs procedures or interventions without required faculty validation or supervision; makes clinical decisions beyond the student's level of preparation; or fails to appropriately seek assistance, clarification, or supervision when needed.
b. Recognition of Limitations and Legal Responsibilities	Fails to recognize personal limitations, areas of incompetence, scope of practice, or legal and professional responsibilities.	Refuses or fails to acknowledge an error; does not complete assigned nursing responsibilities; fails to report concerns appropriately; or is unable to identify personal legal, ethical, or professional responsibilities in a clinical situation.

If a student is unable to demonstrate safe and appropriate decision-making, particularly when the behavior places or has the potential to place client safety at risk, the student may be considered clinically unsafe or unsatisfactory and may require remediation, additional supervision, removal from the clinical setting, or other academic action in accordance with course and Nursing Education Program policies

Professional Accountability (PA)

Category	Unsatisfactory/Safe Clinical Behavior	Examples
a. Ethical, Legal, and Professional Responsibility	Fails to accept responsibility and accountability for personal actions or conduct in accordance with applicable professional, ethical, legal, academic, College, Nursing Education Program, and clinical agency standards	Demonstrates unprofessional conduct; falsifies or alters records; fails to follow College, Nursing Education Program, or clinical agency policies and procedures; engages in cheating, plagiarism, or other forms of academic dishonesty; or fails to comply with applicable standards of professional nursing practice.
b. Confidentiality and Privacy	Violates or fails to protect client confidentiality, privacy, or protected health information.	Removes, photographs, screenshots, copies, prints, transmits, or retains client information without authorization; discusses or shares client information with individuals who are not directly involved in the client's care or educational experience; or uses social media or electronic communication in a manner that compromises client privacy or confidentiality.

Students are expected to conduct themselves in accordance with the ANA Code of Ethics for Nurses, NSNA Code of Academic and Clinical Conduct, California Nurse Practice Act, HIPAA requirements, and applicable College, Nursing Education Program, and clinical agency policies.

San Diego City College Nursing Education Program
Clinical Simulation
Effective: 06/2016 Reviewed: 06/2017, 08/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 06/2017, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: The San Diego City College Department of Nursing Education utilizes various clinical simulation activities designed to replicate real-life experiences to enhance and support classroom and clinical learning. Simulation experiences create a learning environment in which students can analyze their actions, reflect on their skills, and critique their clinical decision-making. Active, collaborative learning during the simulation experience will enhance the acquisition and retention of knowledge and skills.

Simulation experiences are designed to support the learning objectives identified in the nursing curriculum and to reinforce content presented in the classroom and clinical settings. A variety of simulation methodologies may be utilized, including simulated documentation, task trainers, mannequins, standardized clients, and other simulation-based learning activities.

Simulation experiences may be **recorded for educational and debriefing purposes**. All recordings, discussions, participant performances, and information related to the simulation experience are considered confidential and must not be shared, copied, photographed, recorded, posted, or distributed outside of the authorized learning environment.

Critical thinking in nursing is an essential component of professional accountability and quality nursing care. The nursing faculty at San Diego City College has defined critical thinking as follows: A cognitive (way of thinking) and affective (utilizing the individual's emotions or feelings) method of processing (collecting and deciphering information) that encompasses reflective reasoning (thoughtful decision-making) and problem solving. The Simulation experience is designed to help students develop and strengthen critical thinking skills.

The ideal critical thinker consistently questions, is well informed, trusts reason, is open-minded, flexible, fair-minded in evaluation, honest in facing personal biases, cautious in making judgments, willing to reconsider, clear about issues, organized in complex situations, diligent in seeking relevant information, and persistent in seeking results. These are the attributes the Simulation experience seeks to strengthen.

The Simulation lab is a clinical experience, and all policies related to clinical attendance apply, including wearing the full uniform, bringing all equipment (stethoscope, watch, penlight, and bandage scissors), arriving on time, and completing assigned activities. Students and Instructors are expected to honor the core values established for the profession of nursing by the National League for Nursing (NLN):

CARING: Promoting health, healing, and hope in response to the human condition
INTEGRITY: Respecting the dignity and moral wholeness of every person without conditions or limitations
DIVERSITY: Affirming the uniqueness of and differences among persons, ideas, values, and ethnicities

The Simulation Experience

The simulation experience is composed of four (4) parts: preparation, implementation, debriefing, and evaluation.

Preparation: Students receive the information needed to prepare for the simulation in advance of the assigned simulation experience. Preparation includes, but is not limited to, researching disease processes and nursing interventions, pathophysiology, medications and treatments, developing care plans, and reviewing technical skills. On the day of the simulation, students will have the opportunity to review preparation materials and will also be oriented to the functioning of the equipment to be used in the simulation.

Scenario Implementation: Students will be assigned roles appropriate to program level and content. The students will be supervised and guided by an instructor familiar with simulation implementation. Students will have the opportunity to interact with each other, a simulated client, and the instructor. The instructor will facilitate the simulation, control the mannequin, serve as a resource, and may role-play various members of the health care team, including a primary care provider, supervisor, etc.

Debriefing: At the completion of the simulation, students will be asked to reflect upon the experience. Debriefing discussions will focus on the following:
Reflection-in-Action: Engaging the student in reflection on actions during the simulation;
Reflection-on-Action: Looking back at the simulation and exploring actions taken and feelings related to those actions; and
Reflection-beyond-Action: Exploring "what if" situations and expanding knowledge beyond the limitations of the simulation into future clinical practice.

Evaluation: Students will complete evaluations of the simulation experience, including ratings of satisfaction with overall instructional strategies, effectiveness of debriefing, etc. Data from the evaluations will be utilized to improve the program on an ongoing basis. The professor will evaluate student performance, and areas for improvement will be discussed with the student.

Quality and Safety Education in Nursing (QSEN)

The faculty of San Diego City College Department of Nursing Education believes in, and supports, the efforts of the Robert Wood Johnson Foundation to improve the quality of nursing care and nursing education. "The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work." (www.QSEN.org)

The faculty have developed simulation objectives and assessment instruments designed to assist the pre-licensure student in attaining the knowledge, skills and attitudes outlined in the selected QSEN competencies appropriate for the simulation environment. These competencies include:

- Teamwork and Collaboration
- Evidence-based Practice (EBP)
- Quality Improvement (QI)
- Safety
- Informatics

THE SIMULATION PROMISE
More than an alternative to clinical, the Simulation experience is designed for students and professors to work together to ensure the success of all students in the group. The Simulation Lab is a place where students can hone their nursing skills in an environment of mutual support and respect. Missteps are not mistakes or errors, but a chance to learn and improve.

FULFILLING THE PROMISE
Participate: come to simulation prepared! The experience means so much more if you are ready to work!

Exhibit Professionalism: The Simulation lab is a clinical experience, and all policies related to clinical attendance apply.

Ask Questions: Use your critical thinking and be prepared to ask "Why?" many times!

Seek Answers and Solve Problems: Work together with students and instructor to develop solutions to client care problems.

Avoid Distractions: Successful students are focused during learning experiences. Staying engaged is key to a successful simulation experience. Please leave all cell phones and other electronic devices in the "OFF" position (not silent, but off) to help us create a learning environment dedicated to the task at hand.

Simulation materials are posted on the Canvas site for your nursing class. Please familiarize yourself with those materials and bring materials to simulation as requested. Check Canvas announcements to see what to bring.

Working together, students and instructors can fulfill the promise of excellence in learning.

Simulation Day Plan

Time Frame (8am-4pm)	**Activity**

Hours 1 (8a-9a)	"Pre-Conference"
	• Review objectives, plan for the day, prerequisite knowledge
	  o Cognitive
	  o Psychomotor

Hours 2-4 (9a-11a)	Review & Practice related assessments • Perform and Document Assessment • Identify normal & abnormal findings from assessment
Hours 4-6 (12a-3p)	Work through desired scenario • Perform skills • Document tasks
Hours 7-8 (3p-4p)	Debrief • What went well • What did not go well • What would have worked better • Comments from Professors/Peers Care Plans Clean Up

Breaks will be provided as appropriate throughout the day, including a lunch break.

San Diego City College Nursing Education Program
Clinical Dress Code
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 11/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2019, 01/2025, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: Students are expected to maintain a **professional, clean, and appropriate appearance** at all times while in the clinical setting. Excessive makeup, perfume or cologne, jewelry, hairstyles that interfere with infection-control or sterile procedures, and ill-fitting or inappropriate uniforms are not permitted.

The **clinical professor** has the authority to determine whether a student's appearance is consistent with the Nursing Education Program and clinical agency standards. Students must be appropriately attired and well-groomed during all clinical activities.

Nursing uniforms may be worn only during **authorized school clinical activities**.

Adherence to the Dress Code is mandatory. A student who reports to the clinical setting improperly attired or inadequately groomed may be required to leave the clinical site, and the missed clinical time will be recorded as a **clinical absence**.

1. **Uniform:** School-specified clean uniform whenever the student is in the clinical area, including on-campus clinical activities. Only school-specific black long-sleeve shirts purchased at ACE Uniform may be worn under the uniform. **Undergarments must not be visible under uniforms. Uniforms must be washed after each wearing.**

2. **Scents:** The use of perfumes, scented lotions, colognes, or aftershave **is not allowed** due to possible client sensitivity or allergy. **Cigarette smoke/odor is not acceptable in the clinical area.**

3. **Hair:** Hair color must fall within naturally occurring shades, be neat, clean, and up off the collar or secured back. Facial hair must be clean and neatly trimmed. **Chest hair should not be visible.**

4. **Nails**: Fingernails must be clean, neat, and fingertip length only. Clear unchipped polish may be worn. No artificial, gel nail, acrylic nails, or components thereof are permitted. (Refer to Infection Control Policy).

5. **Makeup:** May be worn in moderation.

6. **Jewelry:** Only wedding rings or plain, simple rings are permitted (maximum – **one ring per hand).**

7. **Piercing:** No piercing or jewelry/hardware may be evident except for one small stud earring in each earlobe.

8. **Tattoos:** All tattoos must be covered at all times.

9. **Logo:** The San Diego City College Nursing Logo will be placed on the left upper chest of the uniform by ACE Uniform. The lab Coat logo patch is placed on the left upper arm.

10. **ID Badge:** The picture identification name badge must be worn and clearly visible during all clinical activities. Facilities will require students to be sent home if the ID badge is not visible. Recommend purchasing two (2) ID badges.

If a clinical agency requires an additional facility-issued identification badge, the student must wear **both the San Diego City College Nursing Education Program identification badge and the facility-issued badge** while participating in clinical or other onsite activities. Both identification badges must be **clearly visible at all times** while the student is at the clinical facility.

11. **Lab Coat:** An **Ace Uniform lab coat** is permitted as part of the approved clinical attire. **Jackets, hoodies, sweaters, or other outerwear are not permitted** while providing client care. Students may not wear any lab coat other than the designated Ace Uniform lab coat in the clinical setting.

12. **Shoes:** Clean black leather nursing shoes with closed toes and heels. All-leather black shoes and socks can be purchased at Ace Uniforms. Canvas tennis shoes are not acceptable. Above-the- ankle socks must be black. No "no-show" socks allowed.

13. **Equipment:** Stethoscope, safety goggles, watch with a sweeping second hand or digital second indicator, penlight, bandage scissors, and ballpoint pen with black items including pocket organizer, hemostat, back support, and calculator.

*****No cellphones allowed in the clinical area or on-campus clinicals.*****

In addition to complying with the Dress Code, all students are expected to maintain **appropriate personal hygiene** while participating in clinical and laboratory activities. This includes regular bathing or showering, use of effective deodorant, a **daily change of clean undergarments and clothing**, and maintaining appropriate oral hygiene.

Modifications of the Dress Code may be made for certain clinical rotations based on the policies of the facility utilized. Such changes will be described by your clinical professor **to comply with clinical facility requirements.**

Attire for On-Campus Clinical Laboratory

To promote student safety, professionalism, and privacy, students are expected to be appropriately dressed during all on-campus clinical laboratory activities.

During all on-campus clinical laboratory experiences, students must wear the complete Nursing Education Program uniform, including the required identification badge. Hair must be secured and kept off the shoulders when necessary for safety, infection control, and clinical skill performance. Appropriate supportive undergarments are expected. Students who do not comply with the required laboratory attire may not be permitted to participate in laboratory activities.

To meet course and program learning objectives, students will practice and demonstrate a variety of nursing skills. During selected activities, students may be asked to participate as the client or the nurse. Some skills may require limited exposure of body areas for educational purposes. Appropriate draping and measures to protect each student's privacy, dignity, and comfort will be maintained throughout the learning experience.

Note: Students are responsible for cleaning their assigned work areas, returning equipment and supplies to their designated locations, and restoring the laboratory to its original condition at the end of each laboratory session.

SAN DIEGO CITY COLLEGE

Nursing Education

Student Nurses Association

Program Completion

Graduation/Pinning

San Diego City College Nursing Education
Professional Organizations
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 11/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 06/2026
Associate Dean, San Diego City College, Nursing Education Program

One achievement of professional nursing after World War II was completing a plan to reorganize the structure of professional nursing, resulting in two major national organizations. One organization of, by, and for professional nurses, to have full responsibility for those functions which the members of any profession should perform for themselves, is the American Nurses' Association (ANA).

The second major organization, the National League for Nursing (NLN)**,** was formed through the consolidation of several national nursing organizations, including the National League for Nursing Education, the Association of Collegiate Schools of Nursing, and the National Organization for Public Health Nursing. This reorganization helped unify efforts related to nursing education, professional development, and the advancement of nursing practice (Griffin & Griffin, *History and Trends of Professional Nursing*).

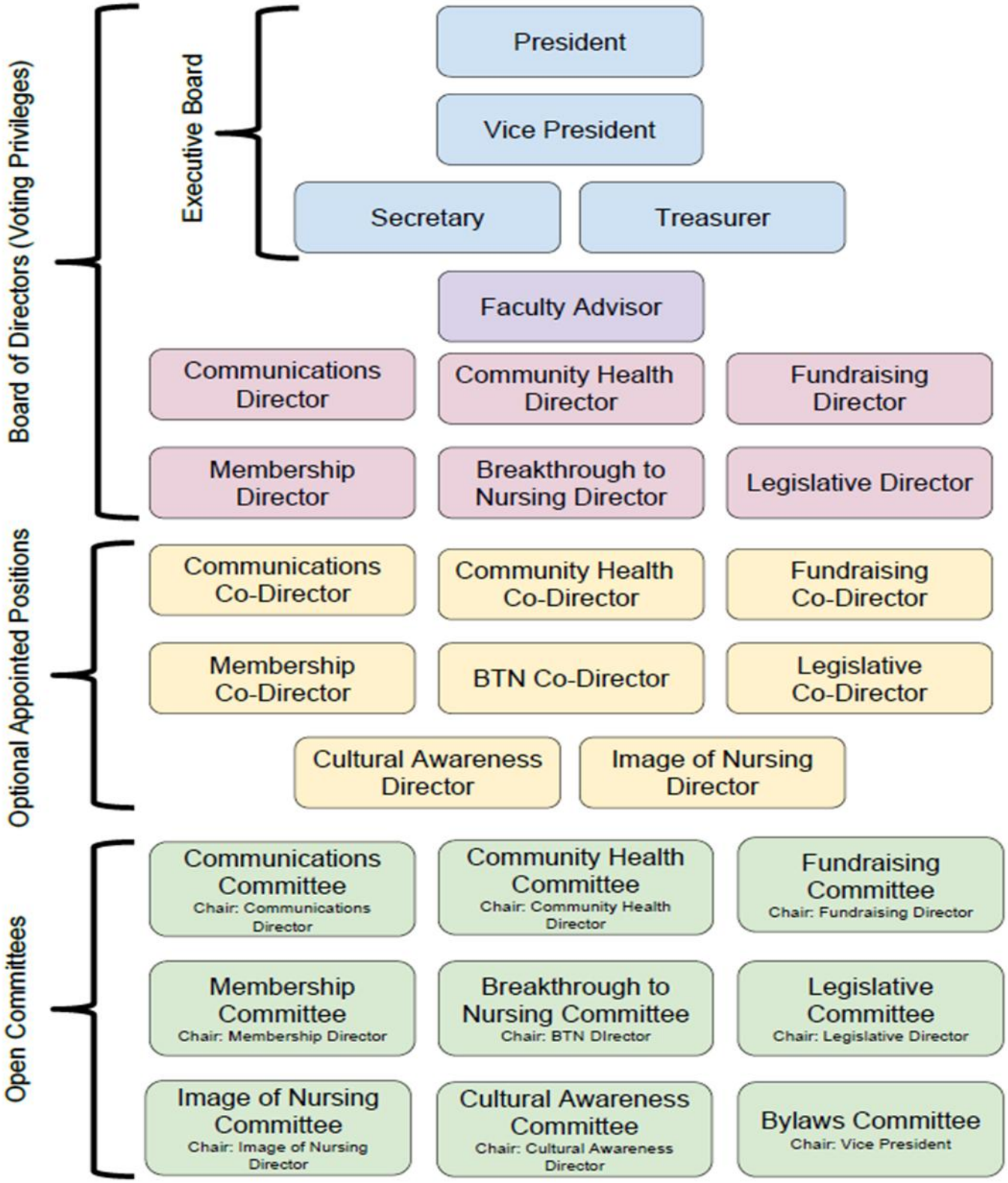
Through ANA, nurses work for the continuing improvement of professional practice, the economic and general welfare of nurses, and the health needs of the American public. Nurses and friends of nursing of all races, creeds, and national origins act together to provide the people of their communities with the best possible nursing service and to assure quality nursing education according to NLN policies.

Nursing students are encouraged to become involved in professional organizations while enrolled in the Nursing Education Program. The National Student Nurses' Association (NSNA) was established to provide nursing students with opportunities for professional development, leadership, advocacy, and engagement within the nursing profession.

The San Diego Student Nurses' Association serves as a regional organization affiliated with the California Nursing Students' Association (CNSA)**.** Individual nursing programs within the region may establish local student nurse associations to support student participation and professional involvement.

The San Diego City College Nursing Education Program encourages students to organize and participate in a local student nurses' association each academic year. Membership dues may include national and state association fees, while any local dues are determined by the local membership and retained by the local organization in accordance with applicable College and student organization policies.

SDCC NSA Organizational Chart



San Diego City College Nursing Education Program
SDCC NSA Bylaws
Effective: 05/2018, 01/2023 Reviewed: 05/2017, 08/2019, 11/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 06/2018, 01/2023, 06/2026
SDCC Nursing Student Association, Associate Dean, Faculty, San Diego City College, Nursing Education Program

SDCC NURSING STUDENTS' ASSOCIATION BYLAWS

ARTICLE I - SAN DIEGO CITY COLLEGE NURSING STUDENTS' ASSOCIATION

Section 1. The name of this organization shall be the San Diego City College Nursing Students' Association (SDCC NSA).

ARTICLE II - PURPOSE AND FUNCTION

Section 1. Purpose

To assume responsibility for contributing to nursing education in order to provide for the highest quality of healthcare.

To provide programs representative of fundamental interests and concerns to nursing students.

To aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.

Section 2. Function

To have direct input into standards of nursing education and influence the education process.

To influence health care, nursing education and practice through legislative activities as appropriate.

To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.

To represent nursing students to the consumer, to institutions, and other organizations.

To promote and encourage students' participation in interdisciplinary activities.

To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.

To promote and encourage collaborative relationships with nursing and health-related organizations.

ARTICLE III - MEMBERS

Section 1. School Constituent

School constituent membership is composed of active or associate members who are of the NSNA and the state association when one exists.

SDCC NSA shall be composed of at least 10 members from San Diego City College or the total school enrollment if less than 10. There shall be only one chapter on this school campus.

For yearly recognition as a constituent, an officer of the SDCC NSA shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.

A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the NSNA Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

SDCC NSA is an entity separate and apart from NSNA and its administration of activities, with NSNA and California Nursing Students Association (CNSA) exercising no supervision or control over these immediate daily and regular activities. NSNA and CNSA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of SDCC NSA or the members thereof. In the event any legal proceedings are brought against NSNA and CNSA, SDCC NSA will indemnify and hold harmless the NSNA and CNSA from any liability.

Section 2. Categories of Constituent Membership

Members of the constituent associations shall be:

A. Active members:

Students enrolled in state approved programs leading to licensure as a registered nurse.
Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
Active members shall have all the privileges of membership.

B. Associate members:

Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.

C. Individual members:

1. Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available.
2. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.

D. Active and associate membership shall be renewable annually.

Section 3. Membership after Graduation

Active and associate NSNA membership may be extended six months beyond graduation from a student's nursing program, provided membership was renewed while the student was enrolled in a nursing program.

ARTICLE IV - DUES

The annual NSNA dues for active and associate members shall be $25 per member, plus $15 state dues, payable for the appropriate dues' year. The membership dues year shall be a period of twelve consecutive months. Please note that the combined annual dues increase to $45 in the second year if the membership is renewed rather than purchased using the two-year membership option.

The annual National Student Nurses' Association (NSNA) dues, which include California Nursing Student Association (CNSA) dues, for active and associate members for joining the 2026-2027 year are $42 for one year or $80 for two years. The annual fees are subject to change at the discretion of the NSNA.

National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.

Any member who fails to pay current dues shall forfeit all privileges of membership.

Nursing Students, including LVN-to-RN and re-entry nursing students, are required to pay school-specific student dues ranging from $30-$200 determined by NSA Officers per semester. School-specific student dues must be paid no later than Friday of the week before Thanksgiving break during the Fall semester and no later than the Friday of the week before Spring break during the Spring semester.

The school association Board of Directors shall have the authority to change the school dues, providing such dues do not exceed the amounts set in these bylaws.

All dues are non-refundable, including for students who discontinue the program for any reason.

ARTICLE V. - Board of Directors

Section 1. Definition and Qualifications

A. The governing body of SDCC NSA shall be the elected and appointed Executive and General Board of Directors.

B. To be eligible to serve on the Board of Directors, a person shall:

Hold CSNA membership and an active City College ASG card.
Be a nursing student in good academic standing for the entire term of office.
Be a nursing student free of any Student Success Plans for Unprofessionalism.

Section 2. Composition

A. The Executive Board of Directors of the SDCC NSA chapter shall be comprised of the President, Vice President, Treasurer and Secretary.

B. The remaining General Board of Directors shall be comprised of the, Community Health Director(s), Breakthrough to Nursing Director(s), Fundraising Director(s), Membership Director(s), Legislative Director(s), and Communications Director(s).

C. The President has the authority to appoint Co-directorship to any Board position if deemed necessary with a two-thirds (2/3) majority vote of the Board of Directors.

D. Any Board of Director position comprised of co-directorship shall only constitute one vote.

Section 3. Term of Office

A. All officers shall be elected by the members of the SDCC NSA chapter, at the official election during the Spring semester which must occur two (2) weeks prior to the end of the semester.

B. A transition meeting will be held after the election where each officer will meet with the newly elected officer to discuss the job description and responsibilities.

C. Each newly elected officer shall hold his or her position from the transition meeting following his or her election until the transition meeting of the following year.

E. In addition, each officer shall act in an advisory capacity to the newly elected officer until August 31st.

Section 4. Responsibilities

A. The Board of Directors shall be responsible for:

Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
Filling vacancies in any office by a two-thirds majority vote of the Board of Directors, except the office of President, in which situation the Vice President will assume the role of President.
Reviewing expenditures, revenues, policies and procedures, and any other business of the association.
Notifying the student body of events such as career fairs, speaking engagements, scholarships, professional development, and other opportunities.
Reviewing and making any necessary changes to bylaws annually.
Appointing Directors of Cultural Awareness and/or Image of Nursing should the Board of Directors deem the positions beneficial.

Section 5. Duties of the Board of Directors

A. President

Shall preside at all meetings of this association, appoint committees as needed, perform all other duties pertaining to the office, and represent this association as needed.
Shall schedule and serve as chairperson of the Board of Directors meetings.
Shall schedule and facilitate general membership meetings.

Shall complete the annual Club Recognition Packet for SDCC NSA with City College Student Affairs prior to the deadline.
Shall appoint new directors and/or special committees as needed.
Shall approve expenditures and co-sign approved checks.
Shall represent SDCC NSA as head delegate at state and national conventions as budget appropriations and personal schedule allow.
Shall submit the Official Application for CNSA Constituency Status by January 18, or as otherwise designated.
Shall submit the Official Application for NSNA Constituency Status by February 21 or as otherwise designated.
Shall notify the CNSA organization of local events such as career fairs, speaking engagements, and other events to encourage participation from other local Student Nurses' Association chapters, as deemed appropriate.
Shall organize an orientation leadership meeting for the new Board of Directors before the start of the summer session.

B. Vice President

Shall assume responsibility for the office of President in the event of a vacancy occurring in the office until the next regular election.
Shall preside at meetings in the President's absence.
Shall assist the President as needed.
Shall serve as chairperson of the Pinning Ceremony Committee.
Shall serve as chairperson of the Bylaws Committee and be responsible for updating, reviewing, and recommending changes in the Bylaws on an as-needed basis.
Shall be responsible for recruiting and selecting members to serve as delegates at conventions.
Shall coordinate annual elections.
Shall co-sign checks for approved expenses in the President's absence.

C. Secretary

Shall produce an agenda for each meeting, including pinning committee meetings that will be made available twenty-four (24) hours prior to meeting scheduled time.

Shall record the minutes of all meetings and reproduce copies within seventy-two (72) hours after the meeting. A copy must be sent to the Faculty Advisor and the Board of Directors. A copy must also be posted on the SDCC NSA Website.
Shall keep on file as a permanent record of all minutes, reports, papers, and documents.
Shall assist the Communications Director with official correspondence.
Shall maintain accurate files of names, phone numbers, and email addresses of all student body members.
Shall reserve rooms for all SDCC NSA meetings and events per the request of the Board of Directors.
Shall update NSNA with Board of Directors' and Faculty Advisors' contact information annually.
Shall attend weekly Inter Club Council Meetings or coordinate an alternate.

D. Treasurer

Shall act as custodian of all SDCC NSA funds.
Shall elect a first-year representative to assist on collecting school-specific dues.
Shall be responsible for collecting dues from student body.

Shall deposit $1500.00 each semester from annual student dues into first-year cohort account to be safeguarded as pinning ceremony funds for first-year class.
Shall be required to keep a permanent record of all dues received from members and any other income and disbursements.
Shall make all approved monetary disbursements with the co-signature of the President or Vice-President (prior approval by the president is required).
Shall bring requests for reimbursements before the SDCC NSA board for approval.
Shall ensure that all expenses and reimbursements are accompanied by appropriate receipts, and store the receipts in the Treasurer's box.
Shall maintain accountability for all SDCC NSA assets.
Shall keep accurate financial records of acquisitions, reimbursements, expenses, and disbursements, and make monthly reports of those records to be submitted to Faculty Advisor and President.
Shall collect and deposit all monies generated by fundraising activities.
Shall complete Tax ID Receipt Letter for all donating vendors.
Shall ensure all financial business (reimbursements, deposits, etc.) is closed at the close of the term of office. A list of items pending should be submitted along with all books of account for audit as specified by the Executive Board.
Shall continually update the budget by stating the current balance, and future expenditures that can be expected at each open meeting.
Shall submit financial reports to the Board of Directors and membership as directed by President.

E. Communications Director

Shall serve as chairperson of the Communications Committee.
Shall manage social media accounts and website.
Compile and distribute email communication with student body regarding upcoming scholarship opportunities, events and other relevant material at regular intervals as determined by Board of Directors.
Shall promote SDCC NSA events to surrounding schools and CNSA chapters.
Shall be responsible for updating SDCC NSA on-campus events calendar on a monthly basis.
Shall compose quarterly newsletter to be distributed to the student body, staff and alumni.
Shall compile record of photographs of hosted events, student body members and other relevant historical documentation for use in pinning ceremonies, newsletters, website and social media accounts.

F. Community Health Director

Shall serve as chairperson of the Community Health Committee
Shall develop community outreach programs and advertise events to encourage student involvement.
Shall be responsible for arranging as many community service events as voted on annually by the Board of Directors, meeting a minimum of at least two (2) events per semester.
Shall organize a minimum of one-chapter community outreach event that is in alignment with a CNSA Monthly Health Observance Toolkit, available at http://www.cnsa.org/community-health-resources.
Shall maintain a list of community contacts to pass on to future chapter members.
Shall apply for the annual CNSA Community Health Award.

G. Membership Director

Shall serve as chairperson of the Membership Committee.
Shall inform student body about benefits of CNSA involvement with the goal of recruitment.

Shall maintain accurate files of names, phone numbers and email addresses of all SDCC NSA members.
Shall be responsible for tracking, encouraging and facilitating member participation in all committees, meetings and events.
Shall approve the number of cord points each event is worth per the request of the Board of Director who is hosting the event.
Shall be responsible for presenting informative presentation to incoming students during Nursing Student Success course.
Shall be responsible for arranging as many fellowship events as voted on annually by the Board of Directors, meeting a minimum of at least two (2) events per year.

H. Breakthrough to Nursing Director

Shall serve as chairperson of the Breakthrough to Nursing Committee.
Shall organize nursing outreach efforts within the community to increase the number of minorities interested in the profession of nursing and promote a positive image of nursing.
Shall be responsible for arranging as many breakthroughs to nursing events as voted on annually by the Board of Directors, meeting a minimum of at least two (2) events per year.
Shall be responsible for promoting and pairing students interested in Mentor and Mentee program.

I. Fundraising Director

Shall serve as chairperson of Fundraising Committee.
Shall establish a list of fundraising activities for the semester by the first open meeting of the semester.
Shall coordinate with the Treasurer in the payment of vendors, depositing of fundraising monies and tracking of SDCC NSA inventory on hand.
Shall be responsible for working with vendors and Treasurer to Complete Tax ID Receipt letter for all donating vendors.
Shall inform all students of items for sale and method of ordering.
Shall be responsible for arranging as many fundraising events as voted on annually by the Board of Directors, meeting a minimum of at least 2 events per semester.

J. Legislative Director

Shall serve as chairperson of Legislative/Resolution Committee.
Shall prepare and work with the Communications Committee to disseminate information regarding current legislation related to the field of nursing.
Shall disseminate information regarding Nursing Students in Sacramento Internship (NSSI).
Collaborate with faculty and authors (committee members) to provide information and resources to the CNSA constituency for developing a resolution. First draft of proposed resolution due September 6.
Assist authors with the preparation and submission of resolutions to the CNSA House of Delegates. Final draft of proposed resolution due September 19.
Preside at the resolutions hearing at the annual convention and conference. Present proposed resolution at CNSA State Convention.
Utilize CNSA's Toolkit to guide drafting and presenting resolution:
Tool Kits

K. Cultural Awareness Director

Shall serve as the chairperson of the Cultural Awareness committee.
Shall organize a minimum of one cultural awareness event per semester.

Shall be responsible for coordinating with the Communications Committee to create and distribute advertisements for cultural awareness events.

Section 6. Removal from Office

Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.

An officer may also be removed from office by a plurality vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.

If an officer is placed on a Student Success Plan for Unprofessionalism, they will be required to step down from their position.

Prior notification of two weeks shall be given to the individual in question and a Board of Directors meeting shall be held to review the circumstances.

ARTICLE VI - ELECTIONS

Section 1. Election of Board of Directors

Elections shall be held annually during the Spring semester and must occur two (2) weeks prior to the end of the semester.

A student shall be eligible for election only if he or she is a nursing student with one (1) academic year remaining, is in good academic standing, and is not on a Student Success Plan for Unprofessionalism.

Students who will be joining the second-year class in fall from the LVN Step-up Program or other re-entry, can be eligible to run for any position except President and Vice President.

Candidates will submit written platforms of intention to the Faculty Advisor, Student Success Advisor or other faculty designee, as well as to the current Executive Board of Directors for viewing by all student body members.

Nursing students with one (1) academic year remaining are entitled to vote upon attendance to election meeting.

All elections shall be by secret ballot.

A plurality vote of those entitled to vote constitutes an official election. In the event of a tie, a re-vote shall be held.

ARTICLE VII - Appointments

A. Appointments may be made to fill vacant positions of the Executive Board, Directorship and Co-Directorship.

B. Students eligible for appointment to the Board or a Co-Director position, must be nursing students in good academic standing and without a Student Success Plan for Unprofessionalism.

C. The President must bring potential appointments to the Board of Directors who can approve the appointment with a plurality vote of all voting members or by a vote at a Board meeting in which quorum has been established.

D. Members appointed to a position will serve in their role in a probationary capacity for two weeks, during which they may be dismissed summarily at the discretion of the Board of Directors. After this probationary period, removal from office will be the same as for elected positions.

ARTICLE VIII - MEETINGS

Section 1. Membership Meetings

Meeting dates and times shall be set by the Board of Directors.

Membership meetings shall be held at minimum four times per semester and shall be open to active and associate members.

Meeting location and time will be posted on the chapter bulletin board and website at least two weeks prior to the meeting.

Section 2. Board of Directors Meetings

Meeting dates and times shall be set by the Board of Directors.

Board of Directors Meetings shall be open or closed to the public as determined by the Board of Directors.

Minutes of the Board of Directors Meetings shall be made available to the membership within 48 hours.

Section 3. Quorum

A. A quorum for board meetings shall consist of two-thirds (⅔) of the board and must include either the President or Vice President.

B. A quorum at general meetings shall consist of the President or Vice President and ten other members.

ARTICLE IX - COMMITTEES

Section 1. Appointments

Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.

Section 2. Responsibilities

All committees shall be responsible to the Board of Directors for reporting committee activities on a

regular basis and shall, upon direction of the Board of Directors, report the same to the general membership.

Section 3. Composition

A. All committees are required to have a minimum of one (1) first-year student member.

ARTICLE X - APPROPRIATION OF FUNDS

Appropriation of funds shall be approved with a plurality vote of the Board of Directors once a Board of Directors meeting quorum is established.

Appropriation of funds may also be approved with a plurality vote of the general membership once a membership meeting quorum is established.

Individual expenditures in excess of $500 must be voted on in a Board of Directors meeting made open to the membership or in a general membership meeting.

Individual expenditures in excess of $500 may not be approved by a vote unless the vote is published on the meeting agenda, and the agenda is made available to the membership 48 hours in advance of the meeting.

Approved expenditures must be noted in the minutes of the meeting in which they were approved. Those minutes must then be approved at a second meeting. The submission of both the minutes which include to expenditure vote and the minutes which include the approval of the first minutes, must be submitted to the accounting office to make withdrawals.

The Treasurer may determine the method of distribution of funds in approved expenditures.

ARTICLE XI - DELEGATES

Section 1. Purpose and Function

To serve as spokesperson for this association at the annual state and national conventions.

Present to the state and national organizations all proposed resolutions or proposed amendments to bylaws.

Keep informed as to all current and proposed resolutions at the state and national levels and report information to chapter membership.

Section 2. Qualification and Appointment

Qualifications to serve as delegate will be determined by the Board of Directors.

The Board of Directors will appoint delegates who meet the qualifications.

Section 3. Delegate Representation

A. School constituents:

The school chapter, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.

The school chapter delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:

1. -Selection and/or election by members of the school chapter according to chapter bylaws; or
2. -Written authorization to the State Board of Directors requesting them to appoint a member of the -
   --State Board to act as a state-appointed alternate for their school chapter.
3. School chapters shall approve the appointment.
4. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.

A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.

3. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

ARTICLE XII - AMENDMENTS

Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least ten (10) days prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

All meetings of this association shall be conducted according to the parliamentary law as set forth in *Robert's Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.

ARTICLE XIV - ADVISORS

This local chapter shall have one or two advisors who are faculty members of the Associate Degree Nursing Program who shall counsel as the need arises.

*Note: Areas of conformity with NSNA Bylaws are in BOLD print. These bolded areas must be in school chapter bylaws in order to be a NSNA chapter.

San Diego City College Nursing Education Program
National Student Nurses Association Code of Conduct
Effective: 4/2001, 01/2023 Reviewed: 06/2002, 08/2003, 08/2004, 08/2005, 08/2006, 08/2007, 08/2008, 08/2009, 08/2010, 08/2011, 08/2012, 8/2013, 08/2014, 08/2015, 08/2016, 08/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 01/2023, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

PREAMBLE

Nursing students have a responsibility to society to develop the academic knowledge, clinical judgment, technical skills, and professional behaviors necessary to provide safe, ethical, and compassionate nursing care. The clinical environment presents unique responsibilities because students participate in caring for individuals across a variety of healthcare settings.

The Code of Academic and Clinical Conduct is based on the principle that participation in nursing education carries an obligation to uphold the trust of clients, families, healthcare organizations, and the public in the nursing profession. The Code guides students in developing a strong ethical and professional foundation and applies not only to academic and clinical settings, but also to the student's overall development as a future professional nurse.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments, we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper

authorizations are obtained from clients regarding any form of treatment or research.

15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

NSNA Code of Ethics website: https://www.nsna.org/nsna-code-of-ethics.html

San Diego City College Nursing Education Program
California Board of Registered Nursing Licensure Eligibility and Enforcement
Effective: 06/2016 Reviewed: 06/2017, 08/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

California Board Of Registered Nursing Licensure Considerations

The California Board of Registered Nursing (BRN) is responsible for protecting the public by evaluating applicants for Registered Nurse licensure to determine whether they meet the qualifications necessary to practice nursing safely and competently.

Completion of the San Diego City College Nursing Education Program does not guarantee eligibility for Registered Nurse licensure. Final decisions regarding licensure eligibility are made solely by the California Board of Registered Nursing.

The BRN reviews applications in accordance with the California Nursing Practice Act, the California Business and Professions Code, Title 16 of the California Code of Regulations, and applicable BRN policies and procedures.

Criminal Convictions and Prior Professional Discipline

Applicants for Registered Nurse licensure are required to submit fingerprints for state and federal criminal history background checks. Criminal history identified through the fingerprint process may result in additional review by the BRN Enforcement Division.

The BRN evaluates criminal convictions and prior disciplinary actions against professional licenses on an individual, case-by-case basis. **There is no single type of conviction that automatically disqualifies an applicant from receiving a Registered Nurse license.**

Under **Title 16, California Code of Regulations, Section 1444**, a crime, professional misconduct, or other act may be considered substantially related to the qualifications, functions, or duties of a Registered Nurse when the conduct demonstrates, to a substantial degree, a present or potential inability to perform nursing responsibilities in a manner consistent with public health, safety, or welfare.

When determining whether a criminal offense is substantially related to nursing practice, the BRN considers factors including:

1. The nature and gravity of the offense;
2. The number of years that have elapsed since the offense; and
3. The nature and duties of the Registered Nurse license being sought.

Examples of conduct that may be considered substantially related to nursing practice include, but are not limited to:

- Violations or attempted violations of the Nursing Practice Act or its implementing regulations;
- Theft, dishonesty, fraud, deceit, or unprofessional conduct;
- Child, elder, or dependent-adult abuse;

- Certain sex offenses or sexual misconduct;
- Assault, battery, or other violent conduct;
- Use of drugs or alcohol to an extent or in a manner that may be dangerous to the individual or the public;
- Harassment, trespassing, or stalking; and
- Failure to comply with mandatory reporting requirements.

These examples are not all-inclusive, and the existence of a conviction does not automatically mean that an applicant will be denied licensure. Each application is evaluated individually in accordance with applicable laws and regulations and the specific circumstances of the applicant.

Applicants are also required to report prior or current formal disciplinary action against another professional license, whether the disciplinary action occurred in California or another state or territory.

Seven-Year Review Period

Under current California law and BRN policy, criminal convictions occurring within **seven years of the date of application** may receive a full Enforcement Division review.

The BRN generally will not take action based on convictions that are more than seven years old or convictions that have been expunged or dismissed in accordance with applicable law. Certain exceptions apply. The seven-year limitation does not apply to specified serious felonies or certain offenses for which registration is required under California law. Such convictions may be considered by the BRN regardless of the amount of time that has elapsed.

Rehabilitation and Supporting Information

When reviewing criminal history or prior professional discipline, the BRN may consider evidence of rehabilitation and other relevant circumstances.

Applicants may voluntarily submit supporting information demonstrating rehabilitation, personal growth, education, treatment, work performance, or other positive changes that support their current ability to practice nursing safely and competently.

Examples of supporting information may include:
- Recent work-performance evaluations;
- Letters of reference from employers, nursing instructors, healthcare professionals, counselors, probation or parole officers, or other individuals familiar with the applicant;
- Documentation of treatment or counseling, when applicable;
- Evidence of education, community involvement, or self-improvement activities; and
- A written explanation describing the circumstances surrounding the prior conduct and the positive changes made since that time.

The BRN considers the nature, severity, and recency of the conduct, evidence of rehabilitation, and other relevant information when evaluating an application.

Interim Permits and Temporary Licenses

If an application is referred to the BRN Enforcement Division for review because of a criminal conviction or other qualifying matter, an interim permit will not be issued until the review has been completed and a final determination has been made.

Temporary licenses are also not issued until applicable conviction, professional discipline, rehabilitation, and other supporting information have been fully evaluated by the BRN.

Student Responsibility

Students and prospective students who have concerns regarding criminal history, prior professional discipline, or potential eligibility for Registered Nurse licensure are strongly encouraged to review current information provided by the California Board of Registered Nursing.

Students are encouraged to become familiar with BRN licensure requirements early in their nursing education and to contact the BRN directly regarding questions related to their individual circumstances.

The San Diego City College Nursing Education Program does not determine an individual's eligibility for licensure and cannot guarantee that a graduate will be approved for licensure by the California Board of Registered Nursing.

Students are responsible for understanding that admission to, progression through, and graduation from the Nursing Education Program are separate from the California Board of Registered Nursing's determination of eligibility for Registered Nurse licensure.

California Board of Registered Nursing Resources

Students are encouraged to review the following BRN resources for the most current information regarding licensure, convictions, professional discipline, enforcement review, and rehabilitation:

California Board of Registered Nursing – Enforcement Program
https://www.rn.ca.gov/enforcement/index.shtml

California Board of Registered Nursing – Applicant Frequently Asked Questions
https://www.rn.ca.gov/applicants/lic-faqs.shtml

California Board of Registered Nursing – Applicant Enforcement Webinar
https://www.rn.ca.gov/applicant-enforcement.shtml

California Board of Registered Nursing – Recommended Guidelines for Disciplinary Orders and Conditions of Probation
http://www.rn.ca.gov/pdfs/enforcement/discguide.pdf

Students should consult the BRN website for the most current laws, regulations, policies, procedures, and licensure requirements, as these requirements are subject to change.

San Diego City College Nursing Education
Program Completion/ Petition for Graduation, and ATI Live Review
Effective: 06/2016, 01/2023 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 7/2025, 06/2026 Revised: 08/2019, 01/2023, 08/2023, 01/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

Students are responsible for completing all Nursing Education Program requirements, General Education requirements, and Associate of Science Degree requirements within the established timeframes.

Students are expected to plan their educational program carefully and work with the Nursing Counselor and/or Student Success Advisor to ensure timely completion of all degree requirements.

Completion of the nursing curriculum alone does not constitute completion of the Associate of Science Degree. Students with outstanding General Education or degree requirements may experience delays in degree conferral, California Board of Registered Nursing processing, NCLEX-RN eligibility, transfer to a baccalaureate nursing program, or licensure in another state.

PETITION FOR EVALUATION AND GRADUATION

Students must file a **Petition for Evaluation and Graduation consideration** with the Evaluations Office at the start of the **third semester** of the Nursing Education Program.

Students are responsible for ensuring that all required official transcripts from previously attended colleges or universities are on file and that required transcript evaluations have been completed.

Failure to submit the Petition for Evaluation and Graduation or to resolve outstanding degree requirements may delay degree conferral and the Nursing Education Program's completion of required California Board of Registered Nursing graduate processing. This may also delay the student's approval for candidacy and authorization to take the **NCLEX-RN**.

Students are responsible for monitoring their degree-completion status and addressing any outstanding requirements identified by the Evaluations Office, Nursing Counselor, Student Success Advisor, or Nursing Education Program.

CALIFORNIA BOARD OF REGISTERED NURSING AND NCLEX-RN

Following successful completion of the Nursing Education Program and all required educational requirements, graduate information and transcripts are submitted to the California Board of Registered Nursing in accordance with BRN procedures.

Official transcripts are submitted to the California Board of Registered Nursing by the Associate Dean of Nursing when requested by the BRN Licensing Department. Students are not required to independently submit official transcripts to the BRN. If an official transcript is required, the Associate Dean of Nursing will email the student with instructions on how to request that the official transcript be sent directly to the Associate Dean of Nursing. Upon receipt, the Associate Dean of Nursing will submit the official transcript to the BRN Licensing Department.

The California Board of Registered Nursing determines an applicant's eligibility for licensure by examination and authorization to take the **NCLEX-RN**. Completion of the San Diego City College Nursing Education Program does not guarantee eligibility for licensure.

PROCEDURE

1. Students must pay all Nursing Education Program fees, including San Diego City College Nursing Student Association (SDCC NSA) dues, in accordance with the SDCC NSA bylaws.
2. Students must pay all required San Diego City College fees within the established deadlines.
3. Students must file a **Petition for Evaluation and Graduation consideration** at the start of the **third semester** of the Nursing Education Program.
4. The San Diego City College Nursing Education Program recommends participation in the **ATI Comprehensive Live Review** following completion of the Nursing Education Program.
5. Students must have a completed education plan on file by the start of the **third semester** and prior to completion of the San Diego City College Nursing Education Program.

NOTE: ATI LIVE REVIEW

The **ATI Comprehensive Live Review is optional and recommended, but not required**. The Live Review is a three-day review session provided by Assessment Technologies Institute (ATI) following completion of the fourth semester.

The ATI Live Review is included in the student's ATI package and is designed to support preparation for the **NCLEX-RN Next Generation NCLEX (NGN)** examination. The review reinforces nursing content, clinical judgment, test-taking strategies, and readiness for entry-level Registered Nurse practice.

Students who participate in the entire three-day ATI Live Review may receive an additional **25 points** toward the designated Group B ATI proctored examination, as established by the Nursing Education Program. The designated examination may include the **ATI Medical-Surgical Proctored Examination** or the **ATI Leadership Proctored Examination**, as determined by the course team. Participation in the ATI Live Review does not replace required Nursing Education Program course, clinical, graduation, or California Board of Registered Nursing requirements.

San Diego City College Nursing Education Program
Graduation/Completion Ceremony
Effective: 06/2016 Reviewed: 06/2017, 08/2018, 08/2019, 10/2020, 01/2021, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 01/2021, 01/2023, 08/2023, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: A completion pinning ceremony may be held at the end of the second year of the Nursing Education Program to recognize students who have successfully completed the established program requirements.

During the ceremony, eligible students will receive the designated San Diego City College Nursing Education Program pin, which the Nursing Education Program purchases and provides.

The completion pinning ceremony may be conducted on campus, as a drive-thru event, or virtually via Zoom**,** depending on program and College circumstances. All graduating students are expected to participate, and family members and friends are invited to attend when the ceremony format permits.

For an on-campus pinning ceremony, the graduating cohort may vote on whether students will wear white caps and gowns or the Nursing Education Program uniform, subject to faculty approval. During the ceremony, the Associate Dean of Nursing or a designated proxy will pin students.

With assistance from the Associate Dean/Director and faculty advisors, students will work together to plan and organize this celebration. A standard protocol **must** be followed. **The Associate Dean of Nursing must approve all details and final arrangements pertaining to the completion ceremony.**

In addition, students completing the ADN program will graduate, as a group, at the San Diego City College Graduation Ceremony. Students will wear white caps and gowns to differentiate them from other degree candidates. Students are to purchase caps and gowns from the bookstore for a nominal fee.

NURSING PLEDGE

In the full knowledge of the responsibilities I am undertaking, I promise to care for my clients with all the knowledge, skills and understanding I possess, with compassion and respect for the inherent dignity, worth and uniqueness of every individual, sparing no effort to conserve meaningful life, to alleviate suffering, and to promote health.

I will respect, at all times, the dignity and religious beliefs of the clients under my care and hold in professional confidence all personal information entrusted to me. I will refrain from any action, which might endanger the quality of life or health.

I will endeavor to keep my professional knowledge and skill at the highest level and to give my support and cooperation to all members of the health team.

With full awareness of my qualifications and limitations, I will do my utmost to maximize the potential of the nursing profession and to uphold and advance its standards.

Adapted from Ruby L. Wilson, EdD, RN, Professor of Nursing, Dean Emerita, School of Nursing, Assistant to the Chancellor of Health Affairs, Duke University Medical Center, Durham, NC.

San Diego City College Nursing Education Program
Procedures for Pinning Ceremony
Effective: 06/2016, 01/2023 Reviewed: 06/2017, 08/2017, 08/2018, 08/2019, 10/2020, 07/2022, 01/2023, 08/2023, 08/2024, 01/2025, 07/2025, 06/2026 Revised: 08/2019, 10/2020, 01/2021, 01/2023, 07/2025, 06/2026
Associate Dean, San Diego City College, Nursing Education Program

POLICY: The completion pinning ceremony represents the culmination of an educational program that prepares individuals to enter the profession of nursing. **All** students who have satisfactorily met the curricular requirements are **required to participate** in this significant event. It is at this time that students will receive the designated school pin as a symbol of their accomplishment (Please note that pins are purchased by individual students or encumbered by organization dues).

The Pinning Ceremony will be held on the San Diego City College campus. Arrangements must be made at least six months in advance to reserve the venue for rehearsal use and the event itself (Please check with the Student Services Committee for specific details). Months in advance, contact must be made regarding any services being used for any needed equipment and set up of same.

For the pinning ceremony, the cohort and the nursing faculty will vote on whether the students will wear white caps and gowns or the nursing uniforms for the completion pinning ceremony.

Items required:

- Flags (California & USA)
- Chairs for students & speakers
- Podium with microphone
- Additional microphones
- Table for nurses' pins and tablecloth

A graduation committee may be formed under the direction of the Vice-President, according to ADSNA By-laws, to work on additional details pertaining to the ceremony, such as:

- Flowers and decorations
- Ordering & display of pins
- Program/program covers
- Slide presentation
- Cards of acknowledgement/thank you

Music (singer, accompanist, songs)
Invitations/announcements*
Photographer
Speakers
Reception

Invitations are to be supplied to the Nursing Department Administrative Assistant for distribution to various campus administrators and community representatives.

Please note: The terms "Licensed," "Registered Nurse," or "RN" must not be included on the program or any distributed announcements or invitations. Copies of programs, invitations, and announcements from previous completion ceremonies are available in the nursing department.

Reminder: All details of the program, including selection of speakers, announcements, invitations, etc., are to be approved by the Associate Dean of Nursing. Printed materials must be proofread by the respective faculty advisor(s) and the Associate Dean of Nursing.

Pinning Ceremony Program:

The printed formal program will include, but is not limited to, the following components:

1. Processional
2. Pledge of Allegiance
3. Welcome
4. Introductions
5. Speakers
6. Pinning of students*
7. Presentation of Class
8. Recessional

Each student must complete a typed 3x5 index card with their graduation acknowledgments.

The Associate Dean of Nursing, or their proxy, will conduct the pinning ceremony. Students who decide not to purchase a pin must bring a copy of their chosen design to be used instead. All pin designs must be approved by the Associate Dean of Nursing or the proxy.

In addition, a variety of musical selections may be incorporated within the body of the ceremony. These selections are to be decided by a class vote with input from the faculty advisor and Director. The class will vote on an overall "theme" for the completion ceremony, which represents the message they want to impart as they move on in their professional careers.

If slides are to be used during the ceremony, they must be previewed by the faculty advisor and the Associate Dean of Nursing well in advance and, if approved, coordinated with the audiovisual technician.

Attire:

For the pinning ceremony, the graduating cohort will vote on whether students will wear **white caps and gowns or the designated Nursing Education Program uniform**, subject to faculty approval. If all graduating students do not have access to a white cap and gown, **all students will be required to wear the designated Nursing Education Program uniform** to ensure a consistent and professional appearance.

SAN DIEGO CITY COLLEGE

Nursing Education

APPENDICES

ATI COMPREHENSIVE ASSESSMENT AND REVIEW PROGRAM

What is ATI?
Assessment Technologies Institute (ATI) offers an assessment-driven review program designed to enhance student academic and NCLEX-RN success. The comprehensive program offers multiple assessments and remediation activities. These include assessment indicators for academic success, critical thinking and learning styles, online tutorials, online practice assessments, and proctored assessments over the major content areas in nursing. ATI information and orientation resources are available from the ATI student home page.

Students are strongly encouraged to spend time navigating these orientation materials.

COMPREHENSIVE ASSESSMENT AND REVIEW PROGRAM (CARP)

The CARP is designed to assist students on the licensure exam and enhance overall academic success while enrolled in the Nursing Education Program. As a comprehensive program combined with the Nursing Education Program content, the CARP helps students prepare for course exams more efficiently and increases confidence and familiarity with content that reflects the NCLEX exam.

Modular Study
ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement coursework. The professors may assign these modules during the course and/or as part of active learning/remediation following assessments.

Tutorials
ATI offers unique Tutorials that teach nursing students how to think like a nurse, how to take a nursing assessment and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary and a Critical Thinking Guide.

Assessments
Standardized assessments are used throughout the Nursing Education Program to help students identify areas of strength and areas requiring additional study, active learning, or remediation. Students may have access to practice assessments and will complete designated proctored assessments as scheduled within their nursing courses.

The **Comprehensive Predictor** is a standardized assessment designed to evaluate students' readiness for the NCLEX-RN examination. Results may include performance data related to content areas, nursing process, clinical judgment and critical thinking, therapeutic interventions, communication, and cognitive level.

Active Learning/Remediation
Active Learning/Remediation is the process of reviewing and strengthening content that was not fully learned or understood, as demonstrated by performance on an assessment. The purpose of remediation is to reinforce essential nursing knowledge, address identified areas for improvement, support success in nursing courses, and strengthen preparation for the NCLEX-RN examination.

The **student's Individual Performance Profile** identifies specific topics requiring additional review. Students may complete remediation through the **ATI Focused Review**, which may include ATI Review Modules, instructional media, tutorials, and Active Learning Templates.

Professors have online access to information regarding each student's participation in ATI assessments, Focused Reviews, tutorials, and the amount of time spent completing required activities. **Students are responsible for completing all assigned Practice Assessments and remediation activities by the established deadlines.**

Students must verify completion of the required **Practice Assessments and Remediation activities** using the **"My Transcript"** feature located under the **"My Results"** tab on the ATI Student Home Page. The ATI transcript must be submitted to the professor by the established deadline **before the student is permitted to take the corresponding Proctored Assessment**.
The complete package of student assessment and review materials includes:

I. Entrance

Test of Essential Academic Skills (TEAS) Self-Assessment Inventory
Critical Thinking Entrance/Exit Assessment
Quest for Academic Success

II. Content Mastery Series

Assessment and review are designed in accordance with the NCLEX-RN test blueprint and cover the following nursing specialty areas:

- **Fundamentals of Nursing** - Includes foundations of practice, health care continuum, holistic healing, nursing process, growth and development, helping relationships, basic communication, teaching and learning, leadership, management and change, health assessment, basic nursing skills, perioperative nursing care, supporting sensoriperceptual functioning and basic comfort care needs. **(NRSE 142)**
- **Maternal/Newborn Nursing Care** - Includes content on women's health care, physiologic changes and potential complications during pregnancy, labor, delivery and the postpartum period. Newborn care and potential health care problems are included. Cultural considerations, pharmacology and nutrition are integrated into this lifespan approach test. **(NRSE 146)**
- **Nursing Care of Children** - Covers topics related to the growth and development of children, common health disorders, socio-cultural and emotional issues, communication and therapeutic modalities. **(NRSE 146)**
- **Mental Health Nursing Care** - Contains content related to mental health disorders, therapeutic milieu, special populations and stress/crisis management. **(NRSE 242)**
- **Medical/Surgical Nursing Care**- Covers the major physiologic systems, as well as fluid and electrolyte, acid-base balance and pharmacological considerations. **(NRSE 244)**
- **Nutritional Care** – Covers nutritional concepts and dietary management for specific health care problems. **(NRSE 144)**
- **Pharmacology for Nursing Practice** - Covers basic pharmacological principles and management of health care disorders with medications. Some components of the test include dosage and fluid calculations, drug relationship indications and interactions and safety with medication administration. **(NRSE 240)**
- **Nursing Leadership** - Assesses the student's knowledge regarding the nurse's role in leadership and management within the multidisciplinary team. Included are items related to safety, decision-making, supervision, planning, counseling, delegation and identification of client needs. **(NRSE 246)**

Appendix B

RN Comprehensive Predictor® 2026 Probability of Passing Expectancy Table

PROBABILITY OF PASSING NCLEX-RN® ON THE FIRST ATTEMPT

The ATI Comprehensive Predictor is a secure, proctored assessment administered near the end of the Nursing Education Program to evaluate a student's readiness for the NCLEX-RN. The assessment provides an individual score, a predicted probability of passing the NCLEX-RN on the first attempt, national and program comparisons, content-area performance, and identified areas for further review and remediation.

The Predicted Probability of Passing the NCLEX-RN on the First Attempt provides a numerical estimate of a student's current level of NCLEX-RN readiness.

The San Diego City College Nursing Education Program strongly encourages students to strive for an ATI Comprehensive Predictor score between 76.2% and 77.6%, which corresponds to an approximately 95% predicted probability of passing the NCLEX-RN on the first attempt. A score of 68.9% corresponds to an approximately 85% predicted probability of passing.

These results are intended to serve as a guide for continued preparation, focused review, and remediation. Students are encouraged to use their individual performance results to identify areas for growth, strengthen their knowledge, and build confidence as they prepare for the NCLEX-RN.

The table below summarizes ATI Comprehensive Predictor performance in relation to predicted NCLEX-RN success. Please refer to current ATI resources for the complete table.

Click the link below to view the complete ATI RN Comprehensive Predictor Passing Expectancy Table.

ATI RN Comprehensive Predictor® 2026 Probability of Passing Expectancy Table

RN Comprehensive Predictor Individual Score	Predicted Probability of Passing the NCLEX-RN
85.3% to 100%	99%, probability of passing
81.8% to 85.2%	98%, probability of passing
79.4% to 81.7%	97%, probability of passing
77.7% to 79.3%	96%, probability of passing
76.2% to 77.6%	**95%, probability of passing**
68.4% to 68.9%	**Borderline or under 85% probability of passing (remediation strongly advised)**

Appendix C

Nursing Process / Care Planning Expectations and Requirements

Definition: The Nursing Process is a systematic, rational, and client-centered method used to plan, implement, and evaluate safe, quality nursing care. It provides a framework for identifying actual or potential client health problems, establishing priorities and expected outcomes, implementing appropriate nursing interventions, and evaluating the client's response to care.

The Nursing Process is integrated with the **NCSBN Clinical Judgment Measurement Model (NCJMM)**, which emphasizes six clinical judgment functions: **Recognizing Cues, Analyzing Cues, Prioritizing Hypotheses, Generating Solutions, Taking Action, and Evaluating Outcomes**. These functions support students in developing safe clinical judgment, prioritization, decision-making, and client-centered nursing care.

1. Assessment / Recognizing Cues

Collect, validate, organize, and document relevant client data.
Students are expected to:

- Gather client information systematically, including **history (HX), physical examination (PE), diagnostic findings, laboratory results, vital signs, and other relevant clinical data**.
- Include all applicable basic needs identified on the assessment tool.
- Distinguish between:
  - **Subjective data:** Information reported by the client, including symptoms.
  - **Objective data:** Observable or measurable findings, including signs, laboratory results, and diagnostic data.
- Identify relevant signs and symptoms associated with the client's condition and nursing problems.
- Validate data by comparing subjective and objective findings, clarifying vague or inconsistent information, verifying significantly abnormal findings, and recognizing factors that may affect the accuracy of collected data.

Within the NCJMM, **Recognizing Cues** involves identifying relevant and important information from multiple sources.

2. Problem Statement / Analyzing Cues and Prioritize Hypotheses

The problem statement reflects the student's clinical judgment regarding the client's actual or potential responses to health conditions or life processes.
Students are expected to:

- Cluster, analyze, and interpret assessment data.
- Identify patterns and relationships among clinical findings.
- Determine actual and potential client problems.
- Prioritize problems according to **urgency, client safety, physiologic needs, risk, and clinical significance**.
- Identify client risks, strengths, resources, and coping abilities.
- Develop applicable nursing problem statements using the required **PES format: Problem, Etiology, Signs and Symptoms**.
-

Required Format:
Problem related to (r/t): _____ as evidenced by (AEB): _____
Within the NCJMM, students **analyze cues by connecting recognized information to the client's clinical presentation and prioritize hypotheses** by determining which client problems require the most immediate attention.

3. Planning / Outcomes / Generating Solutions
Planning includes establishing priorities, developing expected client outcomes, and selecting appropriate nursing interventions.
Students are expected to:

- Establish priorities based on the client's condition, preferences, safety, and physiologic needs.
- Develop **client-centered outcomes** that are measurable, observable, realistic, achievable, and time-limited.
- Develop outcomes that reflect improvement, resolution, or reduction of the identified problem.
-

Required Outcome Format:
The client will: (expected achievement) AEB: (observable evidence) by: (timeframe).
Students must select nursing interventions that:

- Are individualized and specific to the client.
- Are evidence-based and consistent with nursing knowledge and established standards of care.
- Address identified client needs and expected outcomes.
- Specify what will be done, when it will be performed, how often, and, when applicable, the duration or sequence.
- Incorporate teaching, support, comfort, safety, respect, and client participation.

Required Intervention Format:
The nurse will: (specific nursing action).
Within the NCJMM, **Generate Solutions** involves identifying expected outcomes and selecting appropriate interventions to address the prioritized client needs.

4. Implementation / Taking Action
Implementation involves safely performing the nursing interventions necessary to achieve expected client outcomes.
Students are expected to incorporate:

- **Independent Nursing Interventions:** Actions initiated by the nurse within the nursing scope of practice, such as assessment, monitoring, teaching, health promotion, prevention, comfort measures, and supportive care.
- **Collaborative Interventions:** Actions performed in collaboration with members of the healthcare team, including physicians, nurse practitioners, physician assistants, dietitians, physical therapists, social workers, and other appropriate healthcare professionals.
- **Dependent Interventions:** Nursing actions performed pursuant to authorized healthcare provider orders and applicable agency policies.

Students must document interventions performed and the client's response to those interventions.
Within the NCJMM, **Taking Action** requires the nurse to implement the most appropriate intervention(s) based on the client's priority needs.

5. Evaluation / Evaluating Outcomes
Evaluation is a deliberate, systematic process used to determine the client's progress toward expected outcomes and the effectiveness of the Nursing Care Plan.

Students are expected to:

- Identify the expected outcome being evaluated.
- Collect relevant reassessment data.

- Compare the client's actual response with the expected outcome.
- Determine whether the outcome was:
    - **Met**
    - **Partially Met**
    - **Unmet**
- Clearly describe **how** the outcome was met, partially met, or unmet.
- Evaluate the effectiveness of nursing interventions.
- Revise or modify the Nursing Care Plan when appropriate.
- If an outcome is **Partially Met or Unmet**, identify how the plan of care will be modified to address the client's continuing or changing needs.
-

Students should continually consider: **Did the client achieve the expected outcome? Were the nursing interventions effective? Does the plan of care need to be continued, modified, or reassessed?**
Within the NCJMM, **Evaluating Outcomes** involves comparing the client's observed response with the expected response and determining whether additional or alternative actions are required.

This structure preserves your traditional **Assessment → Problem Statement → Planning → Implementation → Evaluation** care-planning process while explicitly showing students how each component connects to the **six NCJMM clinical judgment functions** used in contemporary NCLEX-RN clinical judgment assessment.

SAN DIEGO CITY COLLEGE

Nursing Education Program

Request for a Reference / Recommendation Letter

Date of Request: _____ **Professor Name:** _____

Student Name:_____ **Telephone:** _____

Student Address: _____

Student Email Address: _____

Date letter needed: _____

Please select one of the options below for the delivery of the letter:

Letter to be mailed: _____ Picked up from Office: _____ Email to the student:_ _____

Mailed to facility: _____

Person Name and Title: _____

Address: _____

Please list the **semester, year, and course** in which you completed the class taught by the professor identified above.

Theory: _____

Clinical: _____

Please provide the following information concerning the letter and the person to whom the letter is to be addressed:

Name_____Title_____

Facility_____

Address _____

Purpose of the letter (employment, scholarship, etc.) _____

Specific information that needs to be included in the body of the letter: Be brief.

_____

_____

Before submitting a request for reference, personally contact the professor to ensure they are available to write the reference or recommendation letter within the requested timeframe**.**

Print Name: _____ Signature: _____ Date: _____

Appendix E

Nursing Education Program

Challenging the CNA Test
Information for students who have completed
Fundamentals of Nursing **Or**
Military Medical Experience with a DD214

The California Department of Public Health (CDPH) document 283B must be completed by the applicant. The highlighted area refers to the equivalency documentation that must be sent with the 283B form. The **bolded** is what the applicant has to complete and do on the application. More information can be found at: http://regionaltestingcenter.org/. This website has a skills testing guide, practice tests, and the necessary forms (CDPH 283B and LiveScan forms). They are also a good resource if you need to call.

The CDPH website link is https://www.cdph.ca.gov/. This website is more difficult to navigate but has additional information.

TheNCat the California Department of Public Health processes nurse assistant and home health aide certification.

Copy from the back of 283B form:

C. EQUIVALENCY-TRAINED NURSE ASSISTANT APPLICANTS

If the applicant is presently in (or completed) a Registered Nurse, Licensed Vocational Nurse, or Licensed Psychiatric Technician program or has medical training in military services; or has received the above license(s) from a foreign country or U.S. state, the applicant will not have to take further training and may qualify to take the competency evaluation.
Submit the following to ATCS:

- An official, sealed transcript of training (students can substitute the transcript with a sealed letter on official school letterhead listing equivalent training in at least "fundamentals of nursing". The letter must include the completion date(s) of training);
- If discharged from the military, a copy of the DD-214 can substitute for the original transcript;
- Proof of work providing nursing services, for compensation in the last two (2) years (not required for nursing students or if the college degree was received in the last two (2) years); and
- A copy of the completed Request for a copy of the completed Request for Live Scan Services (BCIA 8016) form; and this completed application form.

If eligible, ATCS will send information regarding taking the competency evaluation. Provided the above has been submitted to ATCS by the applicant or training program, the nurse assistant may work with proof of successful completion of the competency evaluation while the criminal review is in progress.

Appendix F

Purpose of the Student Success Plan

The purpose of the Student Success Plan is to identify areas in which a student may need additional support and to establish individualized strategies, resources, and expectations that promote academic progress, clinical success, professional development, and successful completion of the Nursing Education Program. The Student Success Plan is not punitive; rather, it is intended to provide guidance, support, and early intervention to help the student achieve success.

SAN DIEGO CITY COLLEGE NURSING EDUCATION STUDENT SUCCESS PLAN

Date: Student: Faculty:

Beginning Date of Strategic Plan for Success:

End Date of Student Success Plan: Upon Completion of Program

Nature of the Problem	Supportive Evidence of the Problem
ق *Absenteeism* ق *Tardiness* ق *EXAM Failure*	
ق ***Unprepared for Clinical:*** ق *Unsatisfactory Plan of Client Care* ق *Did not research client problems/diagnoses, lab values, medications, potential complications, etc.*	
ق ***Unsafe Clinical Practice:*** ق *Did not demonstrate mastery of basic skills* ق *Unable to calculate medication dosages, IV rates, heparin drips, etc.* ق *Unable to communicate clearly or comprehend the English language* ق *Noncompliance with dress code* ق *Other:*	

ق Unprofessionalism: *ق Lacking in professional demeanor:* *ق Does not relate effectively with faculty, staff, clients, and peers* *ق Violated client confidentiality* *ق Does not communicate truthfully/honestly with faculty and staff* *Demonstrates irresponsible behavior by:* *ق Does not follow faculty directions /instructions* *ق Did not meet established deadlines* *ق Did not follow through on faculty recommendations for remediation* *ق Other:*	
ق Other:	
Recommendations for overcoming the problem (s): *(check all that apply)*	
ق Improve academic/clinical preparation *ق Seek counseling for personal and/or academic concerns* *ق Improve written/verbal communication skills* *ق Practice in Nursing Skills Lab with Faculty*	*ق Improve psychomotor skills* *ق Reduce outside work hours if possible* *ق Improve verbal communication skills* *ق Check-off Nursing Skills Lab with Faculty*
Remediation Limitations/Obligation: *(check all the apply)*	
ق Student is required to schedule a meeting with faculty on a bi-weekly basis *ق Must meet with the Peer Tutor* *ق Must wear proper attire with appropriate equipment* *ق Student is required to meet with the Student Success Advisor* *ق Other:*	
Student Success Plan (not addressed above): *Note: SS Plans are enforced for the entire specific Nursing Program.* *Noncompliance with deadlines or recommendations can result in possible course failure.*	

Plan of action:

According to the student handbook, "A student may be dismissed from the Nursing Program for the following reasons:

1. *Achieving a course grade below "C" in any nursing course.*
2. *Receiving an "Unsatisfactory/Unsafe" clinical evaluation, which demonstrates unsafe practices in providing client care or the inability to meet specific clinical objectives and expectations.*
3. *Accumulation of absences, lateness/tardies.*
4. *Use of illicit drugs/substances in any District sponsored activity and/or on any district property.*
5. *Repeating a violation of the INTEGRITY, PROFESSIONAL ETHICS, AND PERSONAL RESPONSIBILITY POLICY.*
6. *Repeating behaviors/actions already cited in a Student Success Plan (SSP)*

Signature Acknowledgment, Understanding, Receipt of the SSP

Student:_____ Date: _____

Instructor:_____ Date:_____

Instructor:_____ Date:_____

Dean/Dept. Chair or Assistant Director:_____ Date:_____

Faculty Notes on Student's Progress:
When an action plan or learning contract is initiated, the student and faculty will meet WEEKLY to evaluate progress.

Date:	Comments:	Student Initials	Instructor Initials

Outcomes:

Date of Evaluation _____

_____Termination of Action Plan/Learning Contract

_____Continuation of Action Plan/Learning Contract

Signatures: After the evaluation of the action plan or learning contract, the instructor(s) and student will sign below:	
Signed (Student)	Date
Signed (Faculty)	Date
Signed (Faculty)	Date

Appendix G

Nursing Education
Volunteer Verification Form

SECTION 1: Student Information

Please Type or Print

Name: _____ Student ID#_____

Email: _____ (valid school email address)

Student Signature: _____

Date of the Event: _____

Describe briefly the type of work you engaged in:

_____

_____

_____

_____

_____

Print or type the name of the Volunteer Organization: _____

Date: _____

Hours Completed: _____

SECTION 2: Volunteer Representative Information

Volunteer Representative:

Print Name and Title _____

Address: _____

Street Address City State Zip

Date: _____

Signature of Volunteer Representative: _____

NOTE: Return the a copy of the signed form to the Nursing Department.

SAN DIEGO CITY COLLEGE

Nursing Education Program

VERIFICATION OF READING/REVIEWING STUDENT HANDBOOK: 2026-2027

I, _____, acknowledge that I have received and reviewed the Nursing Education Student Handbook. I understand that it is my responsibility to become familiar with the policies, procedures, expectations, and resources outlined in the handbook and to seek clarification whenever I have questions or need additional guidance.

The policies and procedures contained in the handbook are intended to support students as they progress through the Nursing Education Program and to provide guidance regarding commonly asked questions, academic expectations, clinical requirements, student responsibilities, and available resources.

The handbook is aligned with applicable San Diego Community College District policies and procedures. Additional information regarding College and District requirements is also available in the San Diego City College Catalog.

I understand that the Nursing Education Student Handbook may be updated or revised as program, College, District, clinical agency, or regulatory requirements change. Any updates, revisions, or addenda will be communicated to students in a timely manner through official College email, Canvas announcements, and/or the San Diego City College Nursing Education Program website.

I understand that I am encouraged to ask questions whenever clarification is needed. By signing below, I acknowledge that I have had the opportunity to read and review the handbook and to seek clarification regarding any policies, procedures, or expectations that I do not fully understand.

Student Name: _____

Student Signature: _____

Date: _____

Appendix I

DREAM Student Nurse Externship Program – Student Policy

Purpose

The DREAM Student Nurse Externship Program provides eligible San Diego City College Nursing Education Program students with an opportunity to gain additional clinical, professional, and leadership experience through UC San Diego Health.

The externship is designed to support the student's transition from nursing school to professional Registered Nurse practice and to strengthen clinical judgment, communication, teamwork, professionalism, and career readiness.

Participation in the DREAM Student Nurse Externship Program is an additional educational opportunity and does not replace required Nursing Education Program clinical experiences or course requirements.

Student Eligibility

To participate in the DREAM Student Nurse Externship Program, students must meet all current eligibility requirements established by UC San Diego Health and the San Diego City College Nursing Education Program.

Students must:

- Be enrolled in the San Diego City College Nursing Education Program.
- Be in the appropriate academic level required by the DREAM Program.
- Meet the minimum GPA and other eligibility requirements established by UC San Diego Health.
- Maintain satisfactory academic and clinical standing.
- Demonstrate safe clinical practice.
- Demonstrate professional behavior and communication.
- Follow Nursing Education Program policies and clinical agency requirements.
- Complete all required application, onboarding, health, background, insurance, and compliance requirements.
- Enroll in the designated externship course when required.

- Maintain eligibility throughout participation in the DREAM Program.

Student Success Plan and Eligibility

A student who is currently on an active Student Success Plan, remediation plan, or other formal performance-improvement plan related to professionalism, unsafe clinical practice, or significant clinical performance concerns may not be eligible to participate in the DREAM Student Nurse Externship Program.

If a student is placed on a Student Success Plan or other formal performance-improvement plan after being accepted into the DREAM Program, continued participation may be reviewed by the Nursing Education Program and UC San Diego Health, as appropriate.

Application and Selection

Students are responsible for completing the DREAM Student Nurse Externship Program application according to the requirements and deadlines established by UC San Diego Health.

Application materials may include:

- Résumé or curriculum vitae.
- Cover letter.
- Letters of recommendation.
- Academic information.
- Proof of health insurance.
- Other required documents.

Submission of an application does not guarantee acceptance or placement.

UC San Diego Health determines student selection, placement, RN Preceptor assignment, and available clinical opportunities.

Student Responsibilities

Students selected for the DREAM Program are responsible for:

- Maintaining satisfactory academic, clinical, and professional standing.
- Remaining eligible throughout participation.
- Completing all required Nursing Education Program and UC San Diego Health requirements.
- Attending all required orientations, clinical experiences, educational sessions, meetings, and professional development activities.
- Arriving on time and preparing for each scheduled externship experience.
- Communicating promptly regarding absences, scheduling concerns, or emergencies.

- Following the direction of the assigned RN Preceptor and authorized clinical staff.
- Practicing only within the student's level of preparation, competency, and authorized role.
- Asking for assistance whenever uncertain about a clinical procedure, medication, assignment, or client-care situation.
- Following all Nursing Education Program, San Diego City College, SDCCD, and UC San Diego Health policies.
- Maintaining client privacy and confidentiality.
- Following HIPAA requirements.
- Demonstrating professionalism, accountability, respect, integrity, and safe clinical judgment.
- Completing all required assignments, evaluations, time records, and documentation.

Clinical Judgment

Students are expected to use the DREAM experience to strengthen clinical judgment using the NCSBN Clinical Judgment Measurement Model.

Students should demonstrate continued development in their ability to:

Recognize Cues → Analyze Cues → Prioritize Hypotheses → Generate Solutions → Take Action → Evaluate Outcomes

Student Expectations: Clinical Judgment and Nursing Decision-Making

Students should be prepared to demonstrate clinical judgment and critical thinking by explaining the following:

1. Recognize Cues: Identify relevant and significant client information, including assessment findings, medical history, laboratory results, and changes in condition.

2. Analyze Cues: Interpret the clinical information and explain its significance to the client's health status.

3. Prioritize Hypotheses: Identify and prioritize the client's most urgent needs based on assessment findings, safety, and clinical urgency.

4. Generate Solutions: Determine appropriate nursing interventions to address the client's identified needs.

5. Take Action: Explain the clinical rationale for the selected nursing interventions and implement safe, evidence-based nursing care.

6. Evaluate Outcomes: Assess the client's response to nursing interventions and determine whether expected outcomes were achieved or modifications to the plan of care are necessary.

Expectation: Students must demonstrate the ability to apply the six steps of the NCSBN Clinical Judgment Measurement Model (NCJMM) to provide safe, effective, patient-centered nursing care.

Clinical Safety

Client safety is the highest priority.

Students must immediately report any:

- Change in client condition.
- Safety concern.
- Medication concern.
- Medication error.
- Potential medication error or near miss.
- Injury or exposure.
- Clinical incident.
- Concern regarding the student's ability to safely perform an assigned activity.

The student must immediately notify the assigned RN Preceptor/Staff Registered Nurse and follow UC San Diego Health policies and procedures.

The student must also notify the appropriate Nursing Education Program Professor when the event requires academic or Program follow-up.

Students must never perform a procedure, medication administration, or nursing activity for which they are not adequately prepared or authorized.

Professionalism

DREAM participants represent themselves, the San Diego City College Nursing Education Program, and the nursing profession.

Students are expected to consistently demonstrate:

- Professional communication.
- Respectful behavior.
- Integrity.
- Accountability.
- Appropriate boundaries.
- Timeliness and reliability.
- Appropriate appearance and professional conduct.

- Respect for clients, families, healthcare team members, faculty, and peers.
- Willingness to receive feedback.
- Appropriate response to coaching and correction.
- Compliance with clinical agency and Nursing Education Program policies.

Unprofessional conduct may affect continued participation in the DREAM Program.

Attendance and Scheduling

Students are responsible for meeting all DREAM Program attendance and scheduling requirements.

DREAM activities must not interfere with required Nursing Education Program:

- Theory courses.
- Clinical rotations.
- Simulation activities.
- Skills laboratory experiences.
- Examinations.
- Mandatory meetings.
- Other required Program activities.

Required Nursing Education Program courses and clinical experiences take priority over DREAM externship activities unless alternative arrangements have been formally approved.

Students must promptly communicate scheduling conflicts to the appropriate Professor and UC San Diego Health representative.

Confidentiality and HIPAA

Students must protect all confidential client and organizational information encountered during the externship.

Students must not:

- Access client records without an authorized educational or clinical purpose.
- Photograph or record clients or protected clinical information.
- Share identifiable client information through social media.
- Discuss identifiable client information in public or unauthorized settings.
- Remove confidential or protected health information from the clinical agency.
- Share passwords, login credentials, or protected electronic information.

Violations of confidentiality or HIPAA requirements may result in removal from the DREAM Program and additional action under applicable Nursing Education Program, College, District, and clinical agency policies.

Continued Eligibility

Participation in the DREAM Student Nurse Externship Program is contingent upon continued satisfactory performance.

A student's continued participation may be reviewed if concerns arise regarding:

- Academic performance.
- Unsafe clinical practice.
- Professionalism.
- Attendance.
- Communication.
- Clinical judgment.
- Failure to follow policies or procedures.
- Failure to meet UC San Diego Health requirements.
- Placement on a Student Success Plan, remediation plan, or formal performance-improvement plan.

Following review, the student may:

- Continue participation without additional conditions.
- Continue with additional monitoring.
- Be required to complete remediation or corrective action.
- Be temporarily removed from externship activities.
- Be removed from the DREAM Student Nurse Externship Program.

Removal from the DREAM Program does not automatically determine the student's status in the Nursing Education Program. Any academic or progression decision will be addressed separately according to Nursing Education Program, College, and District policies and applicable due process requirements.

Completion

Students must satisfactorily complete all required DREAM Program and applicable San Diego City College externship course requirements.

Participation or completion of the DREAM Student Nurse Externship Program does not guarantee:

- Employment with UC San Diego Health.
- Placement in a particular specialty or department.
- Selection for a new graduate RN position.
- Graduation from the Nursing Education Program.
- Eligibility for RN licensure.

Student Acknowledgment

I acknowledge that participation in the DREAM Student Nurse Externship Program is a privilege and an additional educational opportunity.

I understand that I am responsible for maintaining satisfactory academic, clinical, and professional standing and for complying with all San Diego City College Nursing Education Program and UC San Diego Health requirements.

I understand that unsafe clinical practice, unprofessional conduct, failure to maintain eligibility, or failure to comply with Program or clinical agency requirements may result in review or termination of my participation in the DREAM Student Nurse Externship Program.

Student Name: _____

Student Signature: _____

Date: _____

Guiding Principle

Participation in the DREAM Student Nurse Externship Program should reflect the professional standards expected of future Registered Nurses:

Safety First, Professionalism Always, Trust Earned.