

**ADDENDUM**  
**EFFECTIVE IMMEDIATELY (12/14/2018)**

<b>GROSSMONT COLLEGE</b>
<b>NURSING</b>
<b>NURSING PROGRAM RE-ENTRY POLICY</b>
Effective: 06/2015 Reviewed: 06/2016; 06/2017; 06/2018 Revised: 06/2018; 11/2018; 12/2018
Interim Senior Dean Allied Health and Nursing

**BACKGROUND:**

In the event that a student withdraws from or fails a core nursing course, a process has been established to help the student identify problem areas and develop a mutual plan that will enhance the likelihood of success when repeating the course. Students may be allowed to repeat any nursing course **one time**. The re-entry process is designed to assist a student experiencing academic failure or personal challenges and enhance the opportunity to resolve barriers and challenges to success as well as to improve academic study, nursing knowledge, technical skills and clinical ability.

**POLICY:**

A student must petition for re-entry into the Nursing Program if the student:

- Received a failing grade in any course in the Nursing Major, including Pharmacology.
- Elected to withdraw and receive a “W” from any course in the Nursing Major for any reason.
- If the student withdrew due to illness, injury or childbirth, please refer to the *Pregnancy Policy* and the *Post-Surgery/Extended Illness Policy* in this handbook for additional re-entry requirements.
- Is returning from an approved leave of absence.

**NOTE: If the student has been dismissed from the Nursing Program for unprofessional conduct or a violation of safety, legal or ethical standards, or confidentiality concerns of any type set forth by the Nursing Program, re-entry into the Nursing Program is not possible.**

**Limitations to Re-entry:**

- Re-entry is neither automatic nor guaranteed.
- Re-entry is evaluated by the Student Progression Committee on an individual basis.
- Re-entry is only permitted in the program that the student exited from.
- Re-entry is only permitted to the course that the student exited from.
- **Re-entry into the Nursing Program is considered on a space-available basis.**

- A student who has been dismissed as a result of **unsatisfactory** clinical performance will require special consideration.
- Recommendations for options to improve clinical skills will be discussed with the student at the exit interview with the Interim Senior Dean of Allied Health and Nursing or the Assistant Director of Nursing.
- A student's eligibility date to return to the program will be determined by the Interim Senior Dean of Allied Health and Nursing or the Assistant Director of Nursing during the exit interview.
- For students applying for re-entry into a first semester course: if approved for re-entry, the student will be placed on the alternate list for the semester in which their re-entry was approved.
- If space does not become available prior to the first day of class, the student will be accepted as a student in the following semester.
- Students who may be eligible for re-entry to the Nursing Program following a course failure or withdrawal while experiencing academic or clinical performance issues will be considered for re-entry only **one (1) time** to complete the Nursing Program.
- Students who withdraw from the Nursing Program due to personal circumstances, and are determined at the time of their withdrawal to be in **good standing in the Nursing Program** (satisfactory academic and clinical performance without documented professional conduct issues ) may be eligible for re-entry a maximum of **two (2) times**.
- Students must be on the *re-entry list* so that there is no more than a **one (1) year absence**.
- A student will be offered only **one (1) invitation** to re-enter the Nursing Program.
- If a student does not accept the re-entry offer, the student will be considered ineligible to reapply to the Nursing program.
- A student would be ineligible for re-entry if the general education courses are not completed ( *See College Catalog for general education requirements*).

**NOTE:**

- **All re-entry students (except for those re-entering into the first semester) will be required to take a math dosage calculation quiz with a score of at least 75% on the first attempt. In addition, all re-entry students (except those re-entering into first semester) will be required to successfully pass all tested skills.**
- Skills testing will be digitally recorded.
- Should the student who is re-entering not pass the math dosage calculation quiz or the skills testing, this will count as a course failure.
- If this is the second course failure, or if this attempt follows a withdrawal while experiencing academic or clinical performance issues, the student will be ineligible for re-entry into the Grossmont College Nursing Program.
- If this is the first failure (e.g., the student is returning from a leave of absence or an exit in good standing ), the student will schedule an exit interview with the Interim Senior Dean of Allied Health and Nursing or the Assistant Director of Nursing to discuss strategies with the student for future success in the Nursing Program.

#### PROCEDURE FOR RE-ENTRY:

- The student will schedule an exit interview with the Interim Senior Dean of Allied Health and Nursing or the Assistant Director of Nursing within 2 weeks of receiving a failing grade, electing to receive a “W” in a nursing course, or submitting a request for a leave of absence.
- If a student fails to complete the exit interview within 2 weeks, the student will lose eligibility for re-entry.
- At the exit interview, the Interim Senior Dean of Nursing and Allied Health or the Assistant Director of Nursing and the student will discuss the reasons for exit from the Nursing Program.
- Based on information from the course instructor and /or teaching team, the Interim Senior Dean of Allied Health and Nursing or the Assistant Director of Nursing will make *recommendations for remediation* and discuss strategies with the student for future success in the Nursing Program. **Students are required to complete all recommendations for remediation prior to re-entry.**
- The course instructor and/or teaching team may also be present during the exit interview.
- The student may make verbal and written comments during the exit interview.
- The student will receive a written copy of the recommendations and strategies and a copy of the exit interview form.
- Students will be referred to the Student Success Advisor or designee as needed.

#### PETITION FOR RE-ENTRY:

- The deadline for submission of a petition to return to **fall semester is MARCH 1.**
- If the student fails after the May 1 petition deadline, an individualized petition deadline will be determined by Interim Senior Dean of Allied Health and Nursing or the Assistant Director of Nursing during the exit interview and documented on the exit interview form.
- The deadline for submission of a petition to return to **spring semester is October 31.**
- If a student fails after the October 31 petition deadline, an individualized petition deadline will be determined by the Interim Senior Dean of Allied Health and Nursing or the Assistant Director of Nursing during the exit interview and documented on the exit interview form.
- The petition should be addressed to the *Student Progression Committee* must include the reason for failure/withdrawal and documentation of the completion of any and all recommendations for remediation.
- The student will submit the completed, typewritten and professional in appearance *Petition for re-entry* to the Grossmont College Nursing Program to *the nursing office secretary* and the secretary will submit the petition to the Student Progression Committee.

#### APPROVAL PROCESS:

- The Student Progression Committee will meet within one week of the petition deadline.
- Based on the information from the petition and any other additional documentation (if necessary), the Student Progression Committee makes recommendations for acceptance or

denial of re-entry to the Interim Senior Dean of Allied Health and Nursing or the Assistant Director of Nursing.

- If the Interim Senior Dean of Allied Health and Nursing or the Assistant Director of Nursing approves the recommendations sent forth from the Student Progression Committee, the student's name is placed on the *re-entry list* along with the date of the re-entry request and the course that the student needs.

If the petition is denied, the student will be informed of the decision.

If the student is re-entering the Nursing Program into the first semester, the student is required to attend New Student Orientation.

- As seats become available in the specific course needed by the student, the Nursing Office notifies the student in the *re-entry list* on a first come, first serve basis.
- Once a student re-entering the second, third or fourth semesters is notified that a seat has become available, an appointment for mandatory skills testing will be scheduled for the student.
- After successfully passing the skills testing requirement for re-entry, the student must provide documentation of the following:
  - a. Current American Heart Association (CPR) certification (**required every 2 years**).
  - b. Current immunizations (including influenza if it is flu season).
  - c. Current TB test (or TB questionnaire if history of positive TB test) (**both required annually**)
  - d. Current Malpractice/Liability Insurance.
  - e. Physical Examination –**must be done within 6 months of re-entry** (form available from nursing secretary).
  - f. Repeat Background Check and Drug Screen if the student has been out of the Nursing Program for **one full semester or greater** (summer does not count as a semester gap). **Prior to placement at Rady Children's Hospital, the Background Check and Drug Screen will need to be completed within the previous 12 months.**
- If the student is granted re-entry, the student will participate in the Nursing Program under the **admission criteria, rules and regulations in effect for the year of re-entry.**

**ADDENDUM**  
**EFFECTIVE IMMEDIATELY (12/14/18)**

<b>GROSSMONT COLLEGE</b>
<b>NURSING</b>
<b>DRESS CODE POLICY</b>
Effective: 06/2015 Reviewed: 06/2016; 06/2017; 06/2018 Revised: 12/2018
Interim Senior Dean Allied Health and Nursing

**BACKGROUND:**

Professional dress and appearance is the expectation for Grossmont College School of Nursing Students. The manner in which students dress reflects the pride students have in themselves, the pride students have in their school and the pride students have in the nursing profession. The manner in which students dress reflects the importance of the experience is an indication of students' self-discipline, not only in dress, but in other areas. The Grossmont College Nursing Program Dress Code Policy is formulated to ensure high standards of dress and appearance that represents our Program to area hospitals and community settings.

**POLICY:**

Professional appearance is mandatory. The dress code must be consistent with the dress code of the hospital to which the student is assigned. Modifications of the dress code may be made for certain clinical rotations based on the dress code policy of the facility utilized. The clinical instructor will discuss such changes.

The following dress code guidelines are in effect during class, skills lab, clinical assignments and clinical simulations:

- Students must wear the Grossmont College Uniform during class, skills lab, clinical assignments and clinical simulations-**street attire is not acceptable.**

**Uniform:**

- **For students entering the nursing program Spring 2019 or later:**
  - a. Uniform style is limited to selected school choice, and includes a short sleeved top, and pants.**
  - b. Students are expected to purchase their own uniform from the selected options given to them.**
  - c. Students are expected to have their uniform top embroidered according to specifications given to them.**
  - d. ONLY Solid white, gray, or black tee shirts (short sleeve) may be worn under the green scrub top.**

**Hair:**

- Neat in appearance.
- Long hair is to be worn up off the shoulders or tied back with an inconspicuous holder when in the clinical setting or clinical simulation lab.
- Hair must not come in contact with the front of the uniform or with patients.
- Hair color should be within the standard spectrum of natural hair colors: No primary colors including but not limited to purple, pink, blue or green may be worn.  
Men: face must be clean shaven or well-groomed if a beard is worn.

**Jewelry:**

- **Watches with a second hand or digital second indicator are mandatory**
- One set of simple, inconspicuous stud or post earrings are acceptable.
- Dangling earrings or hoop earrings are not permitted.
- Ornate rings, multiple chain necklaces or bracelets are not permitted.
- **Piercings** of any other visible body part, **including eyebrow, tongue or nose**, (except ears) are not acceptable or permitted.

**Tattoos:**

- Tattoos may not be visible in the clinical setting.
- Long sleeved T-shirts are not permitted in the clinical setting.
- Tattoos must be covered by the long-sleeved clinical jacket or special-order solid tattoo sleeves in tan, white, gray or black which have been developed for use in medical facilities.
- The special order tattoo sleeves are in compliance with infection control practices.
- If a clinical facility has a specific policy on tattoos that varies from the college policy, the policy of the clinical facility will be followed when a student is in the facility.

**Shoes:**

- Clean, primarily **white, gray or black**, low –top, closed toe and heel with rubber soles. No neon colored shoes or shoelaces.

**Jackets:**

- **Students are expected to purchase black jackets with an embroidered Grossmont college logo. Black jackets are available for purchase through Ace Uniforms.**
- **No other sweatshirt, jacket or cover-up may be worn with the Grossmont College Nursing Program scrub uniform in the classroom or clinical settings.**

**Nails:**

- Fingernails have been identified by the Center for Disease Control as a high risk area for transmitting microorganisms to patients in the clinical setting.
- Due to the high risk for transmission of infection, **nails must be in their natural state in the clinical setting, without polish, shellac, Gel, extenders or artificial nails.**
- No additional materials may be added to the fingernails.

**ADDENDUM**  
**EFFECTIVE IMMEDIATELY (12/14/2018)**

<b>GROSSMONT COLLEGE</b>
<b>NURSING</b>
<b>MATH DOSAGE CALCULATION QUIZ POLICY</b>
Effective: 06/2015 Reviewed: 06/2016; 06/2017; 06/2018 Revised: 06/2016; 6/2018; 12/2018
Interim Senior Dean Allied Health and Nursing

**BACKGROUND:**

The faculty at Grossmont College considers patient safety to be of the utmost priority and each student enrolled in the Nursing Program will be required to pass a Math Dosage Calculation quiz each semester. **The ability to calculate medication dosages in a timely manner with accuracy is an essential function of the nurse.**

**POLICY:**

- All students currently enrolled in the Nursing Program are expected to take a math dosage calculation quiz each semester.
- All students enrolled in the Nursing Program must pass the math dosage calculation quiz that is administered during the semester **with a grade of at least 75% on their first attempt.**
- If a student does not achieve **at least a 75% on the math dosage calculation quiz, remediation will be required.**
- **The math dosage calculation quiz will be calculated along with the students' other quizzes in the course toward the final course grade.**
- Math quiz format:
  - a. Each quiz will have 10 fill-in-the-blank questions.
  - b. Students will be required to show their work for each calculation.
  - c. The math dosage calculation quiz is a timed quiz and students will have 30 minutes to complete the quiz.
  - d. Simple 4 function calculators may be used during the math dosage calculation quiz.
  - e. Cell phones, additional electronic devices, graphic or any advanced calculators will not be permitted.
  - f. The questions will reflect medication dosage calculations that were taught up to that point in the nursing program.
  - g. The teaching team or lead instructor will develop the questions for each semester.
  - h. Each question on the math dosage calculation quiz will have instructions for rounding.
- Students who have been assessed and given accommodations from ARC have the responsibility to communicate with the instructor who will be administering the math dosage calculation quiz and to make an appointment to take the test in ARC.

Amended 12/2018

**Name Badge:**

- The official Grossmont College student picture identification badge must be worn on the uniform at all times while in clinical, class, skills lab and simulation. The ID badge is a crucial component of the dress code and students attending clinical, skills lab and simulation without an ID badge will be sent home. This will result in a clinical absence.

Students questioning the appropriateness of clinical attire should consult their clinical instructor prior to purchase/wearing.

**Students will be sent home if found in violation of the dress code and this will result in a clinical absence.**

Amended 12/2018