The provisions in this handbook are subject to change by the Nursing Program faculty and do not constitute an irrevocable contract between any applicant or student and the Program. The Nursing Program is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors occurring in the preparation of this handbook. The Nursing Program does not guarantee admission to the licensing examination nor licensure.

Cape Cod Community College policy prohibits discriminate in education, employment, and services on the basis of race, ethnicity, religion, sex, marital status, national origin, ancestry, sexual orientation, or disability.
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Welcome to the Nursing Program!

The Nursing Faculty of Cape Cod Community College welcomes you to the Nursing Program and wishes you success as you pursue your career goals.

The following pages contain information relative to policies and procedures that will assist you throughout your course of study. Retain this Handbook so that you can refer to it as needed. This Nursing Student Handbook is a supplement to the Cape Cod Community College Student Handbook.

Cape Cod Community College Handbook and Catalog
http://www.capecod.edu/handbook

You are encouraged to meet with your faculty advisor on a regular basis to maintain communication as to your triumphs and concerns. Enjoy your adventure in higher education as you pursue a career in nursing.

Reviewed May 2021
I understand and agree to adhere to the policies of the Nursing Program. I am aware that this document will be placed into my student records and will be valid as long as I am a student in the Cape Cod Community College Nursing Program.

Student Signature: _________________________________________________

Student Name (printed): ____________________________________________

Date: ________________________

DO NOT REMOVE THIS PAGE: you will be given another page to sign.

Revised June 2020
Reviewed July 2021
In congruence with the Cape Cod Community College mission and vision the Nursing Program strives to provide diverse individuals the opportunity to achieve academic success in nursing education. Graduates are awarded the Associate of Science degree and are eligible for National Council Licensure Examination – Registered Nurse (NCLEX-RN). The Program prepares graduates for safe and competent entry level patient-centered care within the community we serve and beyond.

Revised May 2015
Revised 5/18/2021
Cape Cod Community College
Nursing Program
Vision Statement

CCCC Nursing Program faculty values diversity, equity, and inclusion. The nursing program faculty aspire to produce the next generation of nurse leaders empowered and focused on innovative responses to address the challenges of a rapidly changing and culturally diverse healthcare environment by enhancing holistic, safe, patient-centered care, and fostering teamwork, collaboration, communication and professionalism.

Revised 5/19/2021
Informational
(Nursing Program)
## NURSING PROGRAM

### DIRECTOR OF NURSING EDUCATION
- **KILCOYNE, AUDREY, RN, MSN**
  - Office: N-219
  - Extension: 4537

### ADMINISTRATIVE ASSISTANTS
- **FELLOWS, ANGELA**
  - Office: N-211
  - Extension: 4359
- **SULLIVAN, KELLY**
  - Office: N-228
  - Extension: 4427

### NURSING FACULTY
- **CASEY-LANE, CATHERINE, DNP, RN, IBCLC**
  - Office: N-223
  - Extension: 4539
- **HALLEMEYER, DENISE, DNP(c), MSN, RN**
  - Office: N-217
  - Extension: 4429
- **MORIARTY, KARA, MS, RN, CHSE**
  - Office: N-G15
  - Extension: 4360
- **MUNOZ, CATHERINE, MSN, RN, CNOR**
  - Office: N-225
  - Extension: 4469
- **SCHWARTZ, JEAN CANTY, RN, MS, CPNP**
  - Office: N-218
  - Extension: 4338
- **SEABURY, LAURA, DNP, APRN-BC, CNE**
  - Office: N-227
  - Extension: 4587
- **SMITH, MARCY J.T., RN, BS, MS/MSN, FAIS, BCETS**
  - Office: N-216
  - Extension: 4431
- **TARGINO-VANBEBER, MARIANNE, DOM, MSN, RN**
  - Office: N-224
  - Extension: 4436
- **TAYLOR, MARY, RN, MSN**
  - Office: N-210
  - Extension: 4437
- **VAN COTT, LISA J., PhD, MSN, RN**
  - Office: N-226
  - Extension: 4432

### PART-TIME FACULTY
- **BELMONTE, ALLISON, MSN**
- **BUTLER, SARAH, MSN**
- **CARREIRO, JONELLE, BSN**
- **COBAR, ANGIE, RN, MSN**
- **COLLADO, ELIZABETH, BSN, RN**
- **CRONIN, DIANE, RN, MSN**
- **FEDGE, LAURA, RN, BSN, MHSA**
- **FISHER, MARY, RN, BSN**
- **GILES, LESLIE, RN, BSN**
- **GUILD, SUSAN, DNP, RN, NNP-BC, PPCNP-BC**
- **HABIB, LINDA, RN, BSN**
- **HARRIS, CATHERINE, MSN, RN, CEN, CPEN, CNE**
- **HINESLEY, JOANNE, RN, BSN**
- **JOYCE, LISA MARIE, MSN, AGNP, BA, RN**
- **KELLEY, ALLISON, MSN**
- **KELLEY, ALLISON, MSN**
- **KNIGHT, AUTUMN, BSN, RN, CWCN, CFCN**
- **LAVALLÉE, DIANE, MS/NP, WHCNP**
- **PRICE, ALBERT, MSN, RN**
- **PRICE, HELEN, RN, BSN, MSN**
- **PROVENCHER, SARAH, BSN**
- **PRZBYLOWICZ, THERESA, MSN**
- **SANTOS, ALBERT, MSN, MHA, RN**
- **SCHNEIDER, CAROL, MSN, RN, CCRN-K, CPAN**
- **ZITER, RACHEL RN, BSN, MSN**

INDIVIDUAL INSTRUCTOR(S) WILL LET YOU KNOW HOW BEST TO MAKE CONTACT.
Cape Cod Community College
Nursing Program
Curriculum Threads

Basic Human Needs: Maslow’s hierarchic categorization describes the five basic needs of humans (physiological, safety & security, love & belonging, self-esteem, self-actualization). The hierarchy begins with physiologic or biologic needs and progresses to the need for self-actualization. The progression from one need to the next is dependent upon the satisfaction of the more basic need.

Developmental Patterns: Developmental patterns constitute the sequential acquisition of physiological, psychosocial, cognitive, moral, and spiritual skills that are attained as an individual matures.

Information Literacy: Information literacy is a set of skills requiring individuals to recognize when information is needed and then have the ability to locate, evaluate, and effectively use the needed information.

Leadership: Leadership is a process by which a person influences others to accomplish an objective and directs a group in a way that makes it more cohesive and coherent. Leaders carry out this process by applying their leadership attributes, such as, beliefs, ethics, character, knowledge and skills. A good leader inspires followers to want to achieve high goals.

Functional Health Patterns: Marjorie Gordon (1987) proposed functional health patterns as a guide for establishing a comprehensive nursing data base. Eleven functional categories make possible a systematic and standardized approach to data collection and enable the nurse to determine the following aspects of health and human function.

Critical Thinking: Critical thinking is defined universally as the intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action.

Delegation: A responsibility of the leader, it can be defined as entrusting the performance of a selected nursing task to an individual who is qualified, competent, and able to perform such tasks. The nurse retains the accountability for the total nursing care of the individual.

Stress Adaptation: Hans Selye’s General Adaptation Syndrome and current neurobiological research describes the mind body response to stressors (acute, chronic, and traumatic). Dysregulation of this neuro endocrine system causes imbalances in the mind body leading to stress related symptoms and disease. The Conceptual Model of Stress Variables * (Selye, H. and Smith M. J. T. S.) addressing Perception, Conditioning Factors, and Coping Mechanisms provides a holistic and integrative framework for client assessment and nursing intervention which facilitate adaptation, healing, and stress resilience.
**Health Promotion/Illness Prevention:** Nurses have the fundamental responsibilities to assist clients in promoting optimal health, preventing illness, restoring health, and alleviating suffering. Nurses must have knowledge of evidenced based interventions which facilitate the promotion of health and sustain wellness.

**Cultural Competence:** Cultural competence is a dynamic process which involves the nurse’s self-examination regarding biases and prejudices, a knowledge base of various cultures including health variables and perspectives, and the ability to conduct culturally sensitive assessments and intervention strategies to deliver effective and culturally competent care to all clients.

**Accountability/Ethics:** The Nurse carries and accepts professional responsibility and accountability for competent nursing practice which demonstrates respect for human rights, choice, dignity, and privacy. The nurse demonstrates knowledge of ethical principles, values, and analysis in the delivery of nursing care and interactions with the multidisciplinary health team. Knowledge and skill in ethics is utilized to advocate for clients and protect them from incompetent, illegal, and unethical practices.

**Communications:**

**Therapeutic Communications** – Patient focused interactions that are directed toward improving the patient’s well being and health status. These interactions are the basis for the nurse-patient relationship, and are a learned skill set rather than a natural process.

**Professional Communications** – Written and verbal communication skills which enable the nurse to interact effectively with a multidisciplinary health care team to enhance patient care.

**Nursing Process** – A systematic, problem-solving framework utilizing critical thinking for providing individualized, comprehensive nursing care to individuals, families, and communities.

**Common Health Problems** – Health conditions that are frequently seen in the patient population, which are likely to be encountered by the graduate nurse.
1. **Synthesize** knowledge of biopsychosocial sciences to provide care and promote care and promote health for patients/clients with chronic health problems.

2. **Integrate** the components of the nursing process to assist patient/client to move toward optimal health.

3. **Integrate** knowledge of the patient/client relationship to family, community and external environment while providing culturally competent nursing care.

4. **Develop** a therapeutic nurse patient/client relationship considering advocacy and ethical principles.

5. **Synthesize** concepts of stress adaptation to implement the plan of care for patient/client with chronic common health problems.

6. **Demonstrate** accountability and ethical principles while functioning as a member of the multidisciplinary health team.

7. **Devise** a plan to implement evidence-based practice in a variety of clinical settings.

Reviewed May 2021
The Associate in Science degree in Nursing is accredited by the Accreditation Commission for Education in Nursing and has full approval from the Board of Registration in Nursing of the Commonwealth of Massachusetts.

The Nursing Program offers a specific sequence of courses that lead to the Associate in Science degree. Upon successful completion of the degree program, the Director of the Nursing Program will furnish documentation to the Massachusetts Board of Registration in Nursing verifying that a student has met the legal responsibilities to be eligible for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Cape Cod Community College (CCCC) Nursing Program graduates become licensed as Registered Nurses upon successful completion of the NCLEX-RN.

IMPORTANT NOTE:
COVID Vaccine Statement for Health Profession Students

Although currently the Commonwealth of Massachusetts doesn’t mandate the COVID Vaccine, students in a health profession program may be required to have the vaccine and show proof if required by a clinical/fieldwork partner.

While the college will make a reasonable effort to place you in a clinical facility, clinical placement cannot be guaranteed in an un-immunized status. If the college cannot secure a clinical placement due to unvaccinated status, then you will be unable to complete the program's clinical requirement. Thus, you will be unable to progress and will be granted a one-time COVID Leave of Absence with readmittance in Fall 2022 only. In order to avoid this situation, the College strongly recommends that all Health Profession students obtain the COVID Vaccine.

Program Outcomes

- 70% of ASN students admitted into the program will complete the nursing program within 150% of the program length.

- 80% of all first-time NCLEX-RN test takers will pass during the same 12-month period.

- 90% of graduates who respond to Nursing Graduate Survey will be employed as a registered nurse within 12 months after graduation.
For 2018 to 2020:

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Completion Rates within 150% of program length</td>
<td>84.8%</td>
<td>76.6%</td>
<td>75.9%</td>
</tr>
<tr>
<td>NCLEX-RN Pass Rates</td>
<td>93.26%</td>
<td>83.87%</td>
<td>96.47%</td>
</tr>
<tr>
<td>First time test takers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Placement Rates</td>
<td>92%</td>
<td>96%</td>
<td>96%</td>
</tr>
<tr>
<td>Based on student responses to Nursing Graduate Survey</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requirements:

<table>
<thead>
<tr>
<th>Pre-admission</th>
<th>Req</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO251*</td>
<td>M Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CHM109*</td>
<td>M Chemistry for the Health Sciences</td>
<td>4</td>
</tr>
<tr>
<td>ENL101**</td>
<td>M English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY101**</td>
<td>M General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENL102** (or)</td>
<td>M English Composition II (or)Human Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO252**</td>
<td>M Human Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>NUR101</td>
<td>M Dosage Calculations</td>
</tr>
<tr>
<td>NUR107</td>
<td>M Fundamentals of Nursing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY233**</td>
<td>M Developmental Psychology: The Life Span</td>
</tr>
<tr>
<td>NUR108</td>
<td>M Nursing across the Life Span</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO281**</td>
<td>M Microbiology</td>
</tr>
<tr>
<td>HEA200</td>
<td>M Pharmacology</td>
</tr>
<tr>
<td>NUR201</td>
<td>M Physical and Mental Health I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR202</td>
<td>M Physical and Mental Health II</td>
</tr>
<tr>
<td>NUR203</td>
<td>M Foundations of the Profession</td>
</tr>
</tbody>
</table>

Total Credits 69
M Designates a Milestone course. A milestone course must be completed in the semester indicated to ensure that you remain on track to continue on in your program and graduate on time.

*These two courses meet the revised General Education requirements (effective Fall 2010)

**Courses that can be completed in advance of applying to the Nursing Program.

Note: For those students seeking additional courses, or planning to continue their education to achieve a baccalaureate degree, the following courses are recommended: HEA120, HEA201, SOC106, SOC220, PHI210 and courses in computers or keyboarding.

See: Admissions Requirements: Associate Degree in Nursing
https://www.capecod.edu/nursingrequirements/

More Information:

Center for Nursing and Allied Health: An experiential learning environment
https://www.capecod.edu/nursing-center/
Nursing Program Overview: An introduction to the Nursing Department
https://www.capecod.edu/nursing/
RN-BS at 4Cs: UMass Boston Partnership
https://www.capecod.edu/rn-bs-umass/

Career Outlook

Employment opportunities are available as an entry-level Registered Nurse in hospitals, long-term care facilities and other health care agencies.

This occupational profile is provided by O*NET.
https://www.mynextmove.org/find/search?s=Nursing

See also: What can I do with this major?
https://whatcanidowiththismajor.com/major/nursing/

Revised 2/4/2020
Reviewed May 2021
Criminal Offender Record Information (CORI) Sexual Offender Record Information (SORI):

As a prerequisite for a clinical placement in the nursing program, all students must undergo a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth’s Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth’s Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For additional information regarding the College's CORI/SORI check process, please contact the Dean of Enrollment Management and Advising Services.

Information for Students with Court Records

Nursing students who have been convicted by a court of law may be affected in two ways:

1. Prior to clinical placement, records of students may be subject to review pursuant to the Criminal Record Information Act (C.O.R.I.), Massachusetts General Laws, Chapter 28A, Section 1, et seq, and regulations promulgated pursuant to such statutes. Depending on the nature of the convictions, the student may be denied clinical placement, and therefore be unable to complete the nursing program. Admission to the nursing program does not insure clinical placement.

2. The application for initial licensure as a Registered Nurse by examination has a section to complete concerning court records. (For additional information, please refer to the Massachusetts Board of Registration in Nursing website regarding Good Moral Character at: https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure

If you have any questions or concerns, or require further details, please see the Director of Nursing Education.

Revised August 2019
Revised July 2021
Drug Screen Fee and Requirements

**Drug Screening Fee**

In the Spring semester, students will be charged an additional fee to cover the cost of drug screening.

**Drug Screening**

To ensure that patient care is not compromised, nurses are often required to undergo drug screening prior to hire and as part of their continued employment by hospitals and clinics, including those which offer clinical placements to Cape Cod Community College’s nursing students. All nursing students are required to provide proof of a negative ten-panel drug screening in order to be eligible for clinical placement. Most often this drug screening is a urine sample. Drug screening may be repeated throughout the program as required by clinical settings.

This *random* drug screening will test for the presence of drugs including but not limited to barbiturates, cocaine, and marijuana, and must be administered under a chain of custody by a qualified facility and certified laboratory. Once the student’s date for testing is chosen, he/she has 48 hours to comply. This is a random screening, there are no exceptions. Students who do not successfully complete, or do not show up at their appointed time for this drug screening, are unable to participate in clinical and may be dismissed from the Nursing Program.

All drug screening results will be sent to the Dean of Health Sciences, Social Sciences, Behavioral Sciences, Human Services and Business in a sealed envelope marked “Confidential.” A positive drug screening finding is a Code of Conduct violation and will be managed according to those policies. Students will only be notified of their results if they are positive.

For most students, testing is done in the Fall semester and the cost of the drug screening will be charged to the them in the Spring semester. Students will be responsible for the cost of any additional drugs screens that may be necessary for them to qualify for participation in a clinical placement.

Information about this screening will be discussed with students during the first week of classes.

Revised August 2017
Reviewed July 2021
Cape Cod Community College
Nursing Program
Program Technical Standards

In order to be eligible for and successfully complete the Nursing/Medical Assistant Program, certain physical and behavioral standards are required as part of the program and clinical/lab experience. These technical standards have been developed using the U.S. Department of Labor's skills and abilities for those working in a medical setting. Some cooperative work experience opportunities may have additional requirements beyond the technical standards listed here and requirements may vary by agency. Students must satisfy the program’s technical standards and the individual agency requirements before a clinical assignment is approved.

These technical standards are established in accordance with the Section 504 of the federal Rehabilitation Act of 1973 and the American with Disabilities Act. All students must be able to satisfy these standards with or without a reasonable accommodation. These include:

Communication (Verbal and Non-Verbal)

1. Communicate effectively either independently or with corrective devices.
2. Communicate in English through reading, orally and in writing to instructors, professors, clinical staff, clients, families and all members of the health care team.
3. Understand oral directions/requests from health care workers, clients, voice pages and telephone messages stated in a normal tone.

Auditory Ability

1. Hear all alarms on technical and supportive equipment set at a normal volume.
2. Listen and respond to distress sounds from clients.
3. Accurately detect audibly blood pressure readings with a stethoscope.

Visual Ability

1. See and accurately read all written medical information pertaining to the client.
2. See and accurately read all readings and functions of technical equipment pertaining to client care.
3. See and accurately read all calibrated containers for accurate measurement of body fluids and specimens.

Physical Strength (Gross Motor Control)

1. Ability to lift 25 pounds unassisted in a safe manner, thereby protecting yourself, the client, and those in close proximity to you.
2. Bend and/or lift to assist client with activities of daily living and manipulate client equipment.
3. Lift to safely transfer or position all clients in various situations.
4. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
5. Ability to raise arms over one’s head in order to assist clients and manipulate equipment.
6. Walk/stand for extended periods and distances over an 8-hour period.

**Manual Dexterity (Fine Motor Movement)**

1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for client care related equipment.
2. Safely and effectively perform dressing procedures without contaminating the wound.
3. Successfully don and remove protective apparel (including sterile gloves) to maintain standard precautions.

**Behavioral/Mental Performance**

1. Function safely, effectively and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Exhibit social skills necessary to interact therapeutically with clients, families, staff and faculty.
4. Maintain personal hygiene consistent with department dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior.
6. Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
7. Exhibit respect for cultural and ethnic differences of clients, peers and individuals.
8. Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

Can also be viewed at: [https://www.capecod.edu/nursing-technical-standards/#d.en.19285](https://www.capecod.edu/nursing-technical-standards/#d.en.19285)
Cape Cod Community College  
Nursing Program  
Student Accountability

The individual student is responsible for his/her own actions in the following areas:

**ETHICAL LEGAL**

The student:

1. Provides nursing care with respect for human dignity and the uniqueness of the patient.
2. Is responsible for adhering to the Patient’s Bill of Rights in all nursing activities.
3. Safeguards the patient’s right to privacy by protecting confidential information.
4. Discusses confidential information only in learning situations. (Use the patient’s initials in discussion and in written assignments.)
5. Is accountable to their patient/client for the quality of their care.
6. Is responsible to and with the instructor for all nursing activities.
7. Performs nursing activities for which he/she is prepared.
8. Will purchase professional liability insurance.
10. Will be honest in carrying out academic assignments (exam, papers, etc.). Dishonesty may result up to and including dismissal from the College. (Refer to Student Code of Conduct included in this Handbook)
11. Is aware of the Massachusetts Board of Registration in Nursing Good Moral Character requirements for Registered Nurse licensure (included in this Handbook).
12. Will abide by the College’s Information Technology Resources Use Policy regarding acceptable/unacceptable Internet Use, E-Mail, etc. (included in this Handbook).

**CLASS**

The student:

1. Will attend all campus classes.
2. Will refrain from talking during lecture time and audio-visual presentations.
3. Is expected to be in his/her seat when class begins. The student should not enter the classroom if late and the door is closed, but may join the class during break. Leaving and entering the classroom during class is disruptive to other students and is not acceptable.
4. Will shut off all cell phones and beepers during class/clinical/lab.
5. Will be responsible to complete all learning activities listed in class study guides.
6. Will submit assignments on the dates required.
7. Must notify the instructor before the start of an exam if he/she is to be absent from a quiz/examination and an alternate time will be scheduled.
8. Is aware that children are not to attend class or campus lab. Per the CCCC Student Handbook https://www.capecod.edu/nursing-student-handbook/ “College staff and faculty members responsible for specific College areas reserve the right to exclude
infants and children from that area when, in their best judgment, it is in the interest of health, safety, or the educational process.”

9. Must seek permission to tape a lecture from either the faculty member or disability services and under no circumstances may a taped lecture be sold or redistributed. (See Student Resources: O’Neill Center for Disability Services for additional information.)

CLINICAL

The student:

1. Will attend and be punctual for all campus/clinical laboratory sessions.
2. Must notify the instructor and/or the agency if he/she cannot attend the clinical laboratory session.
3. Is encouraged to seek health care and guidance from his/her private physician as necessary.
4. Is aware of the:

Nursing Student Accountability for Patient/Client Care

The CCCC nursing student must demonstrate accountability for his/her own actions in the delivery of nursing care in a way that ensures the health and safety of patients/clients, staff and self. The student will be able to function in a manner that does not pose a direct threat as defined by the Board of Registration in Nursing (BORN) as “a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures or by the provision of auxiliary aids or services.”

Students who are evaluated as unable to meet the instructional objectives based on the Nursing Program’s Technical Standards should follow the CCCC grievance policy.

5. Is aware that serious or prolonged illness will require written permission by a physician to attend the clinical laboratory. (See Nursing Program’s Technical Standards in this handbook.)
6. May be required to make up clinical absences in order to achieve course/program objectives.
7. Will adhere to the uniform code of the Nursing Program and wear the uniform in clinical situations only.
8. Will wear a lab coat with school insignia and name tag over appropriate street clothing during campus laboratory sessions, when returning to the record room, or to the clinical unit to research patient assignments.
9. Is aware that clinical facilities do not permit children to be left unattended in the lobby.

COMMUNICATION

The student:

1. Is aware that faculty is available by APPOINTMENT AND DURING SCHEDULED OFFICE HOURS.
2. Is encouraged to seek guidance from the appropriate faculty member.
3. Is encouraged to review all papers, quizzes, examinations, and evaluations with the appropriate faculty member.

ACADEMIC DISHONESTY

Nursing students are held accountable for any form of academic dishonesty. Academic Dishonesty is defined in the Student Code of Conduct (found in the last section of this handbook).

Revised August 2016
Reviewed July 2021
Nursing Program Policies
Cape Cod Community College
Nursing Program Admission Policy
Day Option and Evening/Weekend Option

The purpose of the Admissions Policy for the Associate in Science Degree in Nursing (ASN) is to inform and guide prospective applicants through the admissions process at Cape Cod Community College. Below, you will find information on the ASN program, including the admissions procedures and review process, required application materials, and, deadlines.

Application Process
To apply for admission for the day option or the evening/weekend option of the ASN program, applicants must submit the required application materials electronically or post-marked by 5:00PM on February 1st to be considered for entry in the fall semester. Day option applications are accepted every year. Evening/weekend option applications are accepted every other year on the even year. This program has a selective admissions process. To assist applicants through the admissions process, applicants are encouraged to attend an information session.

Required Application Materials
The following application materials must be submitted to CCCC:

1. Nursing admissions application. The application can be submitted online at https://www.capecod.edu/nursingrequirements/
2. Written essay per the nursing application instructions.
3. Official transcript or evidence of high school completion or high school equivalency in a sealed envelope.
4. Official university and/or college transcripts in a sealed envelope.
5. For international coursework, an official course-by-course evaluation of foreign educational credentials from one of the approved National Association of Credential Evaluation Services members (www.naces.org). Photocopies of the evaluation are not acceptable.
6. Official score report for the Assessment Technologies Institute (ATI) TEAS (Test of Essential Academic Skills) exam.

Incomplete applications or applications received after the deadline date will not be reviewed. Materials in support of an application for admission become the property of Cape Cod Community College and will not be provided or returned to an applicant.

Minimum Requirements: Fall 2021
Prerequisite Courses
The applicant must have the following courses completed by the time their application is submitted:

1. Survey of Biology with a lab or General Biology with a lab and a grade of C+ or higher (4 credits). Note: Chemistry for the Health Sciences with a lab and a grade of C+ or higher (4 credits) or General Chemistry with a lab and a grade of C+ or higher (4 credits) will be accepted for this nursing program admissions requirement until February 1, 2022.
2. Anatomy & Physiology I with a lab and a grade of C+ or higher (4 credits)
3. English Composition I with a grade of C- or higher (3 credits)
4. English Composition II (3 credits) or Human Communication (3 credits) with a grade of C- or higher. Note: Human Communications will be accepted for this nursing program admissions requirement until February 1, 2021.
5. General Psychology with a grade of C- or higher (3 credits)

There are no course expiration restrictions in place for fall 2021 admissions.

Testing
1. Completion of the ATI TEAS with an Adjusted Individual Total Score of 58.7% or higher.

Minimum Requirements: Fall 2022
Prerequisite Courses
The applicant must have the following courses completed by the time their application is submitted:
1. Survey of Biology with a lab or General Biology with a lab and a grade of C+ or higher (4 credits). Note: Chemistry for the Health Sciences with a lab and a grade of C+ or higher (4 credits) or General Chemistry with a lab and a grade of C+ or higher (4 credits) will be accepted for this nursing program admissions requirement until February 1, 2022.
2. Anatomy & Physiology I with a lab and a grade of C+ or higher (4 credits)
3. Anatomy & Physiology II with a lab and a grade of C+ or higher (4 credits)
4. English Composition I with a grade of C- or higher (3 credits)
5. English Composition II with a grade of C- or higher. (3 credits)
6. General Psychology with a grade of C- or higher (3 credits)

There are no course expiration restrictions in place for fall 2022 admissions.

Testing
1. Completion of the ATI TEAS with an Adjusted Individual Total Score of 58.7% or higher.

Notice for Fall 2023 Admission Cycle
Starting with the fall 2023 admission cycle, science courses required for the ASN degree (Biology/Chemistry, A&P I, A&P II, Microbiology) must be completed within five years of application to the program. There will be no course expiration restrictions for the general education courses.

Admissions Decisions
The review of applications is completed by a nursing admissions committee. A Selective Admissions Rubric is used, following non-discriminatory practice, for admissions into the day option and evening/weekend option. The rubric does not contain any identifying applicant characteristics besides the CCCC ID number. Applicants with the highest rubric scores are accepted in rank order. If a tiebreaker is needed for selection, priority consideration will be given to applicants with a higher GPA in the required prerequisite courses.
The following components are the basis of the ranking:

- Grades in science courses and general education courses according to the Selective Admissions Rubric.
- Evaluation of written essay response according to the Essay Scoring Rubric.
- Other credentials in the following categories: academic degrees, current allied health certifications or military medical credentials. An applicant will be awarded a maximum of one point per category, regardless of the number of credentials held within each category.

The Admissions Office will notify applicants of their decision in early April.

**Waitlist Applicants**

- The CCCC ASN program has extremely limited space available.
- Competitive applicants, whom the Nursing Program does not have enough space to admit, will be offered a place on the waitlist.
- Applicants will be selected from the waitlist in the rank order of their Selective Admissions Rubric score.
- If an accepted student forfeits an offer of admission, the Admissions Office will immediately contact the next person on the waitlist by phone and email. If an applicant’s contact information changes from what was submitted on the application, the applicant must update the Admissions Office with the new information.
- If an applicant does not hear from CCCC, one can assume there is no space at this time.
- CCCC makes offers from the waitlist up until day one of classes in the fall semester.
- If not admitted, students on the waitlist must reapply to the program each year.

**Requirements for Accepted Students**

Upon acceptance, accepted students must complete and submit the following as directed in the letter of acceptance sent to students from the Admissions Office:

1. **Deposit**: Submit a non-refundable deposit of $250.00 no later than May 1st to secure a spot in the program; non-refundable after July 15th.
2. **CORI/SORI**: Submit completed CORI/SORI forms by July 15th.
   - As a prerequisite for a clinical placement in the Nursing Program, all students must undergo a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check. In addition, repeat CORI/SORI checks may be required throughout the program. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be ineligible for clinical placement and therefore ineligible for enrollment in the Nursing Program.
3. **Health and Immunization Requirements**: Submit student immunizations records by July 15th, including completion of the Hepatitis B series or completed titer. See page 34 for a complete list of immunization requirements.

**Please note**: Failure to comply with the above by the specified dates may result in withdrawal from the Nursing Program.
Students will be required to adhere to the following:

1. **Drug Screening:** Students will be required to complete a drug screening at a testing site designated by Cape Cod Community College early in the first semester of freshman year.

2. **Health Insurance:** Document and maintain health insurance throughout the Nursing Program.

3. **Release Statement:** Sign a statement releasing the College and clinical agencies of responsibility for illness incurred while functioning in the clinical agency as a nursing student.

4. **CPR Certification:** Submit a copy of the card (front and back) and current certification. The following two courses are the only approved courses: “American Heart Association, Healthcare Provider” or “American Red Cross, CPR/AED for the Professional Rescuer and Health Care Provider”. MUST be Basic Life Support (BLS).

5. **GPA:** Maintain a cumulative grade of 77% (C+) or better in each nursing course and a satisfactory clinical evaluation in order to proceed to the subsequent nursing course.

6. **Technical Standards:** Meet the Nursing Program Technical Standards found at: [https://www.capecod.edu/nursing-technical-standards/#d.en.19285](https://www.capecod.edu/nursing-technical-standards/#d.en.19285)

Transfer credit by exam is accepted for general education course requirements for the ASN degree. For the purposes of nursing program admission only, a letter grade will be assigned to the exam score to permit rubric scoring as described below:

- **Advance Placement (AP) exam score:** 5=A, 4=B, 3=C
- **College Level Examination Program (CLEP) exam score:** 50 or higher=C Course Exam Challenge: Passing score=C
- Further details regarding how to obtain transfer credit by exam can be found on the CCCC transfer credit policies webpage ([https://www.capecod.edu/transfer/transfer-credit-policies/](https://www.capecod.edu/transfer/transfer-credit-policies/)) or by contacting the Registrar.

Credentials held at time of application submission are credited one-point for each of the selective certifications and/or credentials:

- **Academic Degrees:** Associates Degree, Bachelor’s Degree, Master’s Degree, PhD

- **Allied Health Certifications:** CNA (Certified Nursing Assistant), MA (Medical Assistant), EMT (Emergency Medical Technician), Paramedic, RT (Respiratory Therapist), OT (Occupational Therapist), ACLS (Advanced Cardiac Life Support). Certification must be current to be submitted

- **Military Medical Credentials:** Army: Medic, Air Force: Combat Rescue Medic, Navy and Marine: Hospital Corpsman, Other: Medical Specialist

**Revised 6/10/2020**
**Reviewed July 2021**
The purpose of the Admissions Policy for the Associate in Science Degree in Nursing (ASN) is to inform and guide prospective applicants through the admissions process at Cape Cod Community College. Below, you will find information on the ASN program, including the admissions procedures and review process, required application materials, and deadlines.

Application Process
To apply for admission for the LPN to RN option of the ASN program, applicants must submit the required application materials electronically or post-marked by 5:00PM on February 1st to be considered for entry in the fall semester. This program has a selective admissions process. To assist applicants through the admissions process, applicants are encouraged to attend an information session.

Required Application Materials
The following application materials must be submitted to CCCC:
1. Nursing admissions application. The application can be submitted online https://www.capecod.edu/nursingrequirements/
2. Written essay per the nursing application instructions.
3. Official transcript or evidence of high school completion or high school equivalency in a sealed envelope.
4. Official university and/or college transcripts in a sealed envelope.
5. For international coursework, an official course-by-course evaluation of foreign educational credentials from one of the approved National Association of Credential Evaluation Services members (www.naces.org). Photocopies of the evaluation are not acceptable.

Incomplete applications or applications received after the deadline date will not be reviewed. Materials in support of an application for admission become the property of Cape Cod Community College and will not be provided or returned to an applicant.

Minimum Requirements

Prerequisite Courses
The applicant must have the following courses completed by the time their application is submitted:
1. Survey of Biology with a lab or General Biology with a lab and a grade of C+ or higher (4 credits). Note: Chemistry for the Health Sciences with a lab and a grade of C+ or higher (4 credits) or General Chemistry with a lab and a grade of C+ or higher (4 credits) will be accepted for this nursing program admissions requirement until February 1, 2022.
2. Anatomy & Physiology I with a lab and a grade of C+ or higher (4 credits)
3. Anatomy & Physiology II with a lab and a grade of C+ or higher (4 credits)
4. English Composition I with a grade of C- or higher (3 credits)
5. English Composition II (3 credits) or Human Communication (3 credits) with a grade of C- or higher. Note: Human Communications will be accepted for this nursing program admissions requirement until February 1, 2021.
6. General Psychology with a grade of C- or higher (3 credits)
7. Developmental Psychology with a grade of C- or higher (3 credits)

There are no course expiration restrictions in place for fall 2021 or fall 2022 admissions.

Notice for Fall 2023 Admission Cycle
Starting with the fall 2023 admission cycle, science courses required for the ASN degree (Biology/Chemistry, A&P I, A&P II, Microbiology) must be completed within five years of application to the program. There will be no course expiration restrictions for the general education courses.

Admissions Decisions
The review of applications is completed by a nursing admissions committee. A Selective Admissions Rubric is used, following non-discriminatory practice, for admissions into the LPN to RN option. The rubric does not contain any identifying applicant characteristics besides the CCCC ID number. Applicants with the highest rubric scores are accepted in rank order. If a tiebreaker is needed for selection, priority consideration will be given to applicants with a higher GPA in the required prerequisite courses.

The following components are the basis of the ranking:

- Grades in science courses and general education courses according to the Selective Admissions Rubric.
- Evaluation of written essay response according to the Essay Scoring Rubric.
- Other credentials in the following categories: academic degrees, current allied health certifications or military medical credentials. An applicant will be awarded a maximum of one point per category, regardless of the number of credentials held within each category.

The Admissions Office will notify applicants of their decision in early April.

Waitlist Applicants

- The CCCC ASN program has extremely limited space available.
- Competitive applicants, whom the Nursing Program does not have enough space to admit, will be offered a place on the waitlist.
- Applicants will be selected from the waitlist in rank order of their Selective Admissions Rubric score.
- If an accepted student forfeits an offer of admission, the Admissions Office will immediately contact the next person on the waitlist by phone and email. If an applicant’s contact information changes from what was submitted on the application, the applicant must update the Admissions Office with the new information.
- If an applicant does not hear from CCCC, one can assume there is no space at this time.
• CCCC makes offers from the waitlist up until day one of classes in the fall semester.
• If not admitted, students on the waitlist must reapply to the program each year.

LPN in Transition Course Requirement
Once accepted into the LPN to RN program option, students must successfully complete the LPN in Transition course (NUR 132) during the summer of the year of admission to be advance placed into NUR 201 as a sophomore in September. See the Advance Placement Policy for more information.

Requirements for Accepted Students
Upon acceptance, accepted students must complete and submit the following as directed in the letter of acceptance sent to students from the Admissions Office:

1. **Deposit:** Submit a non-refundable deposit of $250.00 no later than May 1st to secure a spot in the program; non-refundable after July 15th.

2. **CORI/SORI:** Submit completed CORI/SORI forms by July 15th.
   As a prerequisite for a clinical placement in the Nursing Program, all students must undergo a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check. In addition, repeat CORI/SORI checks may be required throughout the program. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be ineligible for clinical placement and therefore, ineligible for enrollment in the Nursing Program.

3. **Health and Immunization Requirements:** Submit student immunizations records by July 15th, including completion of the Hepatitis B series or completed titer. See page 34 for a complete list of immunization requirements.

Please note: Failure to comply with the above by the specified dates may result in withdrawal from the Nursing Program.

Students will be required to adhere to the following:

1. **Drug Screening:** Students will be required to complete a drug screening at a testing site designated by Cape Cod Community College early in the first semester of freshman year.

2. **Health Insurance:** Document and maintain health insurance throughout the Nursing Program.

3. **Release Statement:** Sign a statement releasing the College and clinical agencies of responsibility for illness incurred while functioning in the clinical agency as a nursing student.

4. **CPR Certification:** Submit a copy of the card (front and back) and current certification. The following two courses are the only approved courses: “American Heart Association, Healthcare Provider” or “American Red Cross, CPR/AED for the Professional Rescuer and Health Care Provider”. MUST be Basic Life Support (BLS).
5. **GPA:** Maintain a cumulative grade of 77% (C+) or better in each Nursing course and a satisfactory clinical evaluation in order to proceed to the subsequent Nursing course.

6. **Technical Standards:** Meet the Nursing Program Technical Standards found at: [https://www.capecod.edu/nursing-technical-standards/#d.en.19285](https://www.capecod.edu/nursing-technical-standards/#d.en.19285)

Transfer credit by exam is accepted for general education course requirements for the ASN degree. For the purposes of nursing program admission only, a letter grade will be assigned to the exam score to permit rubric scoring as described below:

- Advance Placement (AP) exam score: 5=A, 4=B, 3=C
- College Level Examination Program (CLEP) exam score: 50 or higher=C Course Exam Challenge: Passing score=C

Further details regarding how to obtain transfer credit by exam can be found on the CCCC transfer credit policies webpage ([https://www.capecod.edu/transfer/transfer-credit-policies/](https://www.capecod.edu/transfer/transfer-credit-policies/)) or by contacting the Registrar.

Credentials held at time of application submission are credited one-point for each of the selective certifications and/or credentials:

**Academic Degrees:** Associates Degree, Bachelor’s Degree, Master’s Degree, PhD

**Allied Health Certifications:** CNA (Certified Nursing Assistant), MA (Medical Assistant), EMT (Emergency Medical Technician), Paramedic, RT (Respiratory Therapist), OT (Occupational Therapist), ACLS (Advanced Cardiac Life Support). Certification must be current to be submitted

**Military Medical Credentials:** Army: Medic, Air Force: Combat Rescue Medic, Navy and Marine: Hospital Corpsman, Other: Medical Specialist

Revised 6/10/2020
Reviewed July 2021
The purpose of the Nursing Program Advanced Placement Policy is to guide the Licensed Practical Nurse (LPN) through the Advanced Placement process.

Licensed Practical Nurses (LPNs) are eligible for advanced placement into NUR 201 in lieu of taking NUR 107 and NUR 108, by the following actions:

1. Be an LPN graduate from an approved practical nursing program with proof of a current unencumbered license.
2. Be accepted into the LPN to RN Option.
3. Complete NUR 132, LPN in Transition course.

Admission Requirements for the LPN to RN Option
In order to participate in advance placement, LPNs must be accepted into the LPN to RN program option. Acceptance into the LPN to RN option requires the applicant have the following courses completed by the time their application is submitted and complete a written essay per the nursing admissions application instructions.

1. Survey of Biology with a lab or General Biology with a lab and a grade of C+ or higher (4 credits). Note: Chemistry for the Health Sciences with a lab and a grade of C+ or higher (4 credits) or General Chemistry with a lab and a grade of C+ or higher (4 credits) will be accepted for this nursing program admissions requirement until February 1, 2022.
2. Anatomy & Physiology I with a lab and a grade of C+ or higher (4 credits)
3. Anatomy & Physiology II with a lab and a grade of C+ or higher (4 credits)
4. English Composition I with a grade of C- or higher (3 credits)
5. English Composition II (3 credits) or Human Communication (3 credits) with a grade of C- or higher. Note: Human Communications will be accepted for this nursing program admissions requirement until February 1, 2021.
6. General Psychology with a grade of C- or higher (3 credits)
7. Developmental Psychology with a grade of C- or higher (3 credits)

The review of applications is completed by a nursing admissions committee. A Selective Admissions Rubric is used, following non-discriminatory practice, for admissions into the LPN to RN option. Applicants with the highest rubric scores are accepted in rank order. If a tiebreaker is needed for selection, priority consideration will be given to applicants with a higher GPA in the required prerequisite courses.

See the LPN to RN Option Admissions Policy for more information.

LPN in Transition (NUR 132) Course Requirements
Once accepted into the LPN to RN program option, students must successfully complete the LPN in Transition course (NUR 132) during the summer of the year of admission to be advance placed into NUR 201. The NUR 132 course consists of three components, including:
1. Assessment Technologies Institute (ATI) Exams: Completion of three ATI exams with Proficiency Level 1 or greater:
   a. Fundamentals of Nursing,
   b. Maternal-Newborn Nursing, and
   c. Nursing Care of Children.
   **One retake of each exam is permitted. ATI scores are valid for one year.**
2. Classroom instruction: Completion of all course assignments required.
3. Nursing Laboratory Assessments: Satisfactory demonstration of health assessment skills.

Upon successful completion of NUR 132, the student will be awarded 16-credits, 8-credits for their unencumbered LPN license and 8-credits for completion of NUR 132. The student will be advance placed into NUR 201 as a sophomore.

Revised 6/15/2020
Reviewed July 2021
Cape Cod Community College  
Nursing Program  
Attendance Policy

The purpose of the Nursing Program Attendance Policy is to guide students as to the requirements of the Nursing Program to enhance the opportunity for successful completion of required course objectives and support success in the Nursing Program.

Cape Cod Community College nursing faculty believe that attendance is the responsibility of the student and thus a matter of professional accountability. Students are encouraged to meet with their nursing advisor immediately regarding any concerns that may hinder their attendance and thus their potential for academic success and completion of the Nursing Program.

Attendance Requirements

• It is expected that students will be punctual and attend all regularly scheduled classes, clinical, and labs (including Information Literacy sessions and ATI testing).
• Attendance is recorded at the beginning of each class, clinical, and lab as directed by nursing faculty.
• Students are expected to ensure that their attendance is recorded.
• Students are responsible for all content and assignments, regardless of the reason for missing class, clinical, or lab.

Class Absence(s)

• Class absences are reviewed by the classroom instructor after each lecture and reported at team meetings.
• It is expected students attend all classes.

Clinical Absence(s)

• Students with an absence in clinical will be required to complete a written assignment.
• Students with a second absence in clinical will be required to complete a written assignment, receive a Program Academic Warning and be required to meet with the Director of Nursing Education.
• Students with a third absence in clinical will result in clinical failure. Student will meet with the Director of Nursing Education.

Lab Absence(s)

• All lab absences are required to be made up.
• Failure to make-up missed labs will result in failure to meet the course requirements.
Clinical Tardiness

- Clinical tardiness is defined as arriving after the designated start time for any clinical experience.
- A student who anticipates being late to clinical must directly contact their clinical instructor.
- The first tardy occurrence will result in a verbal warning.
- The second tardy occurrence will result in a written clinical warning.
- A student who is tardy for the third time for any clinical experience will be sent home and a clinical absence will be recorded.
- All tardiness after the third occurrence results in a clinical absence.

Lab Tardiness

- Lab tardiness is defined as arriving after the designated start time for any lab.
- A student who anticipates being late to lab must directly contact their lab instructor.
- The first tardy occurrence will result in a verbal warning.
- The second tardy occurrence will result in a written clinical warning.
- A student who is tardy for the third time for any lab experience will be sent home and a lab absence will be recorded.
- All tardiness after the third occurrence results in a lab absence.

Revised 6/12/2020
Revised July 2021
The purpose of the Nursing Program Admission, Selection and Enrollment of Students: Education Verification Policy is to inform nursing applicants of the educational requirement of the Nursing Program.

Eligibility to Apply for Admission
Applicants to each Nursing Program Option (Day, Evening/Weekend, LPN to RN) must be high school graduates or have earned a General Education Diploma (GED) certificate. Evidence of secondary school graduation or its equivalency must be documented in one of the following ways.

- If secondary school education was completed in the United States, submit official high school or GED transcripts in a sealed envelope to the Admissions Office.
- If secondary school education was completed outside of the United States, submit a notarized official high school courses transcript or foreign equivalent, as originals OR certified copies in a sealed envelope to the Admissions Office. If documents are not in English, an official translation must be submitted along with your documents. Foreign documents must be evaluated and translated by a US evaluation company like the Center for Educational Documentation (CED) www.cedevaluations.com or World Education Services (WES): www.wes.org
- All home-schooled students, without a high school diploma or GED, are eligible to apply for admission provided they have successfully completed an approved home school program in accordance with the Massachusetts General Laws or the laws of their home state. To determine whether a student has participated in an approved home school program, the student shall submit, with the application for admission (paper copy only; online application submissions will not be accepted), evidence that the home school program was approved by the student's school district's superintendent or school committee. Additionally, if the home-schooled student is under the age of compulsory attendance, which is 16 years old in Massachusetts, a letter from the student's school district's superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home-schooled if the student has completed his/her home school program before the age of 16.

Adopted 2/21/2020
Reviewed May 2021
The purpose of the Nursing Program Admission, Selection and Enrollment of Students: Student Health Policy is to inform qualified nursing applicants of the student health and immunization requirements of the Nursing Program.

All Nursing students are required to submit Massachusetts Department of Public Health immunizations records to the College’s Student Immunization Records Office by the Program’s deadline of July 15th. This includes immunization requirements of clinical agencies. Failure to do so may result in dismissal from the program. All health science students, including Nursing students, must begin the Hepatitis B vaccine series at least six months before the deadline.

**Health and Immunization Requirements**

1. A Physical Exam within one year of the Program’s start, submitted on the CCCC Health Sciences Program Physical Exam & Immunization Form. This form will be given to students by the Nursing Program once accepted or may be downloaded from the Student Immunizations Records web page.

2. Hepatitis B: Three (3) Hep B vaccines and a Hepatitis B surface antibody titer result or a positive/immune Hep B surface antibody titer. Also see document entitled “Acknowledgment of Risk of Acquiring Hepatitis B without Proof of Immunity”.

3. MMR (Measles, Mumps & Rubella): Two (2) MMR vaccines or positive antibody titer indicating immunity.

4. Tdap (Tetanus, Diphtheria, Pertussis): One (1) adult Tdap vaccine then Td (Tetanus, Diphtheria) if it has been more than 10 years since Tdap.

5. Tuberculosis Screening: PPD (TB skin test) or TB blood test with negative results within the last year and annually thereafter. Participation in required clinical experiences may necessitate a two-step PPD. If PPD is positive, a negative chest x-ray within 2 years and a non-symptom report must be submitted annually or a TB blood test annually. Students with a positive PPD need to complete the Non-Symptom Report Questionnaire available on the Student Immunization Records web page.

6. Varicella (chicken pox): Two (2) Varicella vaccines or a positive antibody titre of immunity. Note: Having had chicken pox disease DOES NOT satisfy requirement; Varicella positive antibody titre is required.

7. Flu vaccine: A seasonal flu vaccine may be required to meet clinical agency requirements.

8. Meningococcal: One dose of (MenACWY) vaccine will be required for full time (12 credits or more) students 21 years and younger administered on or after the 16th birthday.

9. COVID vaccination may be required to meet clinical agency requirements.

Immunization records may be submitted in-person, emailed or faxed to the Student Immunizations Records Office.
Cape Cod Community College  
Nursing Program  
Unsafe or Unprofessional Clinical Practice Policy

Safe clinical practice is a mandatory requirement of students in the Nursing Program as defined by course objectives. Unsafe clinical practice shall be deemed to be behaviors which threaten or violate the physical, biological or emotional safety of patients, staff, students or self. Unsafe or unprofessional clinical practice may result in:

- A performance conference and written report
- A clinical warning conference and written report
- Immediate clinical failure from CCCC nursing course – The student is not allowed to continue.

Unsafe behaviors include but are not limited to:

- Inappropriate use of side rails, wheelchairs, other mechanical equipment.
- Lack of proper protection of the patient which results in or leaves a patient vulnerable to falls, lacerations, burns.
- Failure to correctly identify patient(s) prior to initiating care.
- Failure to perform pre-procedure safety checks of equipment, invasive devices or patient status.
- Failure to recognize violations in aseptic technique, violates “5 rights” in medication administration, performing nursing actions without appropriate supervision.
- Failure to report significant findings in patient status.
- Failure to seek help when needed.
- Failure to properly identify patient(s) prior to medication administration.
- Threatening or making a patient fearful.
- Providing patient with inappropriate or incorrect information.
- Performing nursing actions without appropriate supervision.
- Failure to seek help when needed, unstable emotional behaviors.
- Failure to maintain confidentiality

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or faculty, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards. Examples: personal hygiene, dress, boundaries, accountability, breach of confidentiality.

Revised 5/13/2009
Reviewed July 2021
Process of Clinical Failure:

**First failure to meet clinical objectives:**
- The student meets with the instructor in a formal conference to review criteria for clinical skill or behavior.
- The student demonstrates the skill/behavior at a specified time* after remediation.

**Second failure to meet clinical objectives:**
- The student meets with the instructor in a formal clinical warning conference to review written criteria for continued participation in the course.
- The student repeats the skill/behavior at a specified time* after remediation.
- The student is notified of the penalty for a third failure to meet clinical objectives.

**Third failure to meet clinical objectives –**
- The student meets with the instructor and/or other faculty members to discuss educational options.
- Immediate clinical failure from CCCC nursing course – The student is not allowed to continue.

*Failure to keep an appointment for a repeat skill demonstration is the same as an unsuccessful demonstration.

**NOTE:** A student who is placed on clinical warning for unsafe or unprofessional conduct will fail clinically for any subsequent safety or professional conduct violations at any time during the Program.

Revised: 5/14/2018
Reviewed July 2021
Cape Cod Community College
Nursing Program
Course Exemption Policy

The purpose of the Nursing Program Course Exemption Policy is to provide information regarding course exemption.

The Nursing Program does not accept courses by course exemption for the Associate in Science degree in Nursing (ASN). Nursing students are required to earn credit for all courses in the ASN degree program through transfer credit or by taking the courses at Cape Cod Community College in order to meet graduation requirements.

Revised 2/4/2020
Reviewed May 2021
Cape Cod Community College
Nursing Program
Student Testing Policy

Purpose: To assist in maintaining integrity of Nursing exams and exam-taking process

How: Students taking an exam will:

- Have a clear desk and test area. (Place all materials against the wall of the row they are sitting in.)
  - Utilize the calculator provided by the Nursing Program
  - Obtain a calculator from the proctor.
  - Place the number of the calculator you have on your exam next to your name.
  - Return the calculator to the proctor at the end of the exam.
- Not have phones or other electronic equipment visible or used in the test area.
- Not have Photographic watches, (i.e. Apple watches). Phones must be off or set on vibrate.
- Remove all hats and sweatshirt hoods.
- Remove all tissues and food/liquid.
- Remain in the testing area until finished with the exam. In the rare occasion that a student must leave momentarily, the student shall take his/her exam and answer sheet to the proctor and explain the situation. The student’s answers on the bubble sheet answered to that point shall stand. That bubble sheet will not be returned to the student. Upon returning to the exam, the student will receive a new bubble sheet and version of the exam and continue with the unanswered questions.

Proctors will periodically examine test areas.

Please refer to the student handbooks (College and Nursing) regarding plagiarism, cheating, and standards of professional conduct.

Note: New exam software Fall 2021 to be implemented. Nursing Program faculty to review above policy in October 2021.
Cape Cod Community College  
Nursing Program  
Student Rights and Grievance Policy

The purpose of the Nursing Program Student Rights and Grievance Policy is to provide nursing students with information about their rights and responsibilities as students, including a process for conflict resolution.

The Nursing Program follows the Cape Cod Community College (CCCC) policy and procedures regarding student rights and grievances. Student rights and responsibilities are detailed in the Academic Policy Manual [https://www.capecod.edu/academic-policies/student-rights-and-responsibilities/](https://www.capecod.edu/academic-policies/student-rights-and-responsibilities/) and the Student Grievance Procedure is published in the CCCC Student Handbook [https://www.capecod.edu/handbook/student-grievance-procedure/](https://www.capecod.edu/handbook/student-grievance-procedure/)

Revised 5/20/2020  
Reviewed July 2021
Cape Cod Community College
Nursing Program
Student Governance Policy

The Cape Cod Community College School of Nursing requests student representation each year for active participation in nursing program governance. Involvement of the student body in governance is emphasized at the college level through the Student Senate, as stated in the college catalog “students represent the needs and best interests of students; encourages and provides for the participation of all students in the issues and policies that affect their rights and responsibilities as members of the College familyhttps://www.capecod.edu/catalog/. These same ideals are emphasized at the Nursing program level.

In an effort to include the CCCC Nursing students in governance of our Nursing program one to two student representatives have been invited from each class /option to regularly attend the monthly Program meeting throughout the academic year. As of September 2018 these student representatives will now be elected by their classmates annually. Representatives act as liaisons between the Faculty and student body through attendance at monthly Nursing Program meetings. Meetings consist of and are attended by all full time nursing faculty, including the Director of the Nursing Program and on occasion the Dean of Health Sciences. Students are dismissed for any confidential matters related to individual student issues in efforts to meet FERPA regulations.

Process for Selecting Student Representatives:

- Each fall, two (2) students (one primary, and one alternate) from each class from the Day and Evening/Weekend Options are selected by their peers from a list of student volunteers to fulfill a one-year appointment.
- Students select the primary and alternate representative from a list of their class volunteers via Survey Monkey.
- One student from the first year Day Option, one student from the second year Day Option and an Evening/Weekend Option representative must be able to attend a monthly Nursing Program. Should the primary representative not be able to attend, the alternate is responsible for the duties of the primary representative.

Student responsibilities include:

- Provides fellow classmates with a means of communicating between students and faculty.
- Communicate with all students in their class via college email addressing students’ questions, concerns, ideas and suggestions related to any or all aspects of the Nursing Program. If questions exist regarding appropriate concerns, they can be brought to the Director of Nursing Education by the student representative prior to the scheduled meeting.
- Selected student representatives meet with Director of Nursing Education before Nursing Program meeting to discuss agenda items.
• Attend monthly Nursing Program meetings (historically the first Wednesday of each academic month from 1:30 to 3:30pm).
• Present student questions, concerns, ideas and suggestions to Program meeting members present during a designated time in the agenda.
• Communicate via a written email to the student body with a copy to the Director of Nursing Education regarding the feedback or comments from the faculty members present regarding their questions, concerns, ideas and suggestions via a student distribution list. A copy of the email is sent to the Director of Nursing Education with a copy to the Administrative Assistant.

Revised September 2018
Revised July 2021
Cape Cod Community College  
Nursing Program  
Graduation Policy

The purpose of the Nursing Program Graduation Policy is to provide Cape Cod Community College (CCCC) nursing students with information regarding graduation requirements, process, document submission deadlines, and procedural resources.

The Nursing Program follows CCCC’s general graduation requirements as detailed by the Office of the Registrar at https://www.capecod.edu/graduation/ and program specific requirements as indicated below.

Associate in Science Degree in Nursing Graduation Requirements

To earn an Associate in Science degree in Nursing, a student must complete all requisite program and general education credits, plus additional requirements, as indicated below. Nursing students must obtain a grade of 77% or greater in nursing courses and must pass clinical with a satisfactory level of performance.

<table>
<thead>
<tr>
<th>PROGRAM COURSES</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 252 Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 281 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 101 Dosage Calculations</td>
<td>1</td>
</tr>
<tr>
<td>NUR 107 Fundamentals of Nursing</td>
<td>8</td>
</tr>
<tr>
<td>NUR 108 Nursing Across the Lifespan</td>
<td>8</td>
</tr>
<tr>
<td>NUR 201 Physical and Mental Health I</td>
<td>10</td>
</tr>
<tr>
<td>NUR 202 Physical and Mental Health II</td>
<td>8</td>
</tr>
<tr>
<td>NUR 203 Foundations of the Profession</td>
<td>3</td>
</tr>
<tr>
<td>HEA 200 Pharmacology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENL 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENL 102 English Composition II or COM 103 Human Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 233 Developmental Psychology: The Life Span</td>
<td>3</td>
</tr>
<tr>
<td>CHM 109 Chemistry for the Health Sciences or BIO 109 Survey of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 251 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS FOR AS IN NURSING** 69 Credits
<table>
<thead>
<tr>
<th>ADDITIONAL REQUIREMENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Cumulative Grade Point Average (GPA)</td>
<td>2.0</td>
</tr>
<tr>
<td>Minimum Number of Credits Earned from Cape Cod Community College</td>
<td>24</td>
</tr>
<tr>
<td>Minimum Nursing Course Grade</td>
<td>77%</td>
</tr>
<tr>
<td>Minimum Level of Clinical Performance</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>
Cape Cod Community College
Nursing Program
Educational Mobility Policy

The purpose of the Nursing Program’s Educational Mobility policy is to guide nursing students from one educational level to another with acknowledgment of acquired competencies and minimal repetition of previous learning.

Advance Placement: LPN to RN Option

Licensed Practical Nurses (LPNs) are eligible for advanced placement into NUR 201 in lieu of taking NUR 107 and NUR 108, by the following actions:

1. Be an LPN graduate from an approved practical nursing program with proof of a current unencumbered license.
2. Be accepted into the LPN to RN Option.
3. Complete NUR 132, LPN in Transition course.

Students must meet the requirements stipulated in the program’s Advance Placement policy in order to be accepted into NUR 201 as a sophomore.

RN to BS (University of Massachusetts Boston)

Cape Cod Community College (CCCC) has a dual admissions agreement with University of Massachusetts Boston enabling its graduates to matriculate into a bachelor’s degree program without validation testing or repetition of learning once the graduate has attained their RN license. The RN to BS program is offered online and on campus at CCCC.

Articulation Agreements

CCCC has articulation agreements with numerous institutions where graduates can pursue a bachelor’s or master’s degree in nursing. These articulation agreements can be found at https://www.capecod.edu/transferagreements/

Revised 6/15/2020
Reviewed July 2021
Cape Cod Community College  
Nursing Program  
Progression Policy

The purpose of the Nursing Program Progression Policy is to explain the requirements for progression through the Nursing Program.

Evaluation of progression is an ongoing process that begins with acceptance ending with program completion. This is the responsibility of the student and faculty, and is based upon Nursing Program and course objectives.

The passing grade for all nursing courses is 77%. The final course grade is determined based on the following assessments:

- **Cognitive Average of Exam Scores**: A student’s cognitive average of exam scores is calculated and must be 77% or higher to pass the course. When a student misses a regularly scheduled exam the faculty will administer an alternate exam.

- **Clinical Evaluation**: Clinical evaluations are completed at regular intervals for each clinical experience by the instructor and the student using a clinical evaluation tool that is based on course objectives. Clinical faculty will issue a written clinical warning when a student’s clinical performance is unsatisfactory as detailed in the Instructors’ Course Outline. A student’s final clinical performance must be assessed as satisfactory according to the evaluation tool in order to advance to the next nursing course. If a student does not achieve a satisfactory final clinical evaluation, they will fail the nursing course and receive a grade of F.

- **Additional Assignments**: Additional assignments are identified in the Instructors’ Course Outline and are included in the student’s final course grade once the student achieves the required cognitive average of 77% in testing.

Revised 2/25/2020  
Revised July 2021
Cape Cod Community College  
Nursing Program  
Readmission Policy

The purpose of the Nursing Program Readmission Policy is to inform and guide nursing students through the process of readmission into the Nursing Program.

Eligibility to Apply for Readmission

The applicant:

- Has the opportunity to apply only one time for readmission into the Nursing Program.
- Is eligible to apply for readmission if on a leave of absence, withdrew from, or failed one of the following nursing courses: **NUR 108, NUR 201, NUR 202, or NUR 203**.
- Is not eligible to apply for readmission if a clinical failure has occurred due to unprofessional or unsafe behaviors.
- Must request readmission within one year of the withdrawal or failure. If the student does not apply for readmission within one year, the student is ineligible for readmission and can reapply to the program as a new student one time.

Applicants who have not completed **NUR107**, must apply to the Nursing Program through the Admissions Office and will be subject to the same criteria as first-time applicants. Applicants have the opportunity to reapply to the program as a new student one time.

**Minimum Requirements for Readmission**

The applicant must meet the following minimum criteria in order to be consider for readmission:

1. Cumulative Cape Cod Community College (CCCC) GPA of 2.33 (C+) or greater in total previous coursework.
2. Complete validation testing of previous nursing knowledge to verify adequate nursing knowledge and skill prior to placement in nursing courses. Validation testing consists of two components:
   a. Pass a written validation exam with a score of 77% or higher. Applicants will be able to take the validation exam only one time.
   b. Pass a clinical skills evaluation.
3. Successful completion of written testing is required prior to scheduling the clinical skills evaluation. The validation testing schedule is as follows:

<table>
<thead>
<tr>
<th>To readmit into:</th>
<th>Pass validation exam for:</th>
<th>Pass clinical skills thru:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 108</td>
<td>NUR 107</td>
<td>NUR 107</td>
</tr>
<tr>
<td>NUR 201</td>
<td>NUR 108</td>
<td>NUR 108</td>
</tr>
<tr>
<td>NUR 202</td>
<td>NUR 201</td>
<td>NUR 201</td>
</tr>
<tr>
<td>NUR 203</td>
<td>Not required*</td>
<td>Not required*</td>
</tr>
</tbody>
</table>

*All other readmission requirements apply*
Applicants who do not pass the validation testing are allowed to reapply to the program as a new student one time.

**Readmission Decision**

Readmission is based on space availability. When there are multiple candidates who meet the minimum qualifications for readmission, applicants will be selected in rank order of their validation exam score. If a tiebreaker is needed for selection, priority consideration will be given to applicants with a higher CCCC cumulative GPA.

**Application Process for Readmission**

Submit to the Director of Nursing Education:

1. Application for readmission.
2. A signed letter from the applicant identifying the factors that affected the applicant’s progression in the Nursing Program and a plan to achieve successful completion.

Submit to Admissions:

3. Official transcript of courses completed at other colleges/universities during absence from CCCC.

**Application Deadlines:**

**February 5th** is the deadline date to apply for the fall semester.

**September 15th** is the deadline date to apply for the spring semester.

A readmission fee of $100 (subject to change) is charged once the application is processed. After the application is processed, the Nursing Department will contact eligible applicants to schedule validation testing.

Revised 6/15/2020
Revised July 2021
The purpose of the Nursing Program Record Maintenance and Retirement Policy is to describe the official maintenance of school, faculty, student and graduate records in the Nursing Program. School, faculty, student and graduate records are maintained in accordance with the Massachusetts Statewide Records Retention Schedule (MSRRS) and pre-determined Nursing Program frequencies.

**School/Program Records**

<table>
<thead>
<tr>
<th>Document</th>
<th>Responsibility</th>
<th>Maintenance</th>
<th>Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Reports to MA BORN</td>
<td>Program Director, Nursing Program Administrative Assistant</td>
<td>10 years in locked office 10 years electronically</td>
<td>Shred and discard after10 years</td>
</tr>
<tr>
<td>Specific correspondence</td>
<td>Program Director</td>
<td>10 years in locked office 5 years electronically</td>
<td>Shred and discard after10 years</td>
</tr>
<tr>
<td>from MA BORN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General correspondence</td>
<td>Program Director</td>
<td>5 years in locked office 5 years electronically</td>
<td>Shred and discard after5 years</td>
</tr>
<tr>
<td>from MA BORN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Reports to ACEN</td>
<td>Program Director, Nursing Program Administrative Assistant</td>
<td>10 years in locked office 10 years electronically</td>
<td>Shred and discard after10 years</td>
</tr>
<tr>
<td>Correspondence with ACEN (approval letters)</td>
<td>Program Director</td>
<td>10 years in locked office 10 years electronically</td>
<td>Shred and discard after10 years</td>
</tr>
<tr>
<td>Other agency correspondence</td>
<td>Program Director</td>
<td>5 years in locked office</td>
<td>Shred and discard after5 years</td>
</tr>
<tr>
<td>(MARLIN)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Curriculum Material:</td>
<td>Nursing Faculty</td>
<td>5 years in locked office, 5 years electronically</td>
<td>Shred and discard after5 years</td>
</tr>
<tr>
<td>• Syllabus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Course Outlines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Handbook</td>
<td>Program Director, Nursing Program Administrative Assistant</td>
<td>10 years in locked office</td>
<td>Shred and discard after10 years</td>
</tr>
<tr>
<td>College Catalog</td>
<td>Office of the Registrar and Office of Vice President of Student and Academic Affairs</td>
<td>Permanent in locked office Archived digitally since 2016</td>
<td>Permanent</td>
</tr>
</tbody>
</table>
| Minutes:  
| • Faculty  
| • Curriculum  
| • Admissions  
| • Advisory Board  
| • Systematic Review  
| Nursing Program  
| Steering Committee,  
| Nursing Program Administrative Assistant  
| 5 years in binders in locked office  
| Shred and discard after 5 years  |

<table>
<thead>
<tr>
<th>Document</th>
<th>Responsibility</th>
<th>Maintenance</th>
<th>Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCLEX Results</td>
<td>Program Director</td>
<td>5 years in locked office</td>
<td>Shred and discard after 5 years</td>
</tr>
<tr>
<td>ATI Assessment Test Results</td>
<td>Program Director</td>
<td>5 years in locked office</td>
<td>Shred and discard after 5 years</td>
</tr>
<tr>
<td>Agency Contracts</td>
<td>Program Director</td>
<td>5 years in locked office</td>
<td>Shred and discard after 5 years</td>
</tr>
<tr>
<td>Department Budgets</td>
<td>Department Dean, Program Director</td>
<td>3 years in locked office</td>
<td>Shred and discard after 3 years</td>
</tr>
</tbody>
</table>
| Program Evaluations  
| • Student  
| • Faculty  
| • Agency  
| • Graduate  
| Data Collection and Aggregation (DCA) Committee, Institutional Research and Planning (IRP) | Individual data kept 1 year in locked office, secure electronic file. Data complied at 1 year and aggregate data kept 5 years in locked office, secure electronic file | Shred and discard after 5 years |

| Faculty Records  
| Document | Responsibility | Maintenance | Retirement |
| Personnel Files (per MSRRS E04-05)  
| • Application  
| • Resume  
| • Appointment letter  
| • Orientation documents  
| • Performance evaluations  
| • Retirement information  
| • Official transcripts  
| • Licensure (upon hire)  
| Human Resource Office | During employment and 50 years after separation from the college in locked, secure files in the Human Resource Department | Destroy 50 years after separation from the college |
Faculty Folder Portfolio:
- Internal Nursing Faculty Profile
- CV
- Licensure (every 2 years)
- Certifications
- CPR certification

Program Director, Nursing Program Administrative Assistant

Duration of employment and 7 years after separation from college in locked office in the Nursing area

Destroy 7 years after separation from college

---

<table>
<thead>
<tr>
<th>Document</th>
<th>Responsibility</th>
<th>Maintenance</th>
<th>Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEUs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BORN Waiver if BSN (With mentoring information if Waiver Option 3)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Student Records

Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) of 1974 and amended in 2001, protects the privacy of students records by requiring prior written consent before disclosing personally identifiable information to a third party. It applies to colleges and universities that receive funding from the federal government. Student records are also maintained in compliance with the Health Information Privacy and Accountability Act (HIPAA) of 1996. Records are maintained under the supervision of the Vice President for Academic and Student Affairs.

Admission Record: [per MSRRS H02-01]
- Application to the Nursing Program,
- Official transcripts
- High school transcript
- TEAS score
- Student letters

College Admissions Office; once accepted records are held in the Office of the Registrar; if not matriculated, records remain in Admissions Office

Matriculated student records are retained for 5 years after graduation or separation from the college. All other student records are retained for 3 years. Military and international transcripts are kept for 10 years.

Shred and discard after 3 or 5 years depending on student matriculation status. Shred and discard military and international transcripts after 10 years.
<table>
<thead>
<tr>
<th>Immunization/Health Records [per MSRRS H02-02(a)]</th>
<th>Student Immunization Records Office; part of the Office of the Registrar</th>
<th>In locked cabinets in locked office while in the program and 5 years after separation from the program.</th>
<th>Shred and discard 5 years after separation from the program.</th>
</tr>
</thead>
</table>
| Student Program files:  
- Clinical evaluations  
- Letter of warning  
- Commendations  
- Student accountability contract  
- Student personal data form  
- Liability form  
- Buckley Amendment | Program Director, Nursing Program Administrative Assistant | During enrollment and 3 years after graduation from program or last date of attendance, in locked cabinets in locked office in the nursing area. | Shred and discard 3 years after graduation from program or last date of attendance |

<table>
<thead>
<tr>
<th>Document</th>
<th>Responsibility</th>
<th>Maintenance</th>
<th>Retirement</th>
</tr>
</thead>
</table>
| • CPR certification  
• Health insurance card  
• College education plan  
• Audit agreement | Student Grievance Officer | Maintained for 8 years after grievance closure in locked, secure file | Shred and discard 8 years after grievance closure |
| Grievance records | Student Grievance Officer | Maintained for 8 years after grievance closure in locked, secure file | Shred and discard 8 years after grievance closure |
| Withdrawal records [per MSRRS H03-09] | Office of the Registrar | Maintained for 3 years after student withdraws from program | Shred and discard 3 years after withdrawal from program |

<table>
<thead>
<tr>
<th>Document</th>
<th>Responsibility</th>
<th>Maintenance</th>
<th>Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript</td>
<td>Office of the Registrar</td>
<td>Permanent</td>
<td>Permanent, secured, andon file with the Registrar’s Office</td>
</tr>
</tbody>
</table>

**Graduate Records**

<table>
<thead>
<tr>
<th>Document</th>
<th>Responsibility</th>
<th>Maintenance</th>
<th>Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript</td>
<td>Office of the Registrar</td>
<td>Permanent</td>
<td>Permanent, secured, andon file with the Registrar’s Office</td>
</tr>
</tbody>
</table>

Revised 3/18/2020  
Reviewed July 2021
Cape Cod Community College
Nursing Program
Nursing Students and Social Media Usage Policy

Social Media may be defined as web-based and mobile platforms for user-generated content that create interactive and highly accessible, and often public, dialogues. Student nurses have a responsibility to be cognizant of the benefits and consequences of participating in social media.

Student nurses all carry the responsibility of adhering to privacy and confidentiality standards and should be familiar with the Health Care Portability and Accountability Act (HIPAA), including, but not limited to, the HIPAA Privacy Rule. HIPAA regulations protect patient privacy by establishing how individually identifiable information may be used, including any information relating to the physical or mental health of an individual, or any information that may be used to identify an individual.

The following guidelines adapted from National Council of State Boards of Nursing (NCSBN) “A Nurse’s Guide to the Use of Social Media” (2018).

https://www.ncsbn.org/347.htm

Revised: 11/6/2013
Revised July 2021
The purpose of the Nursing Program Transfer Policy is to guide applicants and nursing students through the process of having courses evaluated for transfer credit.

Nursing courses from other programs are not accepted in transfer to the Associate in Science degree in Nursing (ASN).

Transfer credit by examination is not accepted for the science course requirements (Biology/Chemistry, Anatomy & Physiology I, Anatomy & Physiology II, Microbiology) of the ASN program.

The transfer of other prerequisite and corequisite course credits to the ASN program is based on the College policy (https://www.capecod.edu/transfer/transfer-credit-policies/).

Revised 6/15/2020
Reviewed July 2021
Cape Cod Community College
Nursing Program
Uniform Code Policy

1. Students will wear the Nursing Program uniform in clinical/lab situations only.
2. Uniforms should always be clean, wrinkle-free, and fit properly.
3. In an effort to comply with our clinical sites policy, students will abide by a Fragrance Free Policy:
   Definitions: Fragrances: any product which produces a scent, strong enough to be perceived by others including but not limited to colognes, perfumes, after shave products, lotions, powders, deodorants, hair sprays and other hair products and other personal products.
4. Garments worn under the uniform top must be neutral color or white.
5. Uniform or lab coat with insignia over appropriate street clothing must be worn when returning to the medical records room or clinical unit to research patient assignments. Jeans or slacks made of denim are NOT appropriate.
6. No sweaters will be worn under or over the uniform in the clinical area. Students may purchase the royal blue “warm-up” jacket (see over for details) to wear over the uniform in the clinical setting.
7. Laboratory coats with school insignia patch will be worn over nursing uniform during scheduled labs in the Center for Nursing and Allied Health (CNAH).
8. Uniform:
   • The uniform, is a white scrub top with royal blue pants (Cherokee Style #4100) may also be ordered online at: http://www.cherokeeuniforms.com/4100.html/
   • Hose/socks should be neutral color or white.
   • White lab coat, mid-thigh in length.
   • Shoes—clean, white, non-canvas/non-porous, closed low heel with clean shoelaces if applicable.
9. College insignia (patch) must be purchased at the CCCC Bookstore and machine sewn on the left sleeve (two finger breadths below the shoulder seam) of each top, warm-up jacket, and lab coat. Do not purchase the iron-on patch.
10. Name pin must be purchased at the CCCC Bookstore and worn on the uniform or lab coat while in campus lab and clinical settings.
11. Jewelry or visible body piercing materials should be limited to: Wedding ring and engagement ring.
12. Small, not dangling earrings, one pair.
13. Please be aware that some clinical sites may require that body art be covered.
14. Fingernails will be short and clean.
15. Nail polish of any kind and/or artificial nails will not be worn.
16. Hair will be neat and off the collar at all times while wearing the Program uniform or lab coat.
17. NO SMOKING IN UNIFORM IS ALLOWED!
Recommended Equipment:
- Black ink ballpoint pen,
- Bandage scissors,
- Pen light,
- Wristwatch with second hand,
- Stethoscope (any brand, choose on the basis of earpiece comfort, fit and weight).

Uniforms / White Laboratory Coats:
- May be purchased at CCCC Bookstore, at any major retail store (i.e. Target, Walmart, etc.) on-line, or any uniform shop.
- The royal blue pants (Cherokee Style #4100) of the uniform may also be ordered online at: [http://www.cherokeeuniforms.com/4100.html](http://www.cherokeeuniforms.com/4100.html)
- Optional royal blue “warm-up jacket” (Cherokee Style # 4350) may also be ordered on-line at [www.cherokeeuniforms.com](http://www.cherokeeuniforms.com)

College Insignia (Patch and Name Pin):
- Must be purchased at the CCCC Bookstore.
- Name pin must include: the student’s first name; and the words “Cape Cod Community College, Nursing Student.”
- Name pin should be ordered as soon as possible so that you have it for the first day of classes (Name pin order can take up to three weeks to arrive).

Summary of Minimum Uniform / Equipment Needs:
1. One white lab coat, mid-thigh in length
2. Two uniforms in the colors stated above.
3. College insignia patch for each uniform, lab coat, and warm-up jacket
4. One name pin
5. One stethoscope
6. Black ink ball point pen, bandage scissors, pen light, wristwatch with second hand
Cape Cod Community College
Nursing Program
Withdrawal Policy

The purpose of the Nursing Program Withdrawal Policy is to provide nursing students with a process for withdrawing from a course, a program, or the college for medical or non-medical reasons.

The Nursing Program follows the Cape Cod Community College (CCCC) policies and procedures regarding withdrawal, specifically the Course Withdrawal, Withdrawal, and Medical Withdrawal Policies, as published in the CCCC Academic Policy Manual at https://www.capecod.edu/academic-policies/registration-policies/.

**Note to Student:** It is the responsibility of the nursing student to properly withdraw from any Nursing Program course. Failure to follow and comply with the Cape Cod Community College course withdrawal policy may result in insufficient GPA required for readmission.

Revised 6/16/2020
Revised July 2021
Informational

(Cape Cod Community College)
Cape Cod Community College  
Nursing Program  
Statement on Substance Abuse

The nursing faculty endorses the College regulations on Drug and Alcohol on Campus as stated in the College’s web site at: https://www.capecod.edu/nursing-substance-abuse/

It is the right of the patient to expect safe care and the obligation of the nurse to provide it.

Any student coming to the clinical area with the odor of alcohol on his/her person or behaviors that suggest being impaired by drugs and/or alcohol will be immediately dismissed from clinical and a Code of Conduct violation will be initiated.

Revised August 2019  
Reviewed July 2021
Cape Cod Community College  
Nursing Program  
Anti-Smoking Policy

Pursuant to Massachusetts' Anti-Smoking Law, MGL Chapter 270, Section 22, "smoking" or "smoke" is defined as: "the lighting of a cigar, cigarette, pipe or other tobacco product or possessing a lighted cigar, cigarette, pipe or other tobacco or non-tobacco product designed to be combusted and inhaled." Under the law, smoking is prohibited in public place, including, but not limited to: colleges and university or in a public building or in a space occupied by a state agency or department of the commonwealth which is located in another building, including a private office.

The Cape Cod Community College anti-smoking policy includes the prohibition of the use of electronic cigarettes. Violators may be subject to fines and disciplinary actions as identified in the appropriate collective bargaining agreements or personnel policies, as well as the Massachusetts Student Code of Conduct.

Smoking Cessation Programs:

Students/faculty/staff completing a 6-week smoke-enders course will be reimbursed 50% of their costs. Please contact the Human Resources Office for more information.

Approved by the Board of Trustees September 16, 2014

Can also be viewed at: https://www.capecod.edu/humanresources/smoking-policy/

Revised August 2019  
Reviewed July 2021
Among the variety of campus services provided to support students throughout their academic endeavors, students have access to the Center for Nursing and Allied Health (CNAH) in North Ground, Academic Computer Center, Tutoring Center, Wilkens Library, Advising and Counseling Services, and nursing faculty to facilitate success.

Students are encouraged to use all the resources that are available to them. Refer to the College catalog for details.

SUPPLEMENTAL INSTRUCTION (SI)

Supplemental Instruction (SI) is an academic support program offering free, regularly scheduled study sessions for students enrolled in nursing courses. Supplemental Instruction isn’t just for students in trouble, it’s for all students who want to succeed in this challenging but rewarding career.

Supplemental Instruction Services Include:

- Drop-in weekly nursing study sessions
- Small study groups
- Tutoring by appointment
- Advice and mentoring

O’NEILL CENTER FOR DISABILITY SERVICES

https://www.capecod.edu/oneillcenter/

The O'Neill Center for Disability Services offers assistance to students with documented physical, psychological, and/or learning disabilities. The Center works collaboratively with faculty and other campus resources to provide a wide range of support services which may include priority registration, academic counseling, note taking, adaptive computing, exam modifications, and handicap parking. Students are encouraged to meet with a disability specialist before the start of their first semester to develop a support services plan.

The O'Neill Center is located in the Maureen M. Wilkens Hall, room 222.

Coordinator, Douglas Terry’s office (room 222A) is located in the O’Neill Center Phone: 774.330.4337

Learning Disability Specialist, Jaclyn Kotowski office is located in the Frank Wilkens Building, room 241. Phone: 774.330.4317
**Students with Learning Disabilities:**

Students with documented learning disabilities who believe they need accommodations in this course must contact the O'Neill Center (MMW 222) at (508) 362-2131 ext. 4337 or 4317 as soon as possible.

[https://www.capecod.edu/oneillcenter/](https://www.capecod.edu/oneillcenter/)

Under Section 504, Subpart E Postsecondary Education, of the 1973 Rehabilitation Act and the Americans with Disabilities Act, institutions of higher education must provide reasonable accommodations to a student's known disability and may not deny equal access to the institution's programs, courses and activities. Tape recording lectures is a reasonable accommodation for students whose documentation calls for this accommodation.

Faculty have the right to require a student who uses a tape recorder to sign an agreement for tape recording and present the form to the instructor. This form can be obtained by contacting the O’Neil Center and it is to be submitted to the instructor/professor upon completion.

**Student Agreement for Recording Lectures**

In accordance with Subpart E, of the Section 504 of the Rehabilitation Act of 1973, a student with a qualified disability which adversely affects the student’s ability to take or read notes may be permitted to audio record class lectures as a form of reasonable academic accommodations.

Students approved to record lectures are responsible for using the recorded material appropriately and only in conjunction with the course as outlined below.

Your signature below indicates that you have read and agree to the following terms.

- I understand that the recorded material is only for my personal use in study and preparation related to the class.
- I understand that I may not publish or quote the lecture without written consent of the instructor.
- I agree to dispose of the recording before or at the conclusion of the semester.
- I understand that instructors can inform the class that lectures are being recorded.
- I understand that information in the recorded lecture may be protected by state and federal law (e.g. copyright law).
- I understand that violations of this agreement, may subject me to disciplinary actions under the Code of Conduct and/or penalties under state and federal law (e.g. copyright law).

Student Signature___________________________________________________
Cape Cod Community College
Nursing Program
Student Service Opportunities

Nursing Club

There is a Nursing Club in which all nursing students hold membership. Membership is also open to the college community. Club activities may include community projects and campus activities such as social and educational events. The club also contributes funds for graduation activities and professional development programs. The club officers vote and approve requests for funds.

Student Organizations and Clubs

Currently, a wide variety of student organizations and clubs are recognized by the Student Senate. Membership is encouraged for all students, and nursing students have participated in: Nursing Club, Nursing Advisory Committee, The Main Sheet (student newspaper), Student Senate to name a few.

Nursing Program Advisory Committee

The Nursing Program has an advisory committee composed of educational and service leaders. These leaders provide advice and counsel to the Program and support Program goals and objectives. In addition, the committee has one faculty representative and one Nursing Program graduate representative.

Revised August 2019
Reviewed July 2021
Rules for Admission to NCLEX-RN

Upon successful completion of the Nursing Program requirements and the college requirements for the Associate in Science Degree, the student will be eligible to apply to take the licensing examination.

According to regulations specified by the Board of Registration in Nursing of the Commonwealth of Massachusetts, the following requirements MUST BE MET:

**Nurse Licensure Requirements:**

[M.G.L. c. 112, s. 74 & 74A, and Board regulations at 244 CMR 8.00]

1. Good moral character, as established by the Board.
2. Registered Nurse (RN): graduation from an RN education program approved by the Board.
3. Achievement of a pass score on the National Council Licensure Examination (NCLEX®) for Registered Nurses or Practical Nurses based on type of licensure applied for.
4. Payment of all required fees.
5. For further information refer to: https://www.mass.gov/nursing-licenses

**Good Moral Character Requirements for Licensure:**

The Massachusetts initial nurse licensure application includes questions about criminal convictions (misdemeanors and felonies) and disciplinary actions by a licensure/certification body. Each initial applicant has the burden to demonstrate compliance with the Good Moral Character licensure requirement. For further information on the Good Moral Character Licensure Requirement, refer to:

https://www.mass.gov/nursing-licenses

https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure?

**Modifications Due to A Disability:**

The Board of Registration in Nursing (Board) insures protection of qualified applicants with disabilities in the administration of the National Council Licensure Examination (NCLEX) under Title II (Public Entities), Americans With Disabilities Act (ADA). The Board will evaluate all requests for examination modifications to determine whether the applicant: 1) has a disability, as defined by the ADA, and 2) are qualified for protection under Title II. The qualified NCLEX applicant with a disability must be able to meet the essential eligibility requirements for licensure as a Registered Nurse or Licensed Practical Nurse in the Massachusetts. These requirements, as specified in Massachusetts General Law Chapter 112, ss. 74 and 74A, include graduation from a Board-approved nursing education program, achievement of a pass grade on the NCLEX, and demonstration of compliance with the good moral character licensure requirement. Applicants must complete the NCLEX Accommodation Request Form when requesting examination
modifications and attach the required supporting documentation to the Application for Initial Nurse Licensure by Examination.

For further information, please refer to the NCLEX Administration Accommodations Due to a Disability Information Sheet found at:

http://www.mass.gov/eohhs/docs/dph/quality/boards/cs-form03.pdf

Revised August 2019
Reviewed July 2021
Cape Cod Community College
Nursing Program
Good Moral Character

Good Moral Character-RN

According to the Board of Registration in Nursing in Massachusetts Good Moral Character is defined as, “…… as the ability to practice nursing in a safe and competent manner and without risk to the public health, safety or welfare. Because it is not scientifically determinable, the Board uses evidence of past and present conduct as described below to assess GMC. Licensed nurses are required by law and regulation to be of Good Moral Character.”

Students enrolled in the Cape Cod Community Nursing Program maintain the standards of behavior outlined in the Cape Cod Community College Student Code of Conduct and Cape Cod Community College Nursing Student Handbook. Failure to adhere to standards results in penalties outlined in the Student Code of Conduct and the Nursing Program Student Handbook.

Graduating students applying for initial Registered Nurse licensure in the Commonwealth of Massachusetts must demonstrate “Good Moral Character” by answering the following six questions. These six questions can be found on the Application for Initial Nurse Licensure by Examination (NCLEX) page 2, effective April 2016. An individual who has been convicted of certain designated felonies is permanently ineligible for licensure as a Registered Nurse in Massachusetts.

APPLICATION FOR INITIAL NURSE LICENSURE BY EXAMINATION QUESTIONS:

If you answer “Yes” to any of the following questions, the Board must evaluate your compliance with the Good Moral Character (GMC) licensure requirement. This evaluation must be completed to determine your qualification for initial licensure in Massachusetts. Prior to submitting this application, review the Board’s Licensure Policy 00-01: Determination of Good Moral Character Compliance and the Determination of Good Moral Character Compliance Information Sheet. Submit all required documentation to the Board as directed. Failure to answer all questions truthfully may result in a five year exclusion from licensure.

1. Has any disciplinary action ever been taken against you by a professional and/or trade licensing/certification board located in the United States or any country/foreign jurisdiction, including removal from a long-term care nurse aide registry? program?
2. Are you the subject of an investigation or pending disciplinary action by a professional and/or trade licensing/certification board located in the United States or any country/foreign jurisdiction, including a long-term care nurse aide registry? program?
3. Have you ever applied for, and been denied, a professional and/or trade license/certification in the United States or any other country/foreign jurisdiction?
4. Have you ever surrendered or resigned a professional and/or trade license/certificate in the United States or any other country/foreign jurisdiction?
5. Have you ever been convicted of a felony or misdemeanor in the United States or any other country/foreign jurisdiction?

6. Are you the subject of any pending or open criminal case(s) or investigation(s), (including for any felony or misdemeanor) in a jurisdiction in the United States or any country/foreign jurisdiction?

If you have answered “yes” to any of the above questions, the Board may deny your application for licensure. Denial of licensure by the Board is considered a disciplinary action and may have consequences before other professional licensing and certifying boards, including any licenses or certifications you may currently hold.

If you answered “yes” to question #6, DO NOT submit this application. In accordance with Licensure Policy 00-01: Determination of Good Moral Character Compliance the Board will deny licensure if the applicant has failed to fulfill all requirements imposed by a licensure/certification body or if all criminal matters have not been closed for at least one (1) year.

For additional information regarding conduct demonstrating an absence of Good Moral Character please refer to the Board of Registration’s website at:


Revised August 2019
Reviewed July 2021
**Technology Resource Use Policy**

This document formalizes the policy for faculty, staff, students (both full and part-time) and all other individuals who have been granted use of the information technology resources of Cape Cod Community College (CCCC) (“Users”). This policy and CCCC’s Code of Conduct [https://www.capecod.edu/handbook/student-code-of-conduct/govern](https://www.capecod.edu/handbook/student-code-of-conduct/govern) govern access and use of the College’s electronic information and information systems originating from non-CCCC computers, including personal computers and other electronic devices.

The use of information systems acquired or created through use of College funds, including grant funds from contracts between the College and external funding sources (public and private), are covered by this policy. This includes College information systems that are leased or licensed for use by members of the CCCC community.

Information technology resources include, but are not limited to: computers, local and wide area networks, printers, other peripherals, software systems, data, electronic mail, and the Internet.

Access to CCCC’s computer systems and networks imposes certain responsibilities and obligations as set forth in this document. Users are granted use of information technology resources subject to College policies, and local, state and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individual rights to privacy. Use of CCCC’s information technology resources shall constitute acceptance of the terms of this policy and any other applicable College policies, rules and procedures.

**Definitions**

**Availability** – The expectation that information is accessible by CCCC when needed.

**CCCC Community** – Faculty, staff, non-employees, students, contractors, covered entities, agents, and any other third parties of CCCC.

**Cloud Services** – Consumer and business products, services and solutions delivered and consumed on-demand, using the cloud service providers’ pooled resources, and delivered over a broad network, such as the Internet.

**Confidentiality** – The expectation that only authorized individuals, processes, and systems will have access to CCCC’s information.

**Confidential Information** – The most sensitive information which requires the strongest safeguards to reduce the risk of unauthorized access or loss. Unauthorized disclosure or access may (1) subject CCCC to legal risk, (2) adversely affect its reputation, (3) jeopardize its mission, and (4) present liabilities to individuals (for example, HIPAA and HITECH penalties).

**HIPAA** – Health Insurance Portability and Accountability Act of 1996.

**HITECH** – Health Information Technology for Economic and Clinical Health Act.
Information System – Consists of one or more components (e.g., application, database, network or web) that is hosted in a CCCC campus facility, and which may provide network services, storage services, decision support services, or transaction services to one or more business units.

Integrity – The expectation that CCCC’s information will be protected from improper, unauthorized, destructive or accidental charges.

Internal Information – Data that is owned by the College, is not classified Confidential or Private, and is not readily available to the public. For example, this includes employee and student identification numbers and licensed software.

Mobile Computing Device – Including, but not limited to, laptops, netbooks, tablets, smartphones (BlackBerry, iPhone, etc.) and mobile broadband cards (also known as AirCards® and connect cards).

Private Information – Sensitive information that is restricted to authorized personnel and requires safeguards, but which does not require the same level of safeguards as confidential information. Unauthorized disclosure or access may present legal and reputational risks to the College.

Privileged Information – Refers to attorney-client communication.

Public Information – Information that is readily available to the public, such as the information published on web sites.

Removable Media – Including, but not limited to, CDs, DVDs, copier hard drives, storage tapes, flash devices (e.g., CompactFlash and SD cards, USB flash drives), and portable hard drives.

Social Media – Refers to tools that allow the sharing of information and creation of communities through online networks of people.

User Responsibilities

All information technology resources are owned and operated by Cape Cod Community College as an agency of the Commonwealth of Massachusetts. The College reserves all rights to these resources. It is the responsibility of any person using CCCC information technology resources to read, understand, and comply with this policy. Additionally, Users must comply with all other applicable College policies and procedures as well as state and federal laws. Any questions regarding this policy should be directed to the Vice President of Finance and Operations.

An account or user ID is issued to faculty, staff and students when they begin their employment or studies with the College. An account or user id permits access to information technology resources. This account or user ID is removed upon termination of one's employment with the College or completion or withdrawal from an academic program.
Cape Cod Community College

https://www.capecod.edu/policies/it-resources-use-policy/#d.en.13493

No Expectation of Privacy

CCCC information technology resources are the property of Cape Cod Community College and the Commonwealth of Massachusetts and are to be used in conformity with this policy. Information created, stored, or accessed using CCCC information systems may be accessed and reviewed by CCCC personnel to measure, monitor, and address the use, performance or health of the College’s information systems, or to respond to information security issues. Internet usage may also be monitored when using the College’s network, including when using CCCC’s remote access services. Additionally, data backups of electronic information stored on CCCC’s information systems are made regularly and stored at off-site locations or across the campus.

This information may be provided to an external party at the College’s direction without prior notification. Therefore, users have no expectation of privacy when accessing, transmitting, receiving, creating, or storing personal information using the College’s information systems (particularly, network services). This includes access to the Internet through a College information system, unless such communications are protected by law or privilege.

All electronic information created, stored or transmitted by use of CCCC’s information systems is the property of the College, unless otherwise explicitly noted.

President/CEOs, Vice Presidents and Deans must:

1. Distribute copies of this policy to all members of their organizations.
2. Ensure that each member of their respective organizations receives periodic training and awareness about acceptable use of the College’s electronic information and information systems.
3. Communicate any additional restrictions they have established governing their members use of the College’s electronic information and information systems.

When reasonable and in pursuit of legitimate needs for supervision, control, and the efficient and proper operation of the workplace, CCCC will exercise the right to inspect any User’s computer, any data contained in it, and any data sent or received by that computer. Use of CCCC information technology resources constitutes express consent for CCCC to monitor network activity in any form that CCCC sees fit to maintain the integrity of the network. Therefore, Users shall have no expectation of privacy over any communication, transmission or work performed using CCCC information technology resources.

Acceptable Use

The College’s information technology resources and services may be used only for academic, educational, or professional purposes which are directly related to official College business and in support of the College’s mission. They are not provided for personal use. The use of information technology resources is integral to enhancing productivity in the daily office routine and enabling faculty, staff, and students to make use of research and educational opportunities. The College expects users will access and use the College’s electronic information and information systems in a manner that:
Cape Cod Community College

https://www.capecod.edu/policies/it-resources-use-policy/#d.en.13493

1. Does not compromise the confidentiality, integrity, or availability of those assets; and
2. Reflects the College’s standards as defined in the Code of Conduct and its body of policies, and in accordance with all applicable federal, state, and local laws governing the use of computers and the Internet.

These obligations apply regardless of where access and use originate: CCCC office, classroom, public space, lab, at home, or elsewhere outside the College.

The rules stated in this policy also govern the use of information assets provided by the State of Massachusetts, other state and federal agencies, and other entities that have contracted with CCCC to provide services to their constituents and/or clients.

Schools, units, and departments may produce more restrictive policies. Therefore, users should consult with their department if there are any other restrictions in place that supplement this policy.

Acceptable information technology uses may include but are not limited to:

- Using classroom and lab computers for class assignments
- Preparing instructional materials
- Publishable research
- Personal computing to improve computer literacy and to learn new software and/or hardware
- Accessing generally available individual and campus information
- Using the technology to support faculty and staff in performing their work
- Authorized and approved use of the College’s information and administrative systems
- Using the Internet to promote collegial and professional interaction, research and productivity

In making acceptable use of resources you must:

- Use resources only for College business, for purposes authorized by the College.
- Use the College web site, server and all other related computer equipment and services only for academic, educational or professional purposes which are directly related to official College business and in support of the College’s mission.
- Be responsible for all activities conducted on your user ID or that originate from your system that result from your negligent failure to protect your user ID or to protect against such unauthorized use.
- A user is prohibited from disclosing his / her user ID to anyone for use on the College’s computer network.
- Access only files and data that are your own, that are publicly available, or to which you have authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
Be considerate in your use of shared resources. Examples include not monopolizing systems, overloading networks with excessive data, or wasting computer time or resources, disk space, printer paper, manuals or other resources.

Unacceptable Use

The list of prohibited actions is not intended to be comprehensive. The evolution of technology precludes the College from anticipating all potential means of capturing and transmitting information. Therefore, users must take care when handling sensitive information.

In making acceptable use of resources you must **not**:

- Distribute information classified as Confidential or Private, or otherwise considered or treated as privileged or sensitive information, unless they are an authoritative College source for, and an authorized College distributor of, that information and the recipient is authorized to receive that information.
- Share their passwords with other individuals or institutions (regardless if they are affiliated with the college or not) or otherwise leave them unprotected.
- Use another person’s user ID or password.
- Use another person’s files or data without permission.
- Use third party email services to conduct sensitive College business or to send or receive College information classified as Confidential or Private, or otherwise considered privileged or sensitive information.
- Use computer programs to decode passwords or access control information.
- View, download, store or transmit child pornographic materials or obscene materials. Materials are considered obscene if: (1) the average person, applying community standards, would find the material appeals to the prurient interest; (2) the materials describes or depicts sexual conduct in a patently offensive manner; and (3) taken as a whole, the material lacks serious literary, artistic, political or scientific value.
- Circumvent, subvert, or attempt to circumvent or subvert system or network security measures.
- Purposely engage in any activity that might be harmful to system/network or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- Pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including computers, fax machines, modem, printers, and/or copy machines) may be used by any person (including a public employee, whether during work hours or otherwise) in order to promote or oppose a political candidate. Further, in addition to a prohibition of any type of political fundraising on State property, a public employee is further prohibited from soliciting or receiving, directly or indirectly, any contribution for political purpose.
- Make or use illegal copies of copyrighted software, store such copies on College systems, or transmit them over College networks.
- Use the network for purposes which place a heavy load on scarce resources.
Use Cape Cod Community College's computers or networks to libel slander or harass any other person. The following shall constitute Computer Harassment: (1) using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family; (2) using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection); (3) using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; (4) using the computer to invade the privacy, academic or otherwise, of another or threatened invasion of privacy of another.

Waste computer resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper.

Use the College’s systems or networks for personal gain; for example, by selling access to your user ID or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College.

Use the College’s or any other College-related systems or networks to transmit any material in violation of United States or Massachusetts laws or regulations.

Engage in recreational game playing or online gambling.

Intercept communications intended for other persons.

Misrepresent either the College or a person's role at the College.

Infringe on any intellectual property rights.

Distribute chain letters.

Engage in any other activity that does not comply with the General Principles presented above.

This list of unacceptable uses is not intended to be exhaustive.

**Restricted Services**

This list of restricted services is not intended to be comprehensive. The evolution of technology precludes the College from anticipating all potential means of storing, capturing and transmitting information. Therefore, when using third party technology services not explicitly restricted in this policy, users must exercise care to not compromise the sensitive CCCC information.

Restricted services include the following:

**Social Media** – The use of all College computer resources for social media activities including, but not limited to, Facebook, YouTube, Twitter, blogs or other form of social media, shall comply with this policy. Use of the College’s computer resources by faculty and staff for personal social media activities is prohibited. Use of the College’s computer resources by students for educational and social activities consistent with the College’s mission shall comply with this policy.
A. Social media tools cannot be used to communicate or store College information classified as Confidential or Private or otherwise considered privileged or sensitive by CCCC. Social media tools include, but are not limited to:
- Social networking sites: e.g. Facebook, Google+, Myspace, LinkedIn
- Blogs
- Micro blogging sites: e.g. Twitter
- Wikis
- Content-sharing services: e.g. YouTube (video) and Flickr (for photos, videos, etc.)

B. Online forums

C. The Cape Cod Community College name or your CCCC e-mail address cannot be used on social media sites for personal communications or postings.

D. Using the CCCC name or e-mail address on social media sites to post information in a manner that may be interpreted as representing an official position of CCCC, or which may misrepresent the College’s viewpoint. All posting where the user is identified as a member of CCCC should clearly communicate that, “The views and opinions expressed are strictly those of the author. The contents have not been reviewed or approved by Cape Cod Community College.”

Cloud Services

A. Cloud Storage Tools – The use of third party cloud storage services cannot be used to store CCCC information classified as Confidential or Private or otherwise considered privileged or sensitive by CCCC. Cloud storage tools include, but are not limited to:
- iCloud
- OneDrive
- Office 365

B. Data Sharing Tools – The use of data sharing tools cannot be used to share or store CCCC information classified as Confidential or Private or otherwise considered privileged or sensitive by CCCC. Data sharing tools include, but are not limited to:
- Microsoft OneDrive
- Box.net
- Catch
- Dropbox
- Evernote
- Google Docs
- Google Drive

Third Party Email Services – Third party email services cannot be used to communicate or store CCCC information classified as Confidential or Private or otherwise considered privileged or sensitive by CCCC.
Texting – Users should take care texting other sensitive information, particularly when confirmation of receipt or the identity of the recipient is required for business or legal purposes.

Internet-Based Video Conferencing (Faculty and Staff) – Internet-based video conferencing services, such as Skype, are limited to CCCC business-use only and must be conducting using CCCC equipment. They are to be used strictly for business collaboration between members of the College community or outside entities, or for educational purposes. Users must ensure that video communications are done in a setting that limits or restricts the possibility that non-authorized individuals from viewing or listening to sensitive information.

Data Ownership and Confidentiality

Data and information stored in the College’s computers and associated systems belong to the College, and its dissemination and use must comply with the College’s policies and procedures. Users shall not access, release, use or disseminate confidential or proprietary information unless User is authorized by CCCC to do so and such access, release, use or dissemination is consistent with state and federal law.

Copyright Protection

Pursuant to the Digital Millennium Copyright Act, 17 U.S.C. Section 1203(i)(1)(A), any user of CCCC’s technology resources who engages in copyright infringement shall have his/her access privileges terminated. Computer software is intellectual property. Software publishers and vendors can be very aggressive in protecting their property rights from infringement. These intellectual property rights extend to information published on the Internet, such as text and graphics.

Users who buy their own software agree to comply with any and all provisions of the software vendor in the software license agreement. Users are not permitted to copy software made available by the College to any other computer. In instances where a license agreement links a license number to specific computers by serial number, and the hardware is replaced or upgraded, the license agreement but be changed accordingly.

In instances where the College holds a site license, Information Technology Services (ITS) holds the site license. Even though copying for College use is allowed for these types of agreements, it must be done in coordination with ITS.

All software on all computers on campus must be properly licensed. ITS maintains inventories of all computers and all software products installed on each computer. When users have made their own software purchases, it is their responsibility to furnish a license agreement when audited.

Malicious Code

Viruses, worms, Trojan horses, and other malicious code can be embedded in text files, executable files, graphics, word processing documents, spreadsheets and e-mail messages.
The College uses technical methods, such as anti-virus, anti-spyware, and anti-SPAM software, to reduce the probability of a successful attack or infection. Users should exercise reasonable precautions in order to prevent the introduction of malicious code. Users should exercise reasonable precautions in order to prevent the introduction of harmful files. Users should not disable virus scanning utilities and such use such utilities to scan files downloaded from the Internet or obtained from a questionable source, and to scan portable media such as floppy disks, compact disks, and universal serial bus (USB) sticks.

**Network Security**

CCCCC computers are connected to a local area network, which links computers through the College and through the wide area network to computers in other locations. All users should avoid compromising the security of the network. Users should never share their passwords with anyone else and should promptly notify ITS personnel if they suspect their passwords have been compromised. Users who leave their computers unattended for extended periods should either log off the network or have password-protected screen savers enabled.

**E-Mail**

Microsoft Office 365 is the official College e-mail system.

Electronic mail is a tool provided by the College to complement traditional methods of communications and to improve administrative and education efficiency. All e-mail accounts and all data transmitted or stored using e-mail facilities are owned by the College.

Broadcast messages to all staff and faculty using the #CCCB Faculty/Staff e-mail group should be used only for essential College announcements of concern to the entire College community.

All users should consider e-mail messages to be the equivalent of formal written communications and thus, should be professional and courteous in tone. Remember that an e-mail message can be stored, copied, printed, or forwarded to recipients. A general rule of thumb is not to put anything in an e-mail message that you would not write in a memorandum, nor be willing to post on a bulletin board or discuss in a public meeting.

Public Folders within Outlook are provided as a service for posting general news, events, and other College-related information. These folders will be monitored by those responsible for their content. Any posted material deemed inappropriate will be removed without prior notification. Public Folders are also subject to specific guidelines suitable for that particular folder.

**Internet Use**

The Internet is a useful tool for supporting many types of academic and business-related research. The College is committed to promoting responsible Internet access. All users should view Internet access as a privilege.

Users should be aware that many web sites gather and store information about visitors to their site. Care should be taken when registering for anything online, since this is analogous to giving your name, address and phone number to a stranger.
Users must be aware of the potential for malicious code to be introduced onto the College network and computers by downloading and installing files from websites, even those that seem innocuous. Users should be extremely cautious when making decisions about downloading software from the Internet.

Users must be aware of the College’s limited Internet bandwidth. In addition to adhering to the College’s policy regarding acceptable and unacceptable uses, Users are discouraged from activities that consume large bandwith, particularly during the peak daytime use periods. A single user can have a serious detrimental impact on all College users by failing to follow this recommendation.

College Facebook Page

The College encourages interaction from Facebook users but is not responsible for comments or wall postings made by visitors to the page. Comments posted also do not in any way reflect the opinions or policies of the College. The College is not responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with the posting of any information on this page. The College reserves the right, but assumes no obligation, to edit or remove any posts and to block or remove members from the group. Posts promoting commercial or political activities or other non-College related ventures are prohibited. The College reserves the right to remove any content from the College’s Facebook Page that is not consistent with this policy or any other College policies.

Data Confidentiality

In the course of performing their jobs, College employees often have access to confidential or proprietary information, such as personal data about identifiable individuals, student record information or commercial information about business organizations. Under no circumstances may employees acquire access to confidential data unless such access is required by their jobs. Under no circumstances may employees disseminate any confidential information that they have rightful access to, unless such dissemination is required by their jobs. These restrictions are in addition to restrictions or prohibitions over the release of confidential information contained under state or federal law.

Bring Your Own Device (BYOD)

Cape Cod Community College understands the benefits for Faculty and Staff to use personal devices for work related tasks. Information Technology is committed to providing the best user experience to all members of the campus community while maintaining a secure environment. The use of BYOD when accessing, creating, and managing Cape Cod Community College data can present issues. Cape Cod Community College must ensure the institution remains in control of data for which it is responsible regardless of the device used to process it.

This policy applies to all member of the Cape Cod Community College community, which includes, but is not limited to, full and part-time employees, temporary employees, students, visitors, volunteers, third parties, contractors, and consultants (collectively known as “Users”) who have access to, support, administer, manage, or maintain Cape Cod Community College information technology assets.
All relevant College policies still apply to Faculty and Staff using BYOD.

Access to college owned data from personally owned devices is permissible from on and off campus when it is required to perform job responsibilities. However, for the security of College owned data, the following are not permitted:

- Storing a local copy of College owned data to personal devices
- Accessing College owned data for reasons other than job responsibilities
- Distributing College owned data to non-authorized persons

Faculty or Staff who take advantage of BYOD must take responsibility for their own device and its use, which includes:

- Familiarize themselves with their device and its security features so they can ensure the safety of College owned information.
- Make use of relevant security features
- Maintain the integrity of the device concerning Operating System patching and Virus/Malware Definition updates.
- Maintain a support agreement for hardware and software related issues (IT does not provide support for personal technology devices)
- Monitor the download and installation of malicious software

The College reserves the right to prevent access of a particular device to the campus network or system if the device poses a threat to the integrity of our information technology assets. The College also reserves the right to retrieve and remove College owned data from unapproved devices.

Violations

Failure to observe this policy may subject individuals to disciplinary action, including, but not limited to, loss of access rights, expulsion, termination of employment, and/or referrals to appropriate authorities in the event of violations of state or federal laws.

No Warranties

CCCC makes no warranties of any kind, whether express or implied, for the service it is providing. CCCC will not be responsible for any damages a User suffers. This includes loss of data resulting from delays, no-deliveries, or service interruptions caused by CCCC negligence or by the User’s errors or omissions. Use of any information obtained via the Internet is at the User’s own risk. CCCC specifically denies any responsibility for the accuracy or quality of information obtained through its services. Users need to consider the source of any information they obtain and consider how valid that information may be. Additionally, CCCC is not responsible for lost or deleted documents, files, e-mails, and other electronic resources.

CCCC also specifically denies any responsibility for a User’s encounter, access or use of any inappropriate or controversial materials from CCCC information technology resources, including
the Internet. Users must notify the Executive Director of Information Technology if they identify information technology resources being used in a manner inconsistent with these policies.

**Enforcement**

College officials will review alleged violations of acceptable use policies on a case-by-case basis. Violations of policy will result in appropriate actions, consideration of appropriate disciplinary measures and/or referral to appropriate authorities responsible for enforcing state and federal laws. Users who breach this policy may be denied access to the College’s computer and communications networks and may be subject to further disciplinary action. When discipline is imposed, it shall be consistent with the terms of any governing collective bargaining agreement as applicable. In order to prevent further possible unauthorized activity, the College reserves the right to disconnect that user from the network. If this is deemed necessary by College staff, where appropriate, reasonable effort will be made to inform the user prior to the disconnection.

Breaches of this Computer and Network Usage Policy will be referred to appropriate administrators for consideration of discipline in accordance with applicable College policies and procedures. The College considers any violation of acceptable use of principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on College systems allegedly relating to unacceptable use. Violators are subject to disciplinary action as prescribed in student and employee policies, handbooks, or contracts. Offenders also may be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, Family Educational Rights and Privacy Act (20 U.S.C. Section 1223g), Massachusetts Wiretap Statute (G.L. c.272, Section 99), Massachusetts Privacy Statute (G.L. c 214, Section 1B), Copyright Infringement laws (17 U.S.C. Section 101 et seq.), the Communications Decency Act of 1996 [47 U.S.C. Section 223 (d) – (h)], and the Electronic Communications Privacy Act of 1986 (18 U.S.C. Sections 2510-21, 2701-10, 3121-27). Access to the text of these laws is available through the Reference Department of the Library of Cape Cod Community College.

**Questions?**

**Help Desk**

<table>
<thead>
<tr>
<th>Location</th>
<th>Lorusso Open Computer Lab, room 116</th>
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</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Monday–Thursday: 7:30am–10:00pm</td>
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<td>Friday: 7:30am–6:00pm</td>
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<td></td>
<td>Saturday &amp; Sunday: 8:00am–4:30pm</td>
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<tr>
<td>Phone</td>
<td><strong>774.330.4004</strong></td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:helpdesk@capecod.edu">helpdesk@capecod.edu</a></td>
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MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

STUDENT CODE OF CONDUCT

ISSUED: APRIL 2008
REVISED: SEPTEMBER 1, 2010
REVISED: APRIL 12, 2016
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The Massachusetts Community College System reserves the right to modify this code when, in its discretion, such action will serve the best interests of the Community Colleges or its students. The provisions of this Code shall not be construed to replace or supersede any state, federal or local laws that also may apply to students or others.
INTRODUCTION

Cape Cod Community College recognizes that all students, as members of the college community, enjoy the freedom of speech and assembly, freedom of association, freedom of the press, right of petition and the right of due process. These rights do not come without responsibilities and respect for others in the College community. Attendance at the College is a privilege and not a right, and enrollment carries with it obligations in regard to conduct, both in and out of class. Students are responsible for knowing and understanding the contents of this Code. Students are responsible for abiding by the laws governing the College and are expected to observe standards of conduct set by the College.

LEARNING OUTCOMES

The College expects its students to act in a mature and responsible manner. Respect for the rights of others, openness to new and challenging ideas, civility and courtesy are examples of this expectation. The Code of Conduct process is intended to be an educational process that supports the mission of the College. This policy is therefore intended to promote personal responsibility, integrity and ethical decision making. Students who participate in this process should achieve the following learning outcomes:

- Understand how the Code supports the goals and mission of the College;
- Understand the possible impact of their choices on their academic and personal success;
- Accept personal responsibility for the choices and decisions made and the impact of their behavior on the College community;
- Reflect on their ethical obligations as a student in the College community;
- Recognize the value of the student conduct process as an educational opportunity; and
- Identify ways to address their behavior so it does not negatively impact their educational goals or the community in the future.

APPLICATION OF THE CODE OF CONDUCT

The Code of Conduct shall be used to address student disciplinary offenses as referenced in this policy. The Code of Conduct applies to student conduct, which occurs at the College, in any of its facilities, on any of its grounds or at any College related activity regardless of location. Under certain circumstances, the Code may also apply to off-campus conduct. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, before classes begin and after classes end, and during periods between terms of actual enrollment. The Code of Conduct shall apply to a student’s conduct even if the student withdraws from the College while a discipline matter is pending.

DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL VIOLENCE

This Code shall not be used to address complaints of discrimination, sexual harassment and sexual violence, including Title IX offenses, such as rape, sexual assault, domestic and dating violence and stalking. Those complaints shall be investigated according to the College’s Policy on Affirmative Action, Equal Opportunity and Diversity by the College’s Affirmative Action Officer or Title IX Coordinator. For more information, please contact the College’s Affirmative Action Officer or Title IX Coordinator.
OVERVIEW OF CODE OF CONDUCT DISCIPLINARY PROCESS

Complaint of misconduct filed against student with or by the Code of Conduct Administrator (CCA)

Initial meeting held between Accused Student and CCA

CCA conducts investigation if necessary

CCA determines no charges to be filed and dismisses complaint

CCA accepts complaint

For low-level offenses, CCA may issue a verbal or written reprimand, which is not subject to a hearing or appeal

Administrative Resolution Meeting held by CCA with Accused Student

Accused Student fails to appear for the Administrative Resolution Meeting and CCA makes disciplinary decision

Outcome letter sent to Accused Student – Not eligible for appeal

Complaint resolved through mutually agreed upon Administrative Resolution

Outcome letter sent to Accused Student – Not eligible for appeal

Violation of Code found and disciplinary sanction imposed

Violation of Code not found

Appeal available to Accused Student

Appeal available to the College

Appeal Officer accepts, rejects or modifies the Judicial Board’s decision and/or sanction
DEFINITIONS

Accused Student – The student who is alleged to have violated the Student Code of Conduct.

Administrative Resolution – A resolution of a complaint, which is mutually agreed upon by the CCA and the Accused Student. An Administrative Resolution shall be put in writing by the CCA, signed by the CCA and the Accused Student and maintained in a student’s disciplinary file. An Administrative Resolution shall result in an Accused Student waiving his/her right to a Judicial Board hearing or Appeal.

Appeals Officer – The College’s senior administrator responsible for student affairs or designee.

Code of Conduct Administrator (CCA) – The College official charged with the responsibility of administering the College’s Student Code of Conduct. A member of the Massachusetts Community College Council (MCCC) shall not be selected to serve as the CCA.

College Property – Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.

Complaint – An allegation of a violation of the Code of Conduct, which is filed with or by the CCA.

Day – Shall mean a calendar day. The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the CCA may extend the time limits at his/her discretion with notice to both parties in writing, including for inclement weather and/or College closures.

Judicial Board – Members of the College community selected by the CCA to conduct a hearing when it has been determined by the CCA that a violation of the Student Code of Conduct may have occurred. Members of the Judicial Board shall act in a fair and impartial manner.

Preponderance of Evidence - The evidentiary standard used in resolving a complaint filed under this Code’s Disciplinary Process. The standard is met if the proposition is more likely to be true than not true (i.e.; more probable than not). Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true.

Sanctions – Disciplinary sanctions under this policy shall include, but are not limited to:

a. Verbal Reprimand – The lightest form of disciplinary action. A verbal warning may be documented in writing.

b. Written Reprimand – An official written notice to a student that his/her conduct is in violation of College rules or regulations and will not be tolerated.

c. Restrictions/Loss of Privileges – Restriction or loss of privileges as a student for a specified period of time, including but not limited to: attending College classes, events and/or activities; accessing College property or specifically designated areas; or participating in College organizations.
d. **Community Service** - A student may be required to perform community service as a condition of attendance at the College.

e. **Educational Sanction** - A student may be assigned an educational sanction, including but not limited to: preparing a reflection paper or apology letter, developing and presenting an educational seminar, participating in training programs, meeting with academic counselors, and/or researching and proposing alternative educational sanctions.

f. **Restitution** - The assessment of financial charges or other forms of recompense for any damage or loss incurred by the College or any members of the College community.

g. **Probation** – A student’s status at the College is in jeopardy due to one or more violations of the Code of Conduct. Probation is a more severe sanction than a reprimand. For the duration of a stated probationary period, a student must comply with College rules and regulations or other stipulated conditions or requirements. Unless expressly authorized by the CCA, a student on probation may not represent the College in any context, run for or hold office in any student organizations or participate in intercollegiate athletic teams, intramural programs, or any student clubs or organizations.

h. **Suspension** – Temporary removal from the College or a program, without financial reimbursement, for a specified period of time. A suspended student may not enter College property and loses all privileges to participate in any College activities.

i. **Expulsion** – Permanent separation from the College or a program without financial reimbursement. An expelled student may not be readmitted to the College or a program and a notation of expulsion from the College may be placed on the student’s official College transcript.

**Student** – Includes all persons enrolled in courses at the College, both full-time and part-time, credit and non-credit. Persons who are not officially enrolled for a particular term but who have a continuing academic relationship with the College are considered “students.”
DISCIPLINARY OFFENSES

A student shall be subject to disciplinary action under this policy for engaging in acts including, but not limited to:

1. Physical violence and/or threats of physical violence.

2. Any conduct that threatens and/or endangers the health or safety of any person.

3. Creating or false reporting of bombs or other dangerous devices.

4. Extortion - The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else without his/her consent.

5. Unauthorized use of fire alarm or fire equipment.

6. Unauthorized or illegal gambling.

7. Hate crimes as defined under state or federal law.

8. Hazing as defined under state or federal law.

9. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.

10. Conduct resulting in a violation of the College’s Computer/Technology Acceptable Use policies, Email and Social Media policies and/or related Information Technology Resource policies.

11. Failure to comply with the directions of a College official or law enforcement officer acting in the performance of their duties, including failure to identify oneself when requested to do so.

12. Use, possession, manufacturing, or distribution of alcoholic beverages, or controlled substances, including marijuana, heroin or narcotics except as expressly permitted by law. Public intoxication is prohibited.

13. Smoking any tobacco product or use of e-cigarettes, vaporizers or inhalers in violation of state law, including in any public buildings, and in any areas prohibited under College policy.

14. Breach of peace; including disorderly, lewd, or indecent conduct, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.

15. Defacement or destruction of College or personal property.
16. Attempted or actual theft of College or personal property.

17. Acting on or off-campus in a manner that substantially interferes with or disrupts the normal and/or safe operation of the College, including but not limited to disrupting or interfering in the educational process, including teaching, advising, research, administration, disciplinary proceedings, public service or other College activities or functions.

18. Verbal or physical harassment or intimidation.

19. Any unauthorized use of electronic or other devices to make an audio or video recording of any person(s) while on College premises or participating in a College-related activity without the person’s prior knowledge or without the person’s effective consent due to intoxication, drug use, mental impairment or other conditions that may impair a person’s ability to convey effective consent. This includes, but is not limited to, surreptitiously taking pictures of another person in a locker room or restroom.

20. Acts of dishonesty, including but not limited to the following:
   a. Forgery, alteration, or misuse of any College document, record, or instrument of identification;
   b. Furnishing false information to any College official, faculty member or office; or
   c. Disrupting or tampering with the election of any College recognized student organization.

21. Acts of academic dishonesty, including but not limited to the following:
   a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
   b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
   c. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or
   d. Plagiarism, which is defined as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other’s work or arranging for others to do work under a false name.

22. Abuse of the Disciplinary process, including but not limited to:
   a. Falsification, distortion, or misrepresentation of information during the judicial process;
   b. Disruption or interference with the orderly conduct of the judicial process;
   c. Attempting to discourage an individual's participation in, or use of, the judicial process;
   d. Attempting to influence the decision of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding;
e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board,
College official, party to a complaint or witness participating in the judicial process;
f. Failure to comply with the sanction(s) imposed under the Code of Conduct;
g. Influencing or attempting to influence another person to commit an abuse of the
judicial process; or
h. Knowingly filing a false complaint under the Code of Conduct.

23. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized
entry to or use of College premises.

24. Unauthorized solicitation, including but not limited to sale of goods and services for personal
profit.

25. Unauthorized activity that constitutes forgery.

26. Violation of state or federal laws not otherwise enumerated herein.

27. Violation of any College policies, rules, or regulations published in written copy or available
electronically on the College’s website.

**Discipline for Disruptive Conduct**

Disrupting or interfering in the educational process in a class (or clinical site), is prohibited under
this policy. If a student engages in disruptive conduct a faculty member or other College
employee may address and resolve the matter informally without filing a complaint under the
Code, including temporarily removing the disruptive student from a class (or clinical site). On
the first occasion when a student is removed, the faculty member or other College employee is
strongly encouraged to notify the CCA. In all subsequent cases of removing the same student
from a class (or clinical site), the faculty member or other College employee shall notify the
CCA. A faculty member or other College employee may seek assistance from Public Safety if
necessary to remove a student. A student may not be permanently removed from a class (or
clinical site) for a conduct-related offense except upon referral to the CCA of a complaint for
administration under this policy. The CCA can exercise his/her discretion to allow the accused
student to attend class (or clinical site) during the disciplinary process upon consultation with the
faculty member and the Chief Academic Officer or his/her designee.

**Discipline for Academic Dishonesty**

This policy recognizes the right of faculty to manage their class, including addressing directly
with students issues of academic dishonesty. When academic dishonesty is suspected, a faculty
member may choose to issue a failing grade. If the student believes that there is substantial
evidence of error or injustice associated with that grade, the student may file a grievance under
the Student Grievance Procedure’s Grade Appeal Process. Alternatively, a faculty member may
choose not to issue a grade, but rather refer the matter directly to the CCA for administration
under this policy. However, where the issuance of a failing grade by a faculty member for
academic dishonesty will result in a student’s dismissal from a program (for example in nursing
and other health care programs), the charge of academic dishonesty shall be directly referred to
the CCA for administration under this policy, which shall be completed, where practicable, within thirty (30) days.

**Off Campus Behavior**

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the College community, poses a threat of harm to the College community; interferes with the College’s pursuit of its objectives and mission, and/or if a student is charged with violating state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

**Interim Measures**

Under certain circumstances during the Code of Conduct process interim measures may be imposed by the CCA including, but not limited to: no-contact orders, restriction/loss of privileges or interim suspension. The College reserves the right to issue an interim suspension when it reasonably concludes that a student:

(a) Poses a threat to others;
(b) Poses a threat to College property or equipment;
(c) Substantially disrupts or interferes with the normal operations of the College;
(d) Engages in off-campus conduct that adversely affects the College community; and/or
(e) Is charged with a crime in violation of state or federal law.

During an interim suspension, a student is prohibited from entering upon any College property and participating in any College activities.
CODE OF CONDUCT DISCIPLINARY PROCESS

The Disciplinary Process is initiated once a complaint is filed against a student by a member of the College community or by the CCA. This policy is not intended to prevent members of the College community from attempting to resolve matters informally. Failure to cooperate with the College’s investigation of an alleged Code of Conduct violation, including failing to appear for an Administrative Resolution meeting or a Judicial Board Hearing will result in discipline of the Accused Student by the CCA and a forfeiture of his/her rights to a hearing or appeal.

1. Disciplinary Process

   a. All complaints under the Code of Conduct shall be filed with or by the CCA.

   b. When the CCA files or receives a complaint alleging that a student has acted in a manner which may be in violation of the Code, the CCA initiates the disciplinary process by meeting with the Accused Student, putting him/her on notice of the alleged violation and providing him/her an opportunity to respond to the allegations. The CCA may conduct further investigation if necessary. Under certain circumstances during the Code of Conduct process interim measures may be imposed by the CCA including, but not limited to: no-contact orders, restriction/loss of privileges, or interim suspension, in a manner consistent with this Code.

   c. If the CCA determines that a violation exists, three procedural options are available.

      (1) Verbal or Written Reprimand - For low-level offenses, the CCA may issue a verbal or written reprimand to the Accused Student. Reprimands shall not be subject to a hearing before a Judicial Board or an appeal.

      (2) Administrative Resolution - An Administrative Resolution is reached only upon the mutual agreement of the CCA and the Accused Student. By accepting an Administrative Resolution, the Accused Student waives his/her right to a hearing before the Judicial Board or an appeal. If the CCA and the Accused Student cannot agree on an Administrative Resolution the matter proceeds to a Judicial Board hearing. Failure by the Accused Student to appear for an Administrative Resolution meeting with the CCA will result in discipline of the Accused Student by the CCA and a forfeiture of his/her rights to a hearing or appeal.

      (3) Judicial Board Hearing - When an Administrative Resolution cannot be reached, the CCA shall refer the alleged violation to a Judicial Board for a hearing. Please see Section 2 below for Judicial Board Hearing rules.

2. Judicial Board Hearing

   a. A hearing with the Judicial Board shall be scheduled by the CCA not later than thirty (30) days following an Accused Student’s request for a hearing. If no hearing is requested, the hearing shall be scheduled by the CCA no later than thirty (30) days from the date of the Administrative Resolution meeting.
b. A written Statement of Charges shall be presented to the Accused Student not less than five (5) days prior to the hearing.

c. A Judicial Board hearing is an administrative hearing. The rules of evidence do not apply.

d. In a matter involving more than one Accused Student, the Judicial Board may permit at its discretion individual hearings for each Accused Student.

e. The Accused Student has the right to be accompanied by any advisor of his/her own choosing and at his/her own expense. The advisor may be another student, faculty member, administrator or an attorney. The advisor may not otherwise be involved in the proceedings. An advisor’s role is limited to advising the Accused Student directly and discretely. An advisor is not permitted to participate directly in the hearing.

3. **Conduct of Hearing**

a. A hearing is normally conducted in private.

b. There shall be a record created of all hearings. The record shall be the property of the College.

c. All procedural questions are subject to the final decision of the Judicial Board.

d. Admission of any person(s) to the hearing shall be at the discretion of the Judicial Board.

e. A hearing shall proceed as follows:

   - The CCA presents the Statement of Charges on behalf of the College. The CCA may present documents, materials and/or witnesses in support of the Statement of Charges.

   - Accused Student responds to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.

   - Following the parties’ presentations, the Judicial Board may question each party, their witnesses and/or review all information presented. The Judicial Board has the discretion to request additional documents, materials or information from either party.

   - While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions through the Judicial Board. If the Judicial Board determines a question is relevant, the other party will be asked to respond.

   - The Judicial Board shall have a final opportunity to question the parties.
f. After the hearing, the Judicial Board shall determine by majority vote whether the Statement of Charges has been proven.

g. A Judicial Board’s decision shall be based on a preponderance of evidence standard.

h. Within fifteen (15) days of the conclusion of a hearing, the Judicial Board shall issue a written decision outlining its findings and disciplinary action, if any, to the parties.

4. **Sanctions**

A student found in violation of the College’s Code of Conduct shall be subject to sanctions, including but not limited to:

a. Verbal or Written Reprimand  
b. Restrictions/Loss of Privileges  
c. Community Service  
d. Educational Sanction  
e. Restitution  
f. Probation  
g. Suspension  
h. Expulsion

A student who violates the Code of Conduct while serving any of the above sanctions shall be subject to further discipline, up to and including expulsion. The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on factors, such as the nature and severity of a student’s violation and/or prior disciplinary history, the College reserves the right to impose any of the above-referenced sanctions at any time.

5. **Appeal**

a. Within five (5) days of receiving the Judicial Board’s decision, either the CCA or the Accused Student may appeal the Judicial Board’s decision to the College’s Appeals Officer.

b. An appeal must be in writing and be based on a credible claim that: the hearing was not conducted in conformity with the Code of Conduct; the decision was not supported by a preponderance of the evidence presented; the sanction imposed was not appropriate in light of the Judicial Board’s decision; or new evidence exists, which was not presented at hearing because it was not reasonably known to the Accused Student at that time, and which is sufficiently relevant such that it could alter the Judicial Board’s decision.

c. The Appeals Officer shall issue a written decision within ten (10) days of receiving the appeal. The Appeals Officer may accept, reject or modify the Judicial Board’s decision or sanction.

d. The Appeals Officer’s decision shall be final.