



HOLYOKE **COMMUNITY** **COLLEGE**

Practical Nurse Certificate and Associate in Science in Nursing Programs Nursing Student Handbook 2026-2027

303 Homestead Avenue
Holyoke Massachusetts 01040



Holyoke Community College Nursing Student Handbook

Acknowledgment

I have been provided with the Holyoke Community College Student Handbook and Holyoke Community College Nursing Student Handbook. I am responsible for acting in accordance with the College and Nursing Program regulations and policies set forth in these publications. I have read and understand the regulations and policies, which includes the required Massachusetts Board of Registration in Nursing policies. I understand that my failure to abide by these policies and procedures will necessitate slowing or limiting my academic process, or even stopping progression within the Nursing Program. As an HCC Nursing Student, I understand that I must comply with these regulations and policies. By signing below, I acknowledge I have read, understand and will abide by all HCCs and the Nursing Program regulations and policies requirements.

Print Name: _____
Signature: _____ **Date:** _____

I have read the following linked [ANA Code of Ethics](#), (RN) or [National Association Licensed Practical Nurse Practice Standards \(NALPN\)](#), annual Holyoke Community College Student Conduct, and Nursing program Professional Conduct Standards. I understand that my behavior as a professional nursing student is expected to be consistent with these standards in all classroom, clinical and simulation laboratory activities. Violations of these Standards of Practice may result in immediate removal from the learning area.

By signing below, I acknowledge I have read and understand the standard codes of nursing practice, HCCs and the Nursing Program Student Code of Conduct, policies and requirements.

Print Name: _____
Signature: _____ **Date:** _____

Welcome

The administration, faculty, and staff of the Holyoke Community College Department of Nursing welcomes you. We will assist you in developing the knowledge, skills, and abilities that will provide you with a rewarding learning experience.

Introduction

The Holyoke Community College (HCC) Nursing Student Handbook is designed to supplement the college catalog as well as the Code of Student Conduct, Academic Regulations, and Holyoke Community College Student Handbook. Students are responsible for acting in accordance with the College and Nursing Program regulations and policies set forth in these publications. The Nursing Student Handbook also provides additional information specific to the nursing programs, which will be helpful to you throughout your studies here. The Nursing Student Handbook is reviewed and updated annually. Any changes in policies, procedures, or regulations will be distributed electronically to students who will assume responsibility for incorporating them into their handbook. Please take the time to familiarize yourself with the handbook. It provides an extremely useful orientation to the program, faculty, and standards of the Nursing Program. If you have a problem or concern that is not adequately answered by the handbook, please consult your faculty advisor or a Department of Nursing member. For the most up-to-date information, please visit the [Nursing website link](#). Thank you for choosing Holyoke Community College's Nursing Program, we look forward to an exciting year!

HCC Affirmative Action Policy

Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Additional information can be found in the HCC Student Handbook about the Affirmative Action Policy. Inquiries regarding compliance with Title IX, Affirmative Action, and/or Equal Opportunity may be directed to HCC's Affirmative Action Officer/Title IX Coordinator.

Commitment to Diversity Statement

Please refer to the current HCC Student Handbook.

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I. Holyoke Community College Department of Nursing

State Regulatory Approval and Accreditation

MA BORN Approval

The Practical Nurse (PN) Certificate Program is approved by the Massachusetts Board of Registration in Nursing (MA BORN).

The Associate in Science in Nursing (ASN) Program is approved by the Massachusetts Board of Registration in Nursing (MA BORN).

Massachusetts Board of Registration in Nursing (MA BORN)
Commonwealth of Massachusetts
250 Washington Street
Boston, MA 02108
Phone: 617.973.0900 Fax: 617.973.0984
<https://www.mass.gov/orgs/board-of-registration-in-nursing>

College NECHE Accreditation

The New England Commission of Higher Education (NECHE) through its Commission on Institutions of Higher Education accredits Holyoke Community College. <http://hcc.edu/courses-and-programs/acreditation>

The New England Commission of Higher Education (NECHE)
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
Phone 781.425.7700 Fax 781.425.1001
<https://www.neche.org/>

Nursing Programs ACEN Accreditation

The Practical Nurse (PN) Certificate Nursing Program at Holyoke Community College at the Center for Health Education and Simulation located in Holyoke, Massachusetts is accredited by the Accreditation Commission for Education in Nursing (ACEN).

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nurse nursing program is continuing accreditation. View the public information disclosed by the ACEN regarding this program [on the ACEN website](#).

The Associate in Science in Nursing (ASN) Program at Holyoke Community College at the Center for Health Education and Simulation located in Holyoke, Massachusetts is accredited by the Accreditation Commission for Education in Nursing (ACEN).

The most recent accreditation decisions made by the ACEN Board of Commissioners for the Associate in Science in Nursing (ASN) Program is continuing accreditation. View the public information disclosed by the ACEN regarding this program [on the ACEN website](#).

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: 404.975.5000

Department of Nursing Program(s) Mission, Vision and Values

Mission

Advocate. Care. Educate

Vision

HCC's Nursing Program aspires to produce the next generation of nurse leaders who are empowered and focused on innovative responses to address the challenges of a rapidly changing and culturally diverse healthcare environment. Nurse leaders do this by enhancing holistic and safe patient-centered care, and fostering teamwork, collaboration, communication, and professionalism.

Values

Kindness, Authenticity, Diversity, Equity, Inclusion, Evidence-Based Clinical Judgment and Decision Making.

Values Statement

Kindness and authenticity is the foundation to fostering the diversity, equity, and inclusion work that we do together. An evidence-based framework is used to contextualize nursing clinical judgment and decision-making.

Revised: 09/20/2023

Nurse

To be competent, the entry level nurse must be an effective communicator and manager, be accountable and flexible, and be committed to lifelong learning. They need to practice in such a way that the care provided is culturally sensitive, ethical, and within the legal scope of their nursing practice. Additionally, in order to be a competent provider of healthcare, the beginning nurse must be able to utilize technology and information, be a critical thinker, and be a creative problem solver.

Nursing Student Handbook Purpose

To provide guidance to nursing students in the HCC nursing education programs to ensure policies are clearly and concisely written and implemented to ensure fairness, clarity, and consistency in how policies are enforced.

Guidance for Student Success

- Students are responsible for their own learning, monitoring of their own grades and progression in the program.

- Either the faculty or student, in the interest of improving student performance, at any time during the semester may initiate additional meetings.
- Students should utilize all available College and Department of Nursing student support services and resources as needed to enhance their progression.
- Students are required to meet with their faculty advisor during the scheduled “advising periods” established by the college.
- Students are encouraged to discuss progress in the course with their nursing faculty advisor on a regular basis.
- Professional staff are available by scheduled appointment to meet with students.
- Faculty are available during office hours.
- The Associate in Science in Nursing and Practical Nurse Chairs are available by appointment.
- The Director of Nursing is available by appointment communicated through an email.
- The Dean and Acting Associate Dean of Health, Education, Culinary Arts and Human Services are available by appointment communicated through an email.

HCC email is the preferred communication tool to contact the Dean of Health, Education, Culinary Arts and Human Services, Director of Nursing, Program Chairs, faculty, and staff.

Holyoke Community College Department of Nursing Directory

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II. Nursing Program General Information

#1 MABORN Fall 2026 Nursing Programs Admissions Policy and Requirements

The Practical Nurse and Associate in Science in Nursing Programs priority application deadline is February 15 for students eligible for fall enrollment only.

Applications for the Practical Nurse program will be accepted until May 1 and admission is dependent on space in the program for a possible fall enrollment only.

The Nursing Programs application deadline is October 15th for all Readmission to Spring and Summer Courses.

1. All students must meet the admission policy and requirements as published and current for the term to which the student is applying.

Practical Nurse Certificate (PN) and Associate in Science in Nursing (ASN) Programs Admission Policy

The Traditional PN & ASN Pathways

1. **Practical Nurse (PN) Certificate Program** - The PN Program prepares students to take the NCLEX-PN exam to become a Licensed Practical Nurse (LPN).
2. **Associate in Science in Nursing (ASN) Program** - The ASN Program prepares students to take the NCLEX-RN exam to become a Registered Nurse (RN).

Educational Mobility 1+1 ASN & Advanced Placement LPN2RN ASN Program

3. **Education Mobility 1+1 ASN Program** - The HCC PN graduates are eligible to apply for consideration for educational mobility to the third semester of the HCC ASN Program.
4. **LPN2RN Program** - The LPN2RN program allows a Licensed Practical Nurse (LPN), to be considered for advance placement to the third semester of the HCC ASN program once the required criteria is met.

Pathways to a Bachelor's (BSN) or Advanced Degree in Nursing

5. **Concurrent ASN/BSN Enrollment** - HCC and Westfield State University (WSU) offer a concurrent ASN & BSN enrollment option. Students accepted into HCC and WSU nursing programs will work concurrently to obtain their ASN & BSN degrees. For program consideration applicants must select this option in the application process and meet all of the admissions and progression policies for both HCC and WSU.
6. **Advanced Degree in Nursing** - HCC offers additional educational opportunities for students interested in an RN to a BSN or advanced degree (MSN, APRN, NP, or PhD) in Nursing. HCC bridges the gap and connects students to our many educational partners with four-year accredited colleges and universities.

Graduates from the HCC PN and ASN Programs are qualified to work in the state of Massachusetts upon the successful attainment of the appropriate licensure. Not all states accept a Massachusetts license. If you intend to practice outside of Massachusetts and will need to obtain a license in another state, you are encouraged to review the [NCSBN website for eligibility](#). As an applicant to the HCC Nursing Programs, you are encouraged to discuss your ability for licensure and work in another state other than Massachusetts with the Director of Nursing, or the Program Chair of the ASN and/or PN Program.

HCC PN and ASN Readmission

Nursing students who have enrolled in the Fundamentals of Nursing Course (NUR/PNR 170) are eligible for readmission. All students will only be readmitted one time into the program. A student will be permitted to repeat a required nursing course or pharmacology course or roles course once. If the student does not successfully complete a course they are not eligible to continue in the program. Please review the current readmission policy on the Department of Nursing website or Nursing Student Handbook.

Transfer Policy

Holyoke Community College nursing programs accept transfer of credits in general education requirements only. HCC does not accept transfer of nursing credits. The Student Records Office maintains student records, evaluates transcripts

for transfer credit from other institutions, and certifies students for the completion of degree requirements. For further information please review the current HCC Student Handbook.

Accessibility Accommodations

Holyoke Community College adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 which states that "no qualified individual with a disability shall, solely on the basis of their disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in higher education.

If you want to request services from OSDDS begin by scheduling a meeting through osd@hcc.edu.

HCC Affirmative Action Policy

Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity, or sexual orientation.

Candidate Eligibility

In accordance with the regulatory requirements of the Massachusetts Board of Registration in Nursing, (ref: 244 CMR 6.04(3)(a)1):

- a. Candidates must provide satisfactory evidence of secondary school graduation or its equivalent (Official High School (HS) or GED/HiSET transcript required).
 - College transcripts are satisfactory evidence of secondary school graduation when a HS or GED/HiSet transcript is not available. (BORN update 7/17/2020.)
 - Candidates submitting proof of secondary education completion in a language other than English must submit a certified evaluation.*
 - International high school credentials must be evaluated to U.S. credit standards through an approved credential evaluation agency and received directly from that agency.
 - The evaluated document must specify the date on which the student completed secondary school and must include grades for each subject the student completed.
 - Proof of college or university completion in a language other than English must be a certified translation and include a list of subjects studied and the date on which the student completed their degree.
 - Students who completed college or university not in the U.S. are required to submit an official course-by-course equivalency performed by an authorized credential evaluation service.
 - International college/university transcripts: approved credential evaluation agencies can be found at www.naces.org. A course-by-course evaluation is required. *
- b. Provide proof of compliance with the MA Department of Public Health Regulations with verification of all required immunizations, titers and physical exams submitted to the HCC Castle Branch Services by the posted deadlines.

*Students will find more information about credential evaluations at NACES.org

Minimum Admission Requirements

Please visit the HCC [Nursing Program Website](#), select **Learn More**, complete all of the **"Application Steps"**. Your application will be reviewed once you have completed all of the application steps. The process is competitive and your file will be reviewed using the posted admissions requirements as follows:

1. Review the Holyoke Community College Nursing Application(s) STEPS.
2. Complete a mandatory Nursing Information Session within 1 year **prior to the application deadline**. Exemptions to this rule will be granted only to students applying for readmissions.
3. **All applicants need to complete the Healthcare Employment Verification Form.** Students with healthcare experience must obtain an official letterhead and signature from their employer, supervisor, or human resources office in order for that experience to be considered in support of the application. **The form will be evaluated and**

verified for demonstration of: $\geq$ one year of direct patient care work experience in the healthcare field for consideration in the admission selection process only **AND** direct care experience as a PCT.

1+1 and LPN2RN applicants are required to demonstrate current employment working as an LPN at the time of application. Employment as an LPN must be *maintained* for approximately six months prior to the start date of the third semester of the ASN program. You must include any additional healthcare work experience if you have not worked as an LPN for a year for consideration in the admission selection process.

4. Verification of satisfactory completion of Nurse Aide (NA) training course prior to enrollment. The only exceptions to this requirement will be given to applicants that are currently a Certified Nurses Aid (CNA) or Patient Care Technician (PCT) with a minimum of 50-hours of direct patient care or hold a current LPN licensure in good standing **prior to August 25th, enrollment.**
5. All applicants must read and sign the Nursing Program Applicant Acknowledgement form verifying you have been informed of the additional program requirements and due dates to be completed before your official enrollment.
6. Provide satisfactory evidence of secondary school graduation, or its equivalent, (Official High School (HS) or GED/HiSET transcript required). College transcripts showing an earned degree are satisfactory evidence of secondary school graduation when a HS or GED/HiSET transcript is not available. All documents must be received directly from the high school, college or testing facility.
7. Provide proof of completion of college-level statistics course OR proof of eligibility for HCC College Algebra (MTH 104), which includes successful completion of HCC MTH 095 OR MTH 014 OR through approved HCC placement mechanisms.
8. For consideration for acceptance in the PN program students need to have completed
 - HCC BIO 217, NTR 101, PSY 110 (or equivalent at another accredited college or university) **at the time of application** with a C+/77 or higher in each course **and**
 - Students accepted into the PN program must complete HCC BIO 217; BIO 218, NTR 101 PSY 110 and PSY 216 General Education courses (or equivalent at another accredited college or university) successfully with a C+/77 or higher **before September 1** in the year of acceptance for enrollment in the PN program.
9. For consideration for acceptance in the ASN program students need to have completed HCC ENG 101, NTR 101, PSY 110, SOC 110 & BIO 217 (or equivalent at another accredited college or university) **at the time of application** with a C+/77 or higher in each course. Students accepted into the ASN program must complete ENG 101, ENG 102, NTR 101, PSY 110, PSY 216, BIO 217, BIO 218 & BIO 229 General Education courses successfully with a C+/77 or higher **before September 1** in the year of acceptance for enrollment in the ASN program.
10. For consideration for acceptance in the 1+1 & LPN2RN ASN program students need to have completed HCC ENG 101, NTR 101, PSY 110, SOC 110 & BIO 217 (or equivalent at another accredited college or university) **at the time of application** with a C+/77 or higher in each course. Students accepted into the 1+1 LPN2RN ASN program must complete ENG 101, ENG 102, NTR 101, PSY 110, PSY 216, BIO 217, BIO 218 & BIO 229 General Education courses successfully with a C+/77 or higher **before September 1** in the year of acceptance for enrollment in the ASN program.
11. Provide official college transcripts from all colleges attended:
 - a. Identifies educational background and prior degrees completed.
 - b. Demonstration of grades and Grade Point Average (GPA) that includes general education courses applicable to the nursing curriculum (e.g. English, Psychology, Anatomy & Physiology, etc.). Only the first, second or third attempt grades in the general education courses will be applied towards application consideration, (attempts include course Withdrawals).
 - c. Laboratory Science courses, Anatomy & Physiology I and II, and Microbiology are valid for seven (7) years. Exemptions to the seven year rule will be granted up to 14-years, only to students:
 - A. With an earned college degree (Associate or higher)
12. **ALL** ASN, PN, 1+1 and LPN2RN first time applicants are required to complete the NLN Pre-Admission NEX Exam. **Complete All three (3) sections; English, Math and Science, with a minimum score of 50% in English Verbal and a minimum overall Composite score of 100. The RN composite score will be applied to all program applicants, regardless of program being applied to.**

All students will be permitted to take the exam twice in an application cycle. Scores are valid for the cycle in which the exam is taken (example: students applying for fall 2027 admissions must take the NEX exam when offered

between September 2026 and the application deadline). Exemptions to this rule will be granted only to students applying for readmissions to NUR/PNR180, PNR190, NUR270, or NUR280. Students applying for readmission into NUR/PNR170 will be required to retake the NLN Pre-Admission NEX Exam.

13. LPN2RN ASN only: Complete the HESI LPN-ASN entrance exams with a comprehensive score result of ≥ 850 .

Please refer to the advanced placement policy on the website for detailed HESI exam information. **Students can choose to take the exam twice in an application cycle. Scores are valid for two consecutive application cycles.**

14. All 1+1 and LPN2RN ASN applicants only: Submit a current valid LPN license meeting MA BORN good moral character compliance (in good standing).

All 1+1 applicants will apply their previously taken Pre-Admission NEX results to the NEX admission criteria. All HCC PN Program graduates applying to the ASN program more than two years after completion of the PN program will apply to the LPN2RN program and must meet all LPN2RN admission requirements including taking and meeting the minimum score requirements on the HESI and NEX exams.

Additional Minimum Requirements After Acceptance: See Nursing Program Acknowledgement Form for full list of requirements.

- Liability Insurance of \$1,000,000/\$3,000,000 coverage is required. Students will be covered under the college's liability insurance policy, which will be billed through student course fees.
- Meet the **Essential Functional Abilities Requirements** necessary to successfully complete the Nursing Programs.

List of general education prerequisites for required nursing courses:

1. NUR 170 prerequisites: BIO 217, BIO 218, BIO 229, NTR 101, PSY 110, PSY 216, SOC 110, ENG 101, ENG 102
2. PHM 171 prerequisites: BIO 217, BIO 218, NTR 101, PSY 110, PSY 216
3. PNR 170 prerequisites: BIO 217, BIO 218, NTR 101, PSY 110, PSY 216
4. NUR 270 prerequisites: BIO 217, BIO 218, BIO 229, NTR 101, PSY 110, PSY 216, SOC 110, ENG 101, ENG 102
5. PHM 271 prerequisites: BIO 217, BIO 218, BIO 229, NTR 101, PSY 110, PSY 216, SOC 110, ENG 101, ENG 102

Nursing students must obtain a minimum grade of C+/77 in all General Education, Nursing, and Pharmacology courses to graduate from the HCC Nursing Programs.

Meeting minimum eligibility requirements does not guarantee admission to HCC Nursing program options.

Admissions Selection Process User Guide

The PN and the ASN Program candidates are evaluated for the programs to which they have applied and selected from a pool of applicants who have displayed the minimum academic requirements for admission to the programs. Students must complete a separate application for each program for which they would like to be considered (i.e. PN and/or ASN and Concurrent ASN/BSN). Space is limited and not all applicants are accepted. Letters of recommendations are not accepted.

Applications are reviewed and evaluated using the following criteria (*all noted above*):

1. Meeting of the Massachusetts Board of Nursing regulations and DPH health requirements.
2. Proof of having met the college math and English requirement completion.
3. Demonstration of all required general education course completions with a minimum grade of C+.
4. Educational background (review of prior degrees if completed).
5. NEX Exam English verbal score and comprehensive Composite score on the NLN NEX results.
6. HESI results are applicable to the selected LPN2RN program applicants only.
7. Attendance at a Mandatory Nursing Information Session.
8. Verification of satisfactory completion of Nurse Aide training or Patient Care Technician training or valid LPN license in good standing.
9. Verification of related direct patient care employment in the healthcare field.

All applications will be reviewed and processed according to the criteria contained in this admission policy. Candidates will be notified of admissions decisions by email on or about the middle of March to early April for fall admissions/readmissions and November for spring readmissions. Students are notified of their status by the Admissions Office and must respond to the email within one (1)-week. Candidates will be accepted, not accepted, or placed on a wait list.

Wait List

Getting on the HCC Practical Nursing Program waitlist means that an applicant has met all the necessary minimal qualifications and has been fully reviewed by HCC Admissions and the Department of Nursing Admissions Committee. However, the college is not able to offer direct admission due to space limitations in the program. Students placed on the waitlist should maintain all final enrollment requirements and will be offered a seat in the class in the order determined by their application submission and review. Being admitted to the waitlist is not a rejection — waitlisted students still have a reasonable chance of earning admission to the HCC nursing programs but are not guaranteed placement in the program.

For more information on the NEX and HESI exams [click here](#) to refer to **Complete the NEX and HESI Exam(s)**.

Once accepted or readmitted to the HCC ASN, PN, and Advanced Placement ASN (1+1 & LPN2RN) nursing programs you have additional mandatory requirements that must be submitted or completed before enrollment on or before the posted dates. Take time to review the “Next Steps” tab on the Nursing Application and Policy website. These are subject to change as new mandates are implemented.

Students applying for Fall or Spring readmission to our Nursing Programs must meet all additional program requirements listed at the time of application, (February 15; October 15 deadlines.)

Created 9/10/18 Nursing & Admissions.
Annual revisions 7/02/24, 7/15/2025, 02/19/2026

MABORN Good Moral Character Compliance Notification for Licensure

All applicants for licensure as PN or RN must be of “good moral character” as regulated by the Massachusetts Board of Registration in Nursing (MA-BORN) statutes and regulations. All nursing students are provided with the MA Board of Nursing Regulation Good Moral Character Policy and licensure procedures. Your acknowledgement of receiving the MA Board of Registration in Nursing Good Moral Character Policy was obtained during the application process. Click [here](#), for the MA Board of Registration in Nursing website for the full policy, and the Department of Nursing website for Public notification of the policy. MABORN Licensure Policy 00-01¹

Department of Nursing Readmission Policy

#9 Policy Title:	Readmission Policy
Purpose:	The purpose of this policy is to establish a mechanism for previously enrolled qualified nursing students for re-entry into the nursing programs.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific

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	nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	This policy applies to any student who wishes to return to the nursing programs after unsuccessful completion of a program requirement course(s), withdrawal from a nursing program required course, or departure from a nursing program. 1. Readmission of a student is dependent upon space availability in the program. Readmission cannot be guaranteed to any student. 2. A student who is seeking readmission to ANY nursing program(s) must meet the Department of Nursing admission policies as published and current at the time the student seeks to return. 3. A student must return to the nursing program within two (2) years of initial admission date to either program. If a student is unable to return within two (2) years, they must reapply as a “new” applicant and if accepted, this will be considered the second admission. 4. A student must have a GPA of 2.5 or better to be readmitted to the Associate in Science in Nursing or Practical Nurse Certificate Programs. 5. A student enrolled in the HCC nursing educational program(s) is only allowed ONE (1) readmission into ANY nursing program, regardless of the nursing educational program (or pathway) chosen. 6. Students with disabilities have the right to voluntarily self-identify in writing for the purpose of requesting reasonable accommodations during the application and readmissions process. Please refer to the current HCC Student Handbook. 7. Nursing student files accumulate student information from initial admission to either nursing programs completion or dismissal. 8. Students wishing to return to a Nursing Program after a leave of absence will be subject to the provisions of the Department of Nursing Admission and Readmission Policies to the Nursing Programs. Readmission Procedure A person seeking readmission to the PN or the ASN program must complete an HCC Nursing application by the application deadline for the semester you are applying. October 15th is the application deadline for all nursing program readmissions for Spring and Summer sessions. February 15th is the deadline for all nursing program readmissions for Fall and October 15th for Winter and spring sessions. Please refer to the Department of Nursing Admission Policy and Requirements posted on the HCC Nursing website.
References:	HCC Nursing website, Nursing Student Handbook
Revision history:	9/18, 8/19, 5/23, 5/24, 10/25, 02/11/2026

Nursing Programs Accepted Next Steps Requirements

The following are the HCC nursing programs requirements that must be completed prior to enrollment into the PN and ASN Programs.

1. Nurse's Aide Training, CNA or PCT or LPN Program Enrollment Requirement

The following program requirements must be completed prior to the start of the first nursing course for the PN and ASN programs:

- Verification of satisfactory completion of Nurse Aide (NA) training course prior to enrollment. The only exceptions to this requirement will be given to applicants that are currently a Certified Nurses Aid (CNA) or Patient Care Technician (PCT) with a minimum of 50-hours of direct patient care or hold a current LPN licensure in good standing **prior to September 1, enrollment.**
- Current certification or licensure must be in good standing at the time of enrollment into the nursing programs.
 - Students must clear the Department of Public Health or Massachusetts Board of Registered Nurses screening process.

Please refer to the Department of Nursing website for the current

<https://sites.google.com/hcc.edu/nursingprograms/application-steps-admissions-policy?authuser=0>

2. Criminal Offender Record Information (CORI/SORI) Program Enrollment Policy

CORI ([Massachusetts] Criminal Offender Records Index) and SORI ([National] Sex Offender Records Index) checks are required to be completed on all students annually and as needed. CORI and SORI are state statutes that regulate licensure as a registered nurse. All accepted applicants and students must give permission for COR and SORI assessments. Some clinical agencies prohibit clinical participation if there is a finding when the CORI check is complete. Participation in planned clinical experiences throughout the curriculum is required, however, acceptance into the nursing programs does not guarantee placement in a clinical agency. All applicants and nursing students will be subject to the Criminal Record Information Act (CORI check), the Sex Offender Registry Information Act (SORI), Massachusetts General Laws, Chapter 6, Section 172-178, and Massachusetts General Laws, Chapter 18a, Section 1, et set., and regulations promulgated pursuant to such statutes. Court records/past convictions present a barrier to eligibility for licensure as a registered nurse (RN) or licensed practical nurse (LPN). Applicants with a court record/past conviction are advised to consult an attorney to determine eligibility to meet qualifications for nurse licensure in Massachusetts.

3. Medicare/Medicaid Sanctions Exclusions Review

A search of the Office of the Inspector General's (OIG) sanctions list of individuals and entities excluded from Medicare, Medicaid, and federal health care programs is completed on all nursing students. This search is an important part of screening candidates for healthcare positions to protect the clinical practice settings, staff, and patients.

4. CardioPulmonary Resuscitation (CPR)

- All students entering and readmitted to the nursing programs must be certified in CPR Basic Life Support (BLS) for the Healthcare Provider and Automated External Defibrillator (AED) exclusively through the **American Heart Association.** The student must submit a copy of their **current** CPR certification that demonstrates the completion of a **CPR for the Healthcare Provider** course during NEXT STEPS.
- **CPR certification must be maintained throughout the duration of the nursing programs.** In order to attend the clinical experiences your CPR certification must be current. If it is not, you will not be allowed to attend class, simulation lab or clinical.
- It is the student's responsibility to submit all annual CPR certification updates electronically into your Castle Branch account on time.

5. Drug Screening Enrollment Policy

Purpose

Holyoke Community College (HCC) Department of Nursing is committed to maintaining a safe, healthy and productive environment. In order to uphold the highest standards of the nursing profession, students must remain free from the use

of alcohol or any illegal drug or decriminalized (marijuana) drug while participating in lecture, simulation lab and clinical experiences. In addition, health care facilities affiliated with the College's Health Division require that students have a negative drug screen prior to beginning clinical experiences. Passing a drug screen is considered an Essential Function for all students participating in the Nursing programs.

Policy Statement

A drug screening is required for all nursing students prior to enrollment into their first nursing course. Nursing students may be subject to further random testing if there is a question of fitness-for-duty. Drug screening must be completed prior to the beginning of your fall semester clinical experience, and spring readmitting students. In addition, a clinical facility or the Department of Nursing may require a student to submit and pass random drug screening analysis in order to remain at the facility and/or in the programs. Failure to comply with this policy will subject the student to disciplinary action up to and including academic dismissal from the nursing programs. If a student fails a drug screening, retesting using the second half of the original sample will occur within 24 hours of notification of results. Failure to pass a drug screen or refusal to submit to screening are grounds for immediate removal from the nursing programs. The drug screening policy and procedure are provided to students in the application steps, Nursing Program acceptance letter and in an email with specific instructions prior to the start of each semester.

Procedure

Types of Drug Screening

1. **Drug Screen:** The college will notify the student of the schedule for when the drug screen is to be completed. The student must complete and pass the scheduled drug screen analysis to participate in the clinical experiences and the nursing programs.
2. **Screening for Reasonable Suspicion of Drug/Alcohol Use by Students:** Any nursing student who demonstrates behavioral changes suspected to be related to the use of drugs or alcohol will be subject to testing. The faculty member who is made aware of and/or observes these changes must contact the Dean of Health, Education, Culinary Arts, and Human Services (HECH) and the Director of Nursing who will make the decision to refer the student for drug testing.
3. **Random:** The Department of Nursing can conduct random periodic drug screenings at unspecified intervals during the programs. In addition, a clinical facility may require the student to submit and pass random drug screening analysis in order to remain at that facility. Students will be responsible for reporting to the testing site within 24 hours of notification.

All screenings will be at the student's expense. The Work Connection at Holyoke Medical Center is the selected site for the Health, Education, Culinary Arts and Human Services Division's drug screening. The Nursing Programs will notify students of the specific arrangements for testing and at that time the student will need to call to make an appointment. Confidentiality of the student as well as the integrity of the urine sample will be protected following Department of Transportation (DOT) guidelines and chain of custody procedures. The testing laboratory will notify the Dean of Health, Education, Culinary Arts and Human Services (HECH) or their designee with test results who in turn will then notify a student who has a positive or dilute drug test. The Department of Nursing will ensure confidentiality of results by making the information available only to the student and the Dean of HECH.

Negative Test Results;

If the drug test is negative, the student will be allowed to remain in the nursing programs as long as all other prerequisites are met.

Positive/Refusal to Test Results:

Failure to pass a drug screen or refusal to submit to requested screenings are grounds for immediate removal from the nursing programs.

Dilute Test Results:

If a test is returned as dilute, the student will be directed to re-test at their own expense. Dilute samples do not constitute a positive or negative result, which is needed for a clear determination of drug screening status. If a student's

first attempt returns a dilute testing result, they will be permitted one attempt to repeat the test to confirm either a positive or negative result. If the student fails to provide a definitive result on the second testing attempt, they will not be permitted to start the program, if they are a newly admitted student. For returning students, they will not be permitted to attend clinicals and, as a result, will be subject to all appropriate actions under the clinical attendance policy.

Readmittance to the Nursing Programs:

If a student has maintained negative random and pre-clinical drug tests they may apply for readmittance to the semester they were withdrawn from. All students must meet the admission policies as published and current at the time the student is applying. There is no guarantee the student will be readmitted to the nursing programs as the decision is based on space availability.

Drug/Alcohol Education and Counseling:

Confidential drug and alcohol education are all available through: WELLCONNECT, (a student support program). Confidential and voluntary counseling, resources and referral services are provided free of charge for students 24 hours a day, 7 days a week.

www.wellconnectbysrs.com Org Code: HCC-STU 866 640-4777

College Fees

Please refer to the Holyoke Community College Catalog and website regarding information about the approximate nursing programs and course expenses. [HCC Tuition and Aid](#)

Nursing Programs Fees

In addition to college tuition, books/ebooks/resources, simulation and laboratory supply fees, dementia training and health insurance, students need to purchase the college-sponsored group nursing liability insurance, drug screening, fingerprinting, and the HCC Nursing uniforms. The HCC Nursing programs require additional fees for Assessment Technologies Institute (ATI) and Examsoft resources for each semester.

PN and RN NCLEX Examination, Massachusetts Nursing Licensure and Application

The graduating nursing student is fully responsible for all fees and the completion and submission of the NCLEX applications. The ²Massachusetts Nursing Licensure registration process includes completion of two (2) applications: one for the NCLEX examination and one for MA Board of Registration in Nursing process (MABORN). Directions and fees can be found at www.ncsbn.org/nclex.htm

The HCC student who attains an Practical Nurse Certificate or Associate in Science in Nursing degree from Holyoke Community College are eligible to take the associated Professional Nurse Licensure examination (NCLEX-PN or NCLEX-RN). Graduates from the HCC PN and ASN Programs are qualified to work in the state of Massachusetts upon the successful attainment of the appropriate licensure. Not all states accept a Massachusetts license. If you intend to practice outside of Massachusetts and will need to obtain a license in another state, you are encouraged to review the [NCSBN website](#) for eligibility. As a student in the HCC Nursing Programs, you are encouraged to discuss your ability for licensure and work in another state other than Massachusetts with your Nursing Faculty advisor or the Program Chair of the PN and/or ASN Program.

The Massachusetts Board of Registration in Nursing, which is responsible for licensing nursing personnel in Massachusetts, has varied restrictions, which will affect persons with a history of a felony conviction or child and family services record. The Holyoke Community College Department of Nursing assumes no responsibility for the denial of

licensure by the Massachusetts Board of Nursing. Prospective students are responsible for contacting the Massachusetts Board of Nursing concerning any questions regarding their eligibility for licensure prior to or during your enrollment.

Nursing Licensure Fees

The nursing graduate is responsible for all licensure examination registration and application fees.

Pinning Ceremony

The HCC department of nursing hosts two (2) program specific pinning ceremonies annually. The ASN pinning is held in May and the PN pinning is held in June. Students who successfully complete their nursing program of study are eligible to participate.

HCC PN and ASN Nursing Programs Core Competencies and End-of-Program Student Learning Outcomes (EPSLOs)

Holyoke Community College (HCC) Nursing programs end-of-program student learning outcomes (EPSLOs) have been developed from the Nurse of the Future Nursing Core Competencies Model and the National League for Nursing Core Nursing Education Competencies. The four (4) EPSLOs are an essential component of the Holyoke Community College Nursing curricula, and the measurement of students' knowledge for program completion and entry into nursing practice. All nursing students must demonstrate meeting these four (4) EPSLOs in order to graduate from their select nursing program.

HCC PN and ASN Nursing Core Competencies	Practical Nurse Certificate End-of-Program Student Learning Outcomes	Associate in Science in Nursing End-of-Program Student Learning Outcomes
Safety	Utilizes the nursing process to provide safe and effective nursing care applying current evidence based practice standards appropriate to the patient's needs.	Utilizes the nursing process to provide safe, effective, and evidence based nursing care that is appropriate to the needs of the patient or population.
Professionalism	Facilitates clinical competence in the role of the practical nurse in accordance with legal, ethical, and regulatory standards.	Practice professional nursing within the legal, ethical, and regulatory framework of the profession.
Patient Centered Care	Participates in the development of a patient centered plan of care that respects the patient's individual preferences, values, and needs.	Designs a patient centered plan of care that respects the patient's individual preferences, values, and needs.
Teamwork, Collaboration and Communication	Collaborates with the interdisciplinary team incorporating appropriate communication techniques to provide quality patient care.	Demonstrates leadership skills when directing the interdisciplinary team using appropriate communication techniques to achieve quality patient care.

Practical Nurse Certificate Program

Program outcomes (PO) are performance indicators that reflect the extent to which the purpose of the PN nursing education program is achieved and the effectiveness is documented. Program outcomes are measurable levels of achievement designed to evaluate the degree to which the PN program is achieving its mission and outcomes. The assessment data is used in program decision making for the maintenance and improvement of graduates' success on the licensure examination. The Holyoke Community College nursing faculty has determined the following POs for the PN curriculum.

Practical Nurse Program Outcomes (POs)

1. The program's most recent annual licensure examination pass rate is at $\geq 80\%$ for all first-time test-takers during the same 12 month period.
2. Fifty percent of students will successfully complete the Practical Nurse program in 100% of program length once enrolled in the first nursing course.
3. Seventy percent of students will successfully complete the Practical Nurse program in 150% of program length once enrolled in the first nursing course.
4. Seventy percent of the reporting graduates of the nursing program will be employed as Practical Nurses within six (6) months of program completion.

The curriculum supports the achievement of the end-of-program student learning outcomes and program outcomes and is consistent with safe practice in contemporary healthcare environments.

Practical Nurse Certificate of Completion Requirements

#10a Policy Title:	Practical Nurse Certificate of Completion Requirements
Purpose:	The purpose of this policy is to establish a process to enable students to qualify for program completion for students in the HCC Nursing Education programs.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	The following criteria must be met in order to fulfill the requirements. All PN students: 1. Must complete all program required courses for the Practical Nurse program to include general education, pharmacology and nursing courses listed in the college catalog and outlined in this handbook.

	2. Must successfully pass all program required courses (general education, pharmacology and nursing courses) with a minimum grade of C+ (77%) and achieve a satisfactory rating as outlined in the leveled clinical evaluation tool (CET). 3. Have met all financial obligations with Holyoke Community College Practical Nurse Certificate Program.
References:	College Catalog, Nursing Student Handbook
Revision history:	9/18, 8/19, 7/24, 5/25, 10/25, 02/11/2026

Practical Nurse Certificate Program Program of Study for 2026-2027

Course	Course Name	Cr. Hr.		Course	Course Name	Cr. Hr.
CNA & College Entrance Exam Placements				Summer Session (Prerequisites to BIO 217)		
	*ESOL/ESL & Completion of Nurses Aid training	0		BIO 107	Intro to Biology (Prerequisite to A&P 1, may take challenge exam)	4
	MTH & ENG Placement (Statistics Recommended)				Total	4
Fall (Prerequisites to PN Application & Enrollment)				Winter and Spring (Prerequisites to PN Enrollment)		
PSY 110	Intro to Psychology	3		NTR 101	Nutrition Winter Term	3
BIO 217	Anatomy & Physiology 1	4		PSY 216	Spring Term Human Growth & Development	3
				BIO 218	Anatomy & Physiology 2	4
Total		7		Total		10
Fall Nursing First-Year (PN Admissions)				Spring Nursing First-Year		
NUR/PNR 170	Fundamentals of Nursing	9		NUR/PNR 180	Health Promotion & Maintenance	9
PHM 171	Pharmacology 1	1		PHM 181	Pharmacology 2	1
PNR 173	Practical Nurse Workshop	2		PNR 182	PN Role Development	2
Total		12		Total		12
Summer Session 1				Summer Session 2		
PNR 190	Acute & Complex PN Nursing Care	4			Live NCLEX PN Review	
					Summer NCLEX PN Preparation & Exam	
	Total	4		Total		0
Total PN Completion Credits Hours			45			
	General Ed Credits Required		17			
	PN Nursing Credits Required		28			

*Nursing students must achieve a minimum grade of C+ in all program required general education and nursing (nursing and pharmacology) courses to graduate from the HCC Nursing Programs.

Associate in Science in Nursing Program

Program outcomes (POs) are performance indicators that reflect the extent to which the purposes of the ASN education program are achieved and the effectiveness is documented. Program outcomes are measurable levels of achievement designed to evaluate the degree to which the ASN program is achieving its mission and outcomes. The assessment data is used in program decision making for the maintenance and improvement of graduates' success on the NCLEX

licensure examination. The Holyoke Community College nursing faculty has determined the following the PO for the ASN curriculum:

Associate in Science in Nursing Program Outcomes (POs)

1. The program's most recent annual licensure examination pass rate is $\geq 80\%$ for all first-time test-takers during the same 12 month period.
2. Sixty percent of students will successfully complete the Associate in Science in Nursing program within 100% of program length once enrolled in the first nursing course.
3. Seventy percent of students will successfully complete the Associate in Science in Nursing program within 150% of program length once enrolled in the first nursing course.
4. Eighty percent of reporting graduates from the nursing program will be employed as a registered nurse within one (1) year of program completion.

Associate in Science in Nursing Graduation Requirements

#10a	Practical Nurse Certificate of Completion Requirements
Policy Title:	
Purpose:	The purpose of this policy is to establish a process to enable students to qualify for program completion for students in the HCC Nursing Education programs.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	The following criteria must be met in order to fulfill the requirements. All PN students: 4. Must complete all program required courses for the Practical Nurse program to include general education, pharmacology and nursing courses listed in the college catalog and outlined in this handbook. 5. Must successfully pass all program required courses (general education, pharmacology and nursing courses) with a minimum grade of C+ (77%) and achieve a satisfactory rating as outlined in the leveled clinical evaluation tool (CET). 6. Have met all financial obligations with Holyoke Community College Practical Nurse Certificate Program.
References:	College Catalog, Nursing Student Handbook
Revision history:	9/18, 8/19, 7/24, 5/25, 10/25, 02/11/2026

Policy Title:	Associate in Science in Nursing Graduation Requirements
Purpose:	The purpose of this policy is to establish a process to enable students to qualify for program completion and graduation for students in the HCC ASN Nursing Education program.

BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	The following criteria must be met in order to fulfill the requirements. All ASN students: 1. Must complete all program required courses for the Associates in Science in Nursing program to include the general education, pharmacology and nursing courses listed in the college catalog and outlined in the Nursing Student Handbook. 2. Must successfully pass all program required courses (general education, pharmacology and nursing courses) with a minimum grade of C+ (77%) and achieve a satisfactory rating as outlined in the leveled clinical evaluation tool (CET). 3. Have met all financial obligations with Holyoke Community College Associate in Science in Nursing Program.
References:	College Student Handbook, Nursing Student Handbook
Revision history:	9/18, 8/19, 7/24, 5/25, 10/25, 02/11/2026

Education Mobility 1+1 ASN Program Pathway Policy

#5 Policy Title:	Educational Mobility 1+1 ASN Pathway Policy
Purpose:	The purpose of this policy is to establish a seamless transition for recent graduates of the HCC practical nurse program to advance in their nursing education eliminating educational redundancy joining the third-semester ASN curriculum while remaining in compliance with admissions policies and curriculum requirements.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education Programs.
Responsible Party:	Nursing Admission Committee, Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs

Definitions:	The HCC students that successfully complete the Practical Nurse (PN) certificate program of study are eligible for consideration for educational mobility to the third semester of the ASN Program. Progression from the Practical Nurse to the 1+1 ASN pathway must have successfully completed the HCC PN Pathway; acquire an LPN license; meet Good Moral Character compliance; current employment verification demonstrating working as an LPN at the time of consideration approximately six months prior to the start date of the third semester of the ASN program. This is available for two consecutive academic cycles from the PN certificate of completion date. A student who is seeking placement in the Educational Mobility 1+1 ASN pathway must meet the admission policies as published and current for the ASN pathway at the time of enrollment. All candidates for 1+1 ASN admission must provide satisfactory evidence of secondary school graduation, or its equivalent, and compliance with the immunization requirements specified by the Massachusetts DPH and a ≥ 50 on the PAX Verbal Score, graduate from the HCC PN program, LPN License in Good standing, Worked as LPN for ≥ 6 months, $\geq C+$ in all program required general education courses.
References:	HCC Nursing Website, Nursing Student Handbook
Revision History:	9/18, 8/19, 5/23, 7/25, 10/25, 02/11/2026

#6 Policy Title:	Advanced Placement LPN2RN ASN Pathway Policy
Purpose:	The purpose of this policy is to establish advanced placement with credit-for-prior learning for the LPN within the ASN curriculum while remaining in compliance with admissions policies and curriculum requirements.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	The LPN2RN ASN pathway allows a Licensed Practical Nurse (LPN) to be considered for advanced placement into the HCC Associate in Science in Nursing (ASN) pathway once the required criteria are met. The LPN2RN who has earned their credentials from another nursing program or has graduated from the HCC Practical Nurse (PN) pathway more than two (2) academic years prior to their entry will have the opportunity to be considered for advanced placement entry and will be awarded credit for prior learning once accepted into the ASN program. Advanced placement of the LPN allows for transitioning in nursing practice without redundancy in nursing education. The LPN2RN ASN pathway allows a Licensed Practical Nurse (LPN) to be considered for advanced placement into the HCC Associate in Science in Nursing (ASN) pathway once the required criteria are met. The LPN2RN who has earned their credentials from another nursing program or has graduated from the HCC Practical Nurse (PN) pathway more than two (2) academic years prior to their entry will have the opportunity to be considered for advanced placement entry and will be awarded credit for prior learning once accepted into the ASN program. Advanced placement of the LPN allows for transitioning in nursing practice without redundancy in nursing education.

	For consideration to the Advanced Placement LPN2RN ASN Pathway for Fall - Semester 3, NUR 270 applicants must meet the following criteria: 1. Provide satisfactory evidence of secondary school graduation, or its equivalent, and compliance with the immunization requirements specified by the Massachusetts DPH. 2. Have a current LPN license in good standing meeting the MA Board of Nursing Good Moral Character Compliance. 3. Current employment verification demonstrates working as an LPN at the time of applying and for six (6) months prior to the start date of the third semester of the ASN program. 4. A ≥ 50 Verbal Score on the NLN NEX Exam. 5. Complete the HESI exams with a comprehensive score result of ≥ 850. 6. $\geq C+$ ($\geq 77\%$) in all ASN program required general education courses at time of application and prior to enrollment. LPN2RN candidates must meet the Department of Nursing admission policies as published and current at the time of applying. The LPN that wants to also be considered for the traditional ASN program, must also apply for the ASN option.
References:	Department of Nursing Website, Nursing Student Handbook
Revision History:	9/20, 9/23, 5/24, 7/25, 10/25, 02/11/2026

Further LPN2RN Information:

The **HESI LPN-ADN Entrance exam** is a comprehensive preadmission exam designed for the Licensed Practical Nurse seeking entrance into the HCC Associates in Science in Nursing (ASN) program. The exam identifies competency in the content areas for the LPN transitioning to the HCC ASN program leading to eligibility to take the NCLEX-RN exam.

- o Measures competencies across LPN content areas, including:
 - o Fundamentals
 - o Pediatric
 - o Medical-Surgical
 - o Psychiatric/Mental Health
 - o Professional issues
 - o Maternity

Accepted LPN2RN students will receive 20 credits for having a valid current LPN License in good standing, actively working as an LPN in the healthcare field with ≥ 6 months of continued experience and HESI exam comprehensive score results of ≥ 850 . All students in the nursing programs are permitted to transfer up to an additional 45 credits of general education coursework following the program of study course work completion. Students' achievement of a minimum of a "C+ (77%)" is required in all general education, pharmacology and nursing courses. Please refer to the current HCC Student Handbook and Department of Nursing website for the ASN Program of Study requirements and transfer of credit policy. LPN2RN students must complete the core second year ASN coursework at HCC, 20 credits total following the Nursing Program progression policies.

The Student Records Office reviews applications for credits for students meeting the Department of Nursing Advanced Placement LPN2RN and the Department of Nursing Admission Policies as published and current at the time of applying. Students accepted into HCC's LPN2RN ASN Nursing Program Pathway who meet the provided criteria will be granted credit for courses according to the following charts. Credits will be applied as "Credit for Prior Learning" under the category of "National Council Licensure Examination for the Practical Nurse".

LPN2RN ASN Educational Pathway

Credit for Prior Learning for the accepted LPN2RN ASN Pathway	
Course	Credits

PHM 171	1
PHM 181	1
NUR/PNR 170	9
NUR/PNR 180	9
Total	20 credits

Eligible for Credits for General Education Course Requirements and/or Transfer Credits	
ENG 101	3
ENG 102	3
BIO 217	4
BIO 218	4
BIO 229	4
PSY 110	3
SOC 110	3
NTR 101	3
PSY 216	3
Total	30 credits Max

Completion of Core ASN Program of Study Courses at HCC	
NUR 270	8
NUR 280	8
PHM 271	1
PHM 281	1
NUR 282	2
Total	20

LPN2RN ASN Advanced Placement Educational Pathway

Credit for Prior Learning for the accepted LPN2RN ASN Pathway	
Course	Credits
PHM 171	1
PHM 181	1
NUR/PNR 170	9
NUR/PNR 180	9
Total	20 credits

Eligible for Credits for General Education Course Requirements and/or Transfer Credits	
ENG 101	3
ENG 102	3
BIO 217	4
BIO 218	4
BIO 229	4
PSY 110	3

SOC 110	3
NTR 101	3
PSY 216	3
Total	30 credits Max

Completion of Core ASN Program of Study Courses at HCC	
NUR 270	8
NUR 280	8
PHM 271	1
PHM 281	1
NUR 282	2
Total	20

Associate in Science in Nursing Program Program of Study

Course	Course Name	Cr. Hr.		Course	Course Name	Cr. Hr.
Spring/Summer				Summer Session 1&2		
	MTH & ENG Placement (Statistics is recommended nursing BSN transfers) Completion of Nurses Aid training			BIO 107	Intro to Biology (Prerequisite to A&P 1, may take challenge exam)	4
		0			Total	4
Fall FOH HCC Prerequisites				Winter and Spring FOH HCC Prerequisites		
ENG 101	Language & Literature I	3		NTR 101	Nutrition Winter Term	3
PSY 110	Intro to Psychology	3		ENG 102	Language & Literature II	3
BIO 217	Anatomy & Physiology 1	4		PSY 216	Human Growth & Development	3
SOC 110	Sociology	3		BIO 218	Anatomy & Physiology 2	4
Total		13		Total		13
Summer Session 1 Prerequisites				Summer Session 2		
BIO 229	Microbiology	4				
	Total	4			Total	
Fall Nursing First-Year (ASN)				Spring Nursing First-Year (ASN)		
NUR/PNR 170	Fundamentals of Nursing	9		NUR/PNR 180	Health Promotion & Maintenance	9
PHM 171	Pharmacology 1	1		PHM 181	Pharmacology 2	1
Total		10		Total		10
Fall Nursing Second-Year (ASN)				Spring Nursing Second-Year (ASN)		
NUR 270	Acute Care Across the Life Span	8		NUR 280	Complex Care Across the Life Span	8
PHM 271	Pharmacology 3	1		NUR 282	RN Role Development	2
				PHM 281	Pharmacology 4	1
Total		9		Total		11
Total ASN Completion Credits Hours			70			
	General Ed Credits Required	30				
	PN Nursing Credits Required	40				

*Nursing students must achieve a minimum grade of C+ in all program required general education and nursing (nursing and pharmacology) courses to graduate from the HCC Nursing Programs.

Educational Mobility 1+1 ASN and Advanced Placement LPN2RN ASN Pathways Program of Study

Course	Course Name	Cr. Hr.		Course	Course Name	
Spring/Summer				Summer Session 1&2		
	MTH & ENG Placement (Statistics is recommended for nursing BSN transfers) LPN license and 6-months of work experience as an LPN			BIO 107	Intro to Biology Prerequisite to A&P (Prerequisite to A&P 1, may take challenge exam)	
		0			Total	
Prerequisites Fall FOH HCC				Winter and Spring FOH HCC Prerequisites		
ENG 101	Language & Literature I	3		NTR 101	Nutrition Winter Term	3
PSY 110	Intro to Psychology	3		ENG 102	Language & Literature II	3
BIO 217	Anatomy & Physiology 1	4		PSY 216	Human Growth & Development	3
SOC 110	Sociology	3		BIO 218	Anatomy & Physiology 2	4
Total		13		Total		13
Summer Session 1 Prerequisites				Summer Session 2		
BIO 229	Microbiology	4				
	Total	4			Total	
Fall Nursing First-Year (ASN)				Spring Nursing First-Year (ASN)		
NUR/PNR 170	Fundamentals of Nursing	9		NUR/PNR 180	Health Promotion & Maintenance	9
PHM 171	Pharmacology 1	1		PHM 181	Pharmacology 2	1
	Credit for prior learning LPN2RN				Credit for prior learning LPN2RN	
Total		10		Total		10
Fall Nursing Second-Year (ASN)				Spring Nursing Second-Year (ASN)		
NUR 270	Acute Care Across the Life Span	8		NUR 280	Complex Care Across the Life Span	8
PHM 271	Pharmacology 3	1		NUR 282	Role Development	2
				PHM 281	Pharmacology 4	1
Total		9		Total		11
	General Ed Credits Required	30			Nursing Courses	20
	Credit for Prior Learning LPN2RN	20			Total ASN Completion Credits Hours	70

*Nursing students must achieve a minimum grade of C+ in all program required general education and nursing (nursing and pharmacology) courses to graduate from the HCC Nursing Program.

III. Nursing Program Requirements, Policies & Procedures

Academic Policies

Nursing Programs Attendance Policy

#3 Policy Title:	Nursing Programs Attendance Policy
Purpose:	The purpose of this policy is to provide direction related to attendance in class, sim lab and clinical and a mechanism to assure that all students in the nursing programs are held to the same standards.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	The following is a policy of the HCC Nursing programs that describes attendance. Students are required to attend all course activities (theory, simulation laboratory, and clinical). Students are required to limit missed time from course activities to less than 5%. All time missed (absence, late arrival, and leaving early) from scheduled experiences will be documented. All absence counts toward the 5% total course hours. Total hours that equal 5% for each nursing course is outlined in the course syllabus. Students who miss more than 5% of course activities (theory, simulation laboratory, and clinical) must complete a plan for success. The course faculty team will also determine if the student is meeting Student Learning Outcomes (SLO) by maintaining a course average of a minimum of a 77% (C+) and if the student is not, the plan for success must also include the student's plan to meet SLOs. Plans for success will advance to warnings if the student misses additional time from course activities or is not able to meet SLOs. If a student is unable to attend a course activity, will be late, or need to leave early, they are required to inform the faculty instructing the course activity, the course

	coordinator and the Department of Nursing secretary, Melody Murphy at mmurphy@hcc.edu via Email, prior to the start of the activity. Failure to send the notification Email, prior to the start of the lecture, lab or clinical, will result in a written Warning Class 1. Class attendance is mandatory and will be monitored. Students are responsible and accountable for their own learning. 2. The student is responsible for completing any missed assignments and experiences as outlined in the course syllabus. 3. Students are discouraged from arriving late or leaving early as these behaviors disrupt the learning environment. A faculty member has the right to deny entrance to the class if students arrive after the start of class. Simulation Laboratory • Attendance in all simulation labs are mandatory and will be monitored. • Arriving for a simulation lab unprepared, for the first offense, will result in a student plan for success and the student will be asked to leave the sim lab. A second offense will result in a written simulation lab Warning (see nursing student handbook Warning policy) and the student will be asked to leave the sim lab. Clinical 1. Clinical education attendance is mandatory and will be monitored. 2. Students are expected to provide transportation to all clinical sites. 3. For missed clinical time please refer to the course documents. 4. Student will attend their clinical as assigned 5. It is not possible to make up missed clinical hours and students must not expect make-up time to be available. When an absence results in the inability of the student to develop and demonstrate clinical student learning outcomes successfully and/or meet the required hours of the course necessary for credit, the student will not be able to pass the course or progress in the nursing programs. Tardiness Tardiness is defined as arriving after the time the student is to report to the class, sim lab or clinical site or leaving before the time the faculty member excuses the class. Students are required to be present and on time for every scheduled class, simulation lab and clinical session. Tardiness is disruptive to the class, sim lab and clinical environments and will be considered an infraction of the absenteeism policy and the incivility policy (see HCC Student Handbook). If repeated tardiness occurs; the student will receive a Plan for Success.
References:	Current Nursing Student Handbook
Revision history:	10/19, 5/23, 5/24, 10/25, 02/11/2026

Essential Functions

If a student is injured, becomes ill, or encounters any situation that changes their ability to meet the nursing essential functions, the nursing faculty shall request health care provider verification of the student's continued ability to meet

the standards and the student's ability to return to and/or perform fully in class, simulation lab and clinical. Please refer to course documents for further information.

Campus Closures and Delay Openings

In the event of extreme and adverse weather conditions, the President of the College may cancel classes and will make that decision after consultation with the Superintendent of Buildings and Grounds, by 6 a.m. for day classes, and by 4 p.m. for evening classes. The following factors will be considered:

- Safety of commuters shall be paramount, therefore, road conditions in the entire service area will be reviewed.
- Forecast of weather conditions by public and private services.
- Other public and private agency closings.

Please refer to the [hcc.edu Public-Safety and Campus-Closures](http://hcc.edu/Public-Safety-and-Campus-Closures) website for the Campus Closures and Delayed Openings procedures.

Students may also call the HCC Hotline at (413) 552-2900, ext. 1418 for information about cancellation of classes due to bad weather. Please do not call the college switchboard for this information. Students who have not opted out of HCC's Emergency Notification System (Rave) will receive texts, email and/or phone calls alerting them when campus is closed. Note that cancellation of day classes and evening classes sometimes differs.

Delayed Opening

Because classes and simulation labs start at different times, the "delayed opening" notices that are run on the television will give a definite time (instead of saying "two (2) hour delay"). For those classes or simulation labs that start at the time of the delayed school opening or thereafter will be held as scheduled. Example: if HCC has delayed classes until 10 a.m. and you have a class starting at 10 a.m. and another at 11 a.m., both classes will meet as scheduled. Similarly, a class scheduled for 9-9:50 a.m. will not meet. Classes or simulation labs that have a starting time prior to the delayed school opening will begin at the time of school opening if there are 45 or more minutes remaining in the originally scheduled class period. Example: If HCC delays opening until 9 a.m., and you have a class from 8-9:15 a.m., you will not have that class. Similarly, if you have a simulation laboratory scheduled from 8 -11:00 a.m., you should plan on attending. Note: The closure or delayed opening of the Holyoke Public Schools does not translate to a closure or delayed opening of HCC. The radio or television station must announce "Holyoke Community College."

Clinical Cancellation

Clinicals will be canceled if the College cancels. If the college has a delayed opening students and faculty will report to their assigned area of practice at the posted delayed time.

Department of Nursing Transfer Policy

#7 Policy Title:	Transfer Policy and Transferability Policy
Purpose:	The purpose of this policy is to identify the requirements related to Transfer for students in the HCC Nursing Education programs.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.

ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	College Policy Committee, Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	Transfer Policy Holyoke Community College nursing programs accept transfer of credits in general education course requirements only. HCC does not accept transfer of program required courses (nursing or pharmacology) credits. The Student Records Office maintains student records, evaluates transcripts for transfer credit from other institutions, and certifies students for the completion of degree requirements. For further information please review the current HCC Student Handbook. Transferability Policy Acceptance of credits earned in the HCC Nursing Programs by other schools, colleges, or universities is done in accordance with the policies of the institution to which you are seeking a transfer. The Program makes no guarantee that some or all credits earned at HCC will be accepted in transfer.
References:	HCC Student Handbook
Revision History:	9/18, 8/19, 5/23, 10/25, 02/11/2026

Valor Act Policy:

#14 Policy Title:	Valor Act Policy: Advanced Placement or Transfer of Military Education, Training or Service for Military Health Care Occupation
Purpose:	The purpose of this policy is to establish a process by which prior military education, service and training is evaluated by the college as learning for prior credit in health careers.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	Applicants who have military health care education, training, or service will be eligible for advanced placement or transfer of previously completed course credit when admission criteria is met. Due to the variety of opportunities for military health care occupation, education, training, or service can vary, each applicant will be considered based on the following criteria:

	applicant must possess an active PN license at the time of application, and the applicant must maintain an unencumbered or unrestricted PN license that is in good standing throughout their LPN2RN program enrollment. Materials that will be required to determine advance placement or transfer will include but not be limited to: Transcripts; Course descriptions; Skills checklists; and/or Evaluations, verification of active LPN licensure.
References:	College Student Handbook, Nursing Student Handbook
Revision history:	9/18, 8/19, 5/23, 5/24, 5/25, 10/25, 02/26, 02/11/2026

Course Exemption to Graduation Requirements Procedure

#4 Policy Title:	Nursing Course Exemptions HCC Graduation Exceptions
Purpose:	The purpose of this policy is to identify the requirements related to Nursing course exemptions and College Graduation Exemptions for students in the HCC Nursing Education programs.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education Programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	The Department of Nursing does not allow for exemption to any program required nursing courses. A request for a general education course exemption must be accompanied by documents to support the request and submit it for approval to the Division Dean and the Vice President of Students and Academic Affairs. The exception is not granted until it has received full approval and has been filed in student records. The student will receive a copy of the form once processing is complete. The HCC Graduation Exception is referenced under the "Degree and Certificate Requirements" section of the online catalog (under the Glossary of Academic Policies, Procedures, and Terms). "Requirements for each Program and Option are established by the academic divisions of the college and approved by the faculty. All students should examine their Program and Option descriptions and course sequences carefully. Each course listed must be successfully completed. Some programs require more than the minimum 60 credits for the degree, and some programs set minimum grades to be achieved in specific courses. Only six semester hours or two non-Arts and Science courses can be taken as general electives in any A.A. Arts and Science option, unless otherwise specified. Students may be excused from any requirement only by the Vice President for Academic and Student Affairs and only for very compelling reasons, upon recommendation of the department chair and the division dean."
References:	HCC College Catalog, Nursing Student Handbook
Revision history:	10/19, 7/24, 5/25, 10/25, 02/11/2026

The Department of Nursing does not allow for exemption to any of the program required nursing courses. A request for a general education course exemption must be accompanied by documents to support the request and submit it for approval to the Department chair and the Division Dean. Students may be excused from any general education course requirement only by the Vice President for Academic and Student Affairs and only for very compelling reasons, upon recommendation of the department chair and the division dean. The exception is not granted until it has received full approval and has been filed in student records. The student will receive a copy of the form once processing is complete. The HCC Graduation Exception is referenced under the “Degree and Certificate Requirements” section of the online catalog (under the Glossary of Academic Policies, Procedures, and Terms).
Reviewed: Nursing dept. 05/22/2025

Grading Policy

Specific information regarding course grading can be found in each course syllabus. The course syllabus is presented to the student at the beginning of each semester and is posted in the college's learning management system (LMS).

HCC Grading System

Grade Explanation Numerical Score Grade Points

A work of superior and outstanding quality 93-100 4.00
 A- 90-92 3.65
 B+ 87-89 3.35
 B 80-82 2.65 work decidedly above average 83-86 3.00
 C+ 77-79 2.35
 C work of average quality 73-76 2.00
 C- 70-72 1.65
 D+ 67-69 1.35
 D work decidedly below average, but passing 63-66 1.0
 D- work decidedly below average, but passing 60-62 0.65
 F work not passing, no credit earned 0-59 0.00
 S Satisfactory 70-100
 U Unsatisfactory 0-69
 AU Audit
 I Incomplete (Follows college policy)
 WX Administratively withdrawn from class; never attended. Not calculated into the G.P.A.
 W Student withdrew from class. Not calculated into the G.P.A.

For more information on the HCC grading system and the Grade Point Average, consult the HCC College Catalog and HCC Student Handbook.

Grade Appeals

Please refer to the HCC Student Handbook for definitions and instructions regarding grade appeals.

Withdrawal Policy

#8 Policy Title:	Withdrawal Policy
Purpose:	The purpose of this policy is to establish a method for enrolled students to separate from the HCC nursing programs due to various reasons.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes.

	6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	Students are expected to initiate requests for withdrawal from a program required course (nursing or pharmacology) according to HCC's protocols located in the currently published HCC Student Handbook and College Catalog. 1. It is recommended that the nursing student meet with their department of nursing academic advisor prior to completing the withdrawal form. 2. Students are advised to refer to HCC College Withdrawal Policy and Federal regulations for financial aid. http://www.hcc.edu/tuition-and-aid/financial-aid/financial-aid-policies/withdrawal. 3. Students should be aware of the last day in the semester in which a withdrawal can be initiated. This date is posted in the academic calendar on the HCC website. 4. All students who withdraw from the nursing programs at any time and wish to return to the nursing program must comply with the admission and/or readmission policy as published and current at the time the student seeks to return.
References:	College Student Handbook and Catalog, Nursing Student Handbook
Revision History:	4/20/18, 10/9/19, 5/16/24, 10/25, 02/11/2026

Department of Nursing Progression Policy

#2 Policy Title:	Progression Policy
Purpose:	The purpose of this policy is to have established academic standards for passing at the end of each course and achievement of student learning outcomes to progress to program completion for students in the HCC Nursing Education programs.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.

Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	For a nursing student to remain in good standing and to remain enrolled in the Nursing program(s): 1) The student carries the responsibility for ensuring that all program required courses (nursing and pharmacology) and general education courses are completed and taken in required sequence. 2) Exam grades will be carried out at two (2) decimal points. 3) Rounding of points will occur only in the final course grade to determine numeric and letter grades. The final course grade is rounded based on the tenths place number. Example: 78.4 will be entered as a 78%, a 79.5 will be entered as an 80%. 4) Students admitted or readmitted to the HCC nursing programs require a minimum grade of C+ (77%) in all program required courses (nursing and pharmacology) and all program(s) required general education courses to progress and graduate from the HCC nursing programs. 5) Students must pass the Math for Medication Administration Competency Exam in each semester with a minimum score of 90% to progress in the nursing program(s). Each student will be allowed three (3) attempts to pass the exam. Students who do not pass the math competency exam on their first or second attempt will not be permitted to pass medications in clinical rotations until they have successfully passed the math exam. The student who does not pass this competency on the third attempt will be withdrawn from the course and the nursing program(s). The one-time readmission policy will apply. 6) All HCC nursing students must demonstrate achievement of the HCC end-of-program student learning outcomes at the expected level of achievement for program completion. A student will earn a grade of no greater than a "C" for the semester if they fail the clinical or simulation lab competency portion of a course and will not be permitted to progress in the nursing programs. 7) A student must meet attendance requirements of the nursing programs courses. 8) All students must meet the HCC financial obligations requirements. Students with a financial hold on their account will not be able to register for courses or progress in the nursing programs. 9) It is expected that every student in the HCC nursing programs will adhere to both the Holyoke Community College Code of Student Conduct, and the American Nurses' Association (ANA) Code of Ethics for Nurses or National Association of LPN Practice Standards (NALPN). 10) Students must provide specific health documentation as required by the Department of Public Health and remain in compliance throughout the nursing programs (refer to HCC's Health Requirements 101 for all nursing students). Students non-adherent to the immunization and health requirements are not eligible to progress in a nursing course and will be informed of their inability to progress in the nursing programs via verified email.
References:	Holyoke Community College Nursing Student Handbook
Revision History:	10/19, 5/23, 5/24, 10/25, 02/11/2026

Department of Nursing Exam Policies

The exam policy has been established to maintain the academic integrity of the student evaluation process.

Testing in the Department of Nursing prepares students in a similar testing environment to current licensure testing, which is a strategy for student success.

ATI Proctored Exams

Holyoke Community College Nursing programs utilize the ATI exams throughout the program. Through practice and proctored examinations, students are able to assess their own knowledge and receive feedback and direction for content review throughout the program of study. Standardized NCLEX style examinations are scheduled throughout the nursing program and taking these examinations is required for progression in the program.

Examsoft Policy for Electronic Testing

1. Major exams in the Department of Nursing will be administered using Examsoft testing software.
2. All exams must be downloaded during the designated period prior to the exam start time. It is in your best interest to arrive at the testing room 15 minutes early to ensure an on time start.
3. Students are required to bring an electronic laptop computer device with Examsoft/Exemplify software downloaded and prepared for all exams. Additional electronic devices are not permitted in the exam room.
4. The Department of nursing has a limited supply of laptops for testing needs, which can be used depending on availability.
5. It is recommended that all anti-virus software be turned off during the Exemplify exam period on the electronic testing device.
6. Students will be provided the exam password at the beginning of the exam period. Once the password is entered, the exam must be started within 3 minutes.
7. Once complete, exams must be uploaded **BEFORE** leaving the exam room. Students must show the faculty the green checkmark success screen before closing Exemplify. Attempts to take the exam before the scheduled exam period, or to continue after the exam period, (except approved accommodations) are prohibited. The department of nursing will follow the disciplinary actions outlined in the college Academic Dishonesty Policy.

Student Exam Conduct

Guidelines outlining expected student behaviors for exams are posted for student review prior to each exam.

4. Students using Examsoft: all exams must be downloaded prior to the exam as directed. (Please refer to the Examsoft policy).
5. When the exam is completed the student will upload the exam, and then quietly leave the room. Students will not be permitted back into the classroom until the examination time is complete. Students are required to leave the building after submitting their exam.
6. Seating will be at the faculty's discretion and may be assigned. Students are to sit in every other seat unless the seating arrangement does not allow this or as directed by the faculty proctoring the exam.
7. It is in your best interest to arrive at the testing room 15 minutes early to ensure an on time start. Students will not be permitted to enter the room after an exam begins.
8. Examsoft is the only screen that is allowed to be opened on the student's electronic laptop computer during the exam period. It is required that all other computer programs, screens or websites and email notifications need to be closed during the exam period. The same policy applies to all exams administered in the HCC LMS.
9. All bags and belongings are to be placed outside the testing room away from the testing environment. No other items are allowed on the desk including water bottles, mugs or blank paper. Head gear (hats, hoods and scarves) will be monitored, **No headphones, electronic eye glasses or ear buds are allowed.** Items such as phones or other electronic devices should be turned off and stored in belongings and not on your person.
10. During the exam, students must raise their hands to notify the proctoring faculty of their need to leave the room. If the students are allowed to leave the exam room, they are prohibited from accessing personal items until completion of the exam.

11. Students receive one sheet of scrap paper or whiteboard provided by the faculty/proctor. Scrap paper and whiteboard cannot be written on until the exam begins. Turn in scrap paper and whiteboard when exiting the exam room.
12. An HCC or exam software calculator will be provided during exam times.
13. Students are not permitted to talk or communicate with peers once the exam has started.
14. Students will not share exam passwords with other students outside of the exam room before, during or after an exam. A warning will be issued to students who share assignment or exam passwords
15. Questions during the exam will be answered only if it is a non-content related question. If you have a question during the exam, raise your hand and the faculty/proctor will come to you.
16. Students will not discuss exam items with other students.
17. Copying, photographing, use of proxy testing (online proctoring services), or saving of exam questions is forbidden.
18. In the event of an issue with the student's laptop device, the student should immediately raise their hand for assistance from the proctor.
19. There is NO retesting allowed. Students will not be allowed to take an examination more than once during the duration of the course.

Exams with Accommodations Policy

1. It is the responsibility of the student to share the HCC accommodations documentation with the Course Coordinator within the first week of class in September and/or January. As the Nursing Courses are a team-teaching model, accommodations will be shared with the team members, in order to ensure all accommodations are appropriately administered during semester and final exams.
2. It is the responsibility of the student with accommodations for exams to contact the Office for Students with Disabilities and Deaf Services (OSDDS) to set-up all exam dates, times and locations for the semester.
3. All exams with accommodations must be taken on the same date and beginning time as the scheduled course exam or competency.
4. In the event that new or updated accommodations become available, it is the responsibility of the student to share accommodations with the Course Coordinator. New or updated accommodations will need to be presented at least 48 hours as 2 business/school days prior to the exam, in order to ensure all accommodations are appropriately administered. For example, for Monday exams, notification of accommodations would need to be submitted no later than 4 PM Wednesday.
5. No retroactive accommodations for student testing.

Exam Review Policy

The purpose of the exam review is to provide students with a remedial educational opportunity to strengthen course content knowledge. There is not a review of the final exam as this exam is a comprehensive test for the course and would not serve a remediation function.

1. Any exam review must take place with a full-time course instructor.
2. The review of exams must be completed before the administration of the next course exam. Prior exams are not available for review.
3. Students are expected to practice academic honesty throughout the process.
4. Copying, photographing, and or saving of exam questions is not allowed during the review of an exam. Minimum note-taking is permissible only with faculty supervision.
5. All participants are expected to behave in a respectful manner throughout the process.
6. Students are encouraged to review exams for remediation. If a student requests more than one review of an exam, the student will need to contact the course team faculty.

Late for Exam Policy

Exams will begin promptly at the scheduled time. Once the exam begins, there will be no late entry permitted into the exam room. This will be considered a Missed Exam (refer to the Missed Exam Policy). This includes students taking exams at other locations.

Missed Exam and Competency Exam Policy and Procedure

All students are expected to be present and on time for course exams. Students will take the missed exam on the scheduled HCC college wide exam make-up day.

1. Per the Attendance Policy, if a student is late or unable to take a scheduled exam for any reason, they are required to inform their faculty member, the course coordinator and the Department of Nursing secretary, Melody Murphy at mmurphy@hcc.edu via Email, prior to the start of the activity. Failure to do so will result in a written Warning.
2. Students missing an exam will not seek information from other students that have completed the scheduled exam. Any student seeking information will be considered in violation of academic integrity.
3. Students will be permitted only one exam makeup per semester. If more than one exam is missed in a course it will result in a "0", which can affect the student's progression in the program.
4. No one will be allowed to take an exam or competency exam prior to the scheduled date.

Academic Policies and Procedures for Professional Conduct Standards

Standards for Assignments

APA format is expected for all written assignments unless otherwise directed by faculty. Please refer to an APA website for current standards and/or contact the writing center for assistance and guidance.

Assignments will follow the college Academic Integrity policy and if necessary will be reported to the Dean of Education, Health Careers, Culinary Arts and Human Services. Plagiarism or any other form of academic dishonesty puts you at risk of failing the Nursing Program(s). Please refer to the Academic Integrity Policy in the [HCC Student Handbook](#)

Student Rights and Grievances

#11 Policy Title:	Student Rights and Grievances Policy
Purpose:	The purpose of this policy is to provide students an opportunity to resolve academic and nonacademic conflicts within the department and if not resolved further means of receiving due process for a resolution for students in the HCC Nursing Education programs.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is

	provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	Please refer to the HCC Student Handbook for definitions and instructions regarding grade appeals and grievances. Student Rights and Grievances Before invoking the Student Grievance Procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student, the potential subject of a grievance, and the Department of Nursing to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Grievance Procedure be invoked. Throughout all phases of the Student Grievance Procedure, all reasonable efforts shall be made to maintain confidentiality (refer to the HCC Student Handbook). Please refer to the College Handbook for the following definitions: Complaint, Grievance, Grievant, Instructional Period, Responsible Party, Student Grievance Officer and Time. The Conflict Resolution Procedure The Student Grievance Procedure is available to all students to address alleged abridgment of the student's rights, as stated in the College's Student Handbook. The student Grievant or the Responding Party may consult, if they so choose, with the Student Grievance Officer at any time. The College's Student Grievance Officer is the Vice President of Academic and Student Affairs. The Student Grievance Procedure to address allegations of discrimination can be located in the College Handbook for more information on the College's Affirmative Action Grievance Procedure, which is contained in the College's Affirmative Action Plan. At any level of the Student Grievance Procedure, either party has the right to request mediation by contacting the Student Grievance Officer.
References:	College Student Handbook and Nursing Student Handbook
Revision History:	9/18, 8/19, 5/23, 5/24, 10/25, 02/11/2026

Dismissal Policy

A student is subject to the maximum sanction of dismissal from the nursing programs for any of the following substandard academic or professional performance infractions.

Students will be dismissed from the nursing programs if:

5. The student has failed or been dismissed from theory, simulation lab or clinical components of a program required course (nursing or pharmacology).
6. The student receives less than a C+ (77%) cumulative grade in any program required course.
7. The student receives a final grade of less than 90% after three (3) attempts on the Math for Medication Administration examination that is administered at the beginning of each semester.
8. The student receives two (2) warnings in any one course, or three (3) total warnings in the PN and ASN Nursing program.
9. The student does not successfully complete the nursing programs within two (2) admission attempts, regardless of program pathway.
10. The student is convicted of a felony while enrolled in the nursing programs.
11. The student is found to be in violation of the Nursing Student Handbook, Policies of Clinical Affiliates, or the ANA Code of Conduct.

12. The student has been banned from a clinical facility used by the HCC Nursing Programs, will be subject to the Code of Conduct Disciplinary Process will result in dismissal from the HCC nursing programs for academic failure and/or Code of Conduct violation.

Warning Policy for Class, Clinical and Simulation Laboratory

The following policy outlines the criteria for receiving a written Warning. The student will receive a written documentation of the reason(s) for a Warning.

1. A meeting will be held with the student, faculty member, course coordinator, and/or the chair of the Nursing Programs to administer the written Warning and discuss the student's plan of corrective action. The student will be expected to respond to the Warning in writing with the plan for corrective action within 1 week. A signed copy of the Warning documentation will be given to the student and a copy will be placed in the student's file as a permanent record that is located in the Department of Nursing office.
2. In the professional judgment of faculty, chairs or Director of Nursing, actions or decisions demonstrating unethical, inappropriate or unsafe behavior and/or actions or decisions that place self or patient in direct danger, as defined in any one of the following documents: the HCC student nursing handbook, the curriculum documentation, the clinical evaluation tool, Holyoke Community College Code of Student Conduct, HCC student handbook the, Massachusetts Board of Nursing, the Massachusetts public health department, the American Nurses' Association (ANA) Code of Ethics for Nurses, the National Association of LPN Practice Standards (NALPN), and the clinical practice sites policies, is grounds for a class, clinical or simulation lab warning.
3. If the action (i.e. patient safety, abandonment, performing an unauthorized intervention or treatment, administering medications without the clinical instructor, etc.) is deemed to be severe (i.e. the patient is put in jeopardy), the student will earn a written Warning and be referred to the Director of Nursing and Acting Associate Dean, and Dean of HECH for further evaluation. If a code of conduct violation occurs the HCC Director of Community Standards and Student Affairs will be notified. Immediate action will be taken as warranted by the Dean of HECH and/or the Assistant Vice President of Students and Academic Affairs. All warnings are a permanent part of student files and will remain for the duration of enrollment in the Nursing programs.

Clinical and Simulation Laboratory Setting Policies and Procedures

HIPAA Policy

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is federal legislation for the protection and confidentiality of health information.

1. All nursing students are required to complete the HIPAA training on Centralized Clinical Placement (www.mcnplacement.org/orientation) online orientation program.
2. Clinical facilities may require site-specific HIPAA training in addition to the HCC Nursing Programs training. Students must comply with this training as well.
3. Students are required to sign the HCC and Simulation suites confidentiality agreement. (Will be provided by faculty)

Simulation Lab and Clinical Remediation

Simulation Laboratory Skills Competencies and Remediation

10. A student not passing a skills competency evaluation will meet with the assigned sim lab instructor to develop a simulation lab remediation plan. The student is required to practice the skill prior to a second or third competency attempt for a passing grade (refer to course syllabus and the course simulation lab manual).
11. The grading rubric with the remediation evaluation will be placed in the permanent student file.

12. Students will be held accountable for maintaining corrective actions in Simulation Laboratory skills and simulation clinical throughout the nursing programs.

Clinical Remediation Procedure

Students will be held accountable for maintaining corrective actions in clinical situations throughout their nursing program(s).

2. A student receiving a weekly evaluation of **needs improvement (NI) or unsatisfactory (U)** on their Clinical Evaluation Tool (CET) will receive an email from the clinical instructor notifying them of the evaluation.
3. A “plan for success” will be documented on the student’s CET and communicated to the teaching team.
4. A “plan for success” is student driven, faculty monitored and must be completed by the agreed upon date for the student to progress in the course and to progress to the next level.
5. The clinical instructor will communicate with the student to discuss the evaluation.
6. The “plan for success” (listed on the CET) and written warning(s) will remain in the student’s file and reviewed by all faculty until the completion of the nursing programs.
7. The **needs improvement (NI) or unsatisfactory (U) behavior** must be resolved by the date determined by the clinical instructor and student. If the “plan for success” is not resolved by the established date, the student will receive a written warning leading to possible failure of the course.

Dress Code Policy

Simulation Laboratory and Clinical Attire

The HCC student nurse is a representative of the College. The designated uniform worn by the student nurse is a symbol of the College. The uniform is part of what the public perceives as the compassionate, competent, knowledgeable caregiver.

1. The nursing uniform consists of assigned attire and a name pin.
 - a. Nursing students’ uniform consists of specified black scrub pants, a green scrub top with an embroidered HCC Nursing Logo on it, and a specified scrub warm-up or fleece jacket also embroidered with the HCC nursing Logo, purchased at the Scrub Wearhouse in Holyoke, MA or on their website.
 - b. The name pin, ordered and purchased from the Scrub Wearhouse in Holyoke, MA.
2. The assigned HCC uniform will be worn in the patient care areas, unless otherwise specified.
3. Uniform pants should be ankle length. If a skirt is worn it must be no shorter than knee length.
4. Clothes should fit properly, displaying a professional persona. Uniforms should fit so that when the student bends forward, the bottom hem of the top covers the pants waistband in the back.
5. The uniform must be laundered between clinical visits and be wrinkle-free.
6. Solid white or black professional shoes/sneakers and unadorned leather shoes are required.
7. For safety reasons, open back or toe shoes are **not** acceptable. Nursing shoes should be clean.
8. No visual advertisements or company logos can be present on clinical attire.
9. HCC student identification must be visible and worn on the left chest of the uniform. If a name pin is lost, the student must inform the clinical instructor immediately and a temporary acceptable badge/identification will be worn.
10. If an identification badge is provided by the clinical agency, this badge is worn in addition to the student’s HCC name badge.
11. Cosmetics are compliant with clinical site policies.
12. No cologne, after-shave, scented lotions, and/or perfumes are permitted.
13. Students must maintain personal hygiene, including oral care. Students must be free of offensive body odor and/or cigarette odor.
14. Wrist or lapel watch with second hand or digital watch marking seconds and a stethoscope is required.
15. Gum chewing, food or drinking beverages is not allowed in all simulation laboratory and clinical settings.

16. Fingernails should be cut short and be well manicured. Only clean non-chipped nail polish can be worn. Artificial nails and overlays are prohibited.
17. All student tattoos, jewelry, and visible piercings should follow clinical agency protocols.
18. Hair must be clean and styled in a manner which does not obstruct the visual field or allow contamination of clean or sterile areas.
19. HCC is a "Smoke Free" "Drug Free" college. Smoking or vaping is not permitted on campus and at the Center for Health Education (CHE) and Simulation. Smoking is prohibited while wearing the HCC uniform, this includes during any clinical, simulation lab experience or activity representing the college.
20. For mental health and community clinical, business casual attire is required, unless stated differently by the clinical instructor.
21. Students should **not** wear their HCC uniform outside of HCC activities.
22. Students who do not comply with the uniform policy will not be allowed in the clinical setting and are subject to a Plan for Success and/or Warning.

Health/ Illness/ Injury Policy

Any health, illness, or injury incident that occurs to a student in any teaching environment within the college or its affiliated clinical agencies must be documented and reported by the faculty member and student. All students must provide the college with emergency contact numbers during orientation, in case they require transportation from the college or clinical facility. It is the responsibility of the student to ensure a safe transportation alternative.

HCC is committed to maintaining a safe, healthy and productive environment. This policy informs faculty, staff and students of the steps to follow to insure the immediate care of the student in the event of a health incident.

On Campus Procedure:

7. If the incident is an emergency, call 911.
8. If the incident is not an emergency, call HCC Security at campus security at 413-552-2211.
9. Notify the Dean of Health Sciences at 413-552-2288 or Director of Nursing at 413-552-2147 and report the location and nature of the incident as well as the faculty, staff, or student's name.
10. If necessary, the student's emergency contact will be notified by the Office of the Dean of Health, Education, Culinary Arts and Human Services (HECH).
11. The student will be referred to the student's healthcare provider of choice. The student is responsible for all healthcare costs incurred in the treatment of said injury, including both immediate care and any necessary followup care. The College is not financially responsible for any costs incurred by the student.
12. The faculty or staff member and student will complete the Department of Nursing Health Incident Report Form within one business day (see Appendix). This form includes a clear statement of the incident that occurred, who was involved, action that was taken, and any plans for followup. The description should be factual in nature and free of interpretation and impressions. If a student is unavailable to sign the Department of Nursing Health Incident Form within one business day, the Nursing faculty member should indicate this on the form and obtain the student's signature as soon as possible. The form must be submitted to the Office of the Dean of HECH.
13. If warranted the student must provide documentation from a healthcare provider stating that they can return to clinical without restrictions.

Off Campus Procedure:

1. If the incident is in a clinical facility, the policies and procedures set forth by that site must be followed. Neither the faculty nor HCC is responsible for the cost of any treatment involved in the student's care.
2. The faculty member will notify the Dean of HECH or Director of Nursing as appropriate and report the location and nature of the incident as well as the student's name and contact information.
3. If necessary, the student's emergency contact will be notified by the Office of the Dean of HECH.
4. The student will receive appropriate and any necessary care at an acute facility emergency department, employee health office or the student's healthcare provider of choice. The student is responsible for all

healthcare costs incurred in the treatment of said injury, both immediate care and any necessary followup care. The College is not financially responsible for any costs incurred by the student

5. The faculty or staff member and student will complete the Department of Nursing Health Incident Report Form within one business day (see Appendix). This form includes a clear statement of the incident that occurred, who was involved, action that was taken, and any plans for followup. The description should be factual in nature and free of interpretation and impressions. If a student is unavailable to sign the Department of Nursing Health Incident Form within one business day, the Nursing faculty member should indicate this on the form and obtain the student's signature as soon as possible. The form must be submitted to the Office of the Dean of HECH. If warranted the student must provide documentation from a healthcare provider stating that they are fit for duty and can return to clinical with or without reasonable accommodations.

Latex Allergy Management Policy

Students are advised that products used in healthcare may contain latex. The HCC Department of Nursing is not equipped to provide a latex-free environment on campus, or in clinical placement sites. It is necessary for the student to be aware of their environment and possible risk of exposure.

Communicable Diseases Policy

HCC Nursing Students, as healthcare workers, are exposed to communicable diseases as part of their clinical or simulation laboratory experiences in their course work above and beyond exposure experienced by students enrolled in non-health related courses. These policies are intended to prevent the spread of communicable diseases to and from students and patients through education and practice.

Management of Exposure to Blood and Other infectious Body Fluids Policy

Please see and follow previous Incident Policy Procedure

If any HCC Nursing student has a parenteral (e.g., needle stick or cut), mucous membrane (e.g., splash to the eye or mouth) exposure to blood or other body fluids, has a cutaneous exposure involving large amounts of blood or prolonged contact with blood, the incident should be immediately reported to the faculty. Follow-up according to facility and CDC recommendations should be followed. A blood specimen should be drawn from the individual exposed and tested (student's financial responsibility). If possible, blood testing of the source of contact should be done as well. Pretest counseling of the student and contact should be provided, as well as any necessary post-test counseling or referral. In situations where the source refuses testing or consent cannot be obtained, the exposure should be handled as if the source tested positive for HBSAg, HCV, and HIV Antibody. Refer to CDC protocol for post exposure follow-up: <http://www.cdc.gov/niosh/topics/healthcare/>

Insurance

The purchase of any post-exposure treatments or vaccines will be the financial responsibility of the individual student. The student will be withdrawn from the nursing programs if they fail to meet any one of the following measures:

- All students must be covered by some form of health insurance either through their family health plan and/or purchasing accident insurance Plan A or health insurance Plan B through the College at a minimal cost.
- This insurance (Plan A or B) will cover the student for any injuries sustained in traveling to or from the College as well as when attending any college-related activity either on or off campus, and includes clinical education experience.
- Each student must also hold liability insurance. This is offered as a group policy (at a group rate) throughout the students' enrollment in the nursing programs.

Nursing Essential Functional Abilities

Nursing is a practice discipline, with physical, communicative, cognitive, sensory, affective, behavioral, social and psychomotor performance requirements. The functional eligibility requirements for participation in the nursing programs are essential for the delivery of optimal and safe patient care and are consistent with the Massachusetts 244 CMR 3.0 Regulations.

These essential functional abilities must be performed with or without reasonable accommodations throughout enrollment in the nursing programs. After review of the Essential Functional Abilities for Nursing Practice please refer to the colleges Disability and Title IX Policies for further information.

The Essential Functional Abilities for Nursing Practice is provided for the student to assess their own capabilities and to obtain documentation of a fit-for-duty physical exam that verifies one's ability to perform the essential functions of a nurse with or without reasonable accommodations.

Students applying and enrolled in the nursing programs, with or without reasonable accommodations, must be able to:

- Demonstrate the ability to perform essential functions for a maximum of a 12-hour shift;
- Demonstrate the ability to protect a patient when the patient is standing and ambulating on all surfaces with or without the use of assistive devices, including canes, crutches and walkers;
- Demonstrate the ability to safely move a patient over 100 pounds from one surface to another using the appropriate level of help;
- Demonstrate safe body mechanics in the process of all patient treatments, including lifting and carrying small equipment (under 50 pounds) and moving large equipment (over 50 pounds);
- Demonstrate the ability to manipulate dials on equipment;
- Demonstrate the ability to coordinate simultaneous motions;
- Demonstrate the ability to perform occasional overhead extension;
- Demonstrate the ability to hear blood pressure, heart and lung sounds with or without corrective devices;
- Demonstrate the ability to palpate soft tissue including pulse, muscle and bones;
- Demonstrate the ability to perform nursing interventions: sterile procedures, dressing changes and when necessary follow infection control procedures, administer medications (including dosage calculations);
- Display adaptability to change;
- Establish effective relationships with others;
- Communicate effectively, safely and efficiently in English by:
 - Explaining procedures;
 - Receiving information from others;
 - Receiving information from written documents;
 - Exhibiting appropriate interpersonal skill (refer to ANA Code for Nurses);
 - Analyzing and documenting assessment findings and interventions;
- Distinguish color changes; and
- Detect an unsafe environment and carry out appropriate emergency procedures including:
 - Detecting subtle environmental changes and odors including but not limited to the smell of burning electrical equipment, smoke and spills;
 - Detects high and low frequency sounds, including but not limited to alarms, bells and emergency signals.

Nursing students must continue to meet these essential functions throughout their academic program. If a student is injured, becomes ill, or encounters any situation that changes their ability to meet the essential functions, they are instructed to immediately notify their faculty member or program chair and follow up with the Office of Students with Disabilities and Deaf Services (OSDDS) or Title IX Coordinator as appropriate. To continue in the program a certification of an up to date fit-for-duty physical exam is required that verifies the individual meets the essential functional abilities with or without reasonable accommodations.

C. Code of Student Conduct

Academic Integrity Policy

#12 Policy Title:	Academic Integrity Policy
Purpose:	The purpose of this policy is to promote an environment of intellectual honesty, professionalism, trust and integrity for students in the HCC Nursing Education programs.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	Academic Integrity Policy Holyoke Community College (HCC) is committed to academic integrity—the honest, authentic and independent pursuit of knowledge. As members of the academic community, students are expected to be responsible for all of their own academic work without dishonesty or deception; joint work is legitimate only when assigned or approved by the instructor. HCC faculty members will take reasonable precautions to eliminate opportunities for academic dishonesty. Please refer to the most current HCC Student Handbook for the full HCC Academic Integrity Policy. Nursing students are expected to be responsible for all their own academic work without dishonesty or deception. HCC nursing faculty members will take reasonable precautions to eliminate opportunities for academic dishonesty.
References:	College Student Handbook, Nursing Student Handbook
Revision History:	9/18, 8/19, 5/23, 5/24, 10/25, 02/11/2026

Confidentiality/Privacy Policy

As a human service professional, the nurse must be sensitive to the value of human dignity. This value is manifested in behaviors which demonstrate sensitivity to the well-being of others and honesty in all endeavors. Specific behaviors

which support these values include: maintenance of confidentiality, honesty concerning personal, academic and patient care information, and the demonstration of respect for the psychological and mental health welfare of others.

Students enrolled in the HCC Nursing program are ambassadors for the College and for the profession of nursing, and as such must demonstrate behaviors consistent with this tenet in all areas of the professional program.

Professional behavior expected of students include:

1. Ethical/Civil conduct.
2. Integrity and honesty.
3. Respect for oneself, others and the right of privacy.
4. Appearance and communication consistent with a clinical professional.
5. Non-judgmental behavior in interpersonal relationships with peers, superiors, patients, and their families.
6. Punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty in regards to tests/assignments.

The student must agree to keep all information strictly confidential. In addition, the student must agree to treat all patient information that is observed, as a result of clinical experiences, lectures, and conferences, with the same confidentiality. The student must agree to not disclose such information to anyone other than those involved in the person's care. A breach of confidentiality will result in dismissal from the Nursing Program. The Federal Educational Rights and Privacy Act (FERPA) provides the basis for the protection of the student record.

Social Media and Email Policies

Cell Phone and Electronic Devices Policy

1. Students are not allowed to have or use cell phones or unpermitted electronic devices (iPads, smartwatches, recording pens/devices, electronic glasses, proxy testing services, advanced tech gadgets etc.) during examinations or exam reviews. If a cell phone or other electronic device is discovered during an examination, the exam grade will be an automatic zero (0). Students must leave all electronic devices in a secure location located outside of the testing area next to the examination room.
2. Cell phones and smartwatches must be on "silent" mode and texting is not permitted during the classroom, simulation laboratory and/or clinical experience. The use of cell phones and smartwatches are restricted to educational purposes according to your facility policy.
3. No personal phone conversations or texting are allowed at any time while with a patient, in patient care areas, or in the classroom or sim lab.
4. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
5. Electronic devices such as laptops or tablets are allowed in class for exams, note taking, or activities related to the theory class or simulation laboratory experience only.

Social Media Policy

Cell Phone and Electronic Devices Policy

1. Students are not allowed to use cell phones or permitted electronic devices (iPads, tablets, recording pens/devices, etc.) during examinations or exam reviews. If a cell phone or other electronic device is used during an examination, the exam grade will be an automatic zero (0). The student will be directed to the Assistant Vice President of Students and Academic Affairs if this grade will result in a student's dismissal from the program.
2. Cell phones must be on "silent" mode and texting is not permitted during the classroom, simulation laboratory and/or clinical experience. The use of cell phones is restricted to emergencies only.
3. No personal phone conversations or texting are allowed at any time while with a patient, in patient care areas, or in the classroom or sim lab.

4. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
5. Electronic devices such as laptops or tablets are allowed in class for exams, note taking, or activities related to the class or simulation laboratory experience only.

Social Media Policy

As stated in the HCC Student Handbook, “Holyoke Community College reserves all rights to social media accounts, sites and applications bearing the college name and/or marks. This includes exams, assignments, discussion boards, resources, photo, audio and video sharing sites; blogging and microblogging platforms; wikis and social networking applications/sites including but not limited to: Facebook, Google+, Twitter, YouTube, TikTok, Vimeo, Flickr, Picasa, LinkedIn, Four-square, Pinterest, WordPress, Quizlet, AI and Tumblr, and all AI products.

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Remember that all content contributed on all platforms becomes immediately searchable and immediately shared. Protect confidential information. Be thoughtful about what you publish. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. Do not post any information about the HCC faculty, staff, your clinical rotations or patients in any online forum or webpage. Violating any identifying information and this policy will put the student at risk for being dismissed from the program.

The HCC nursing student will NOT:

- Share any photos of themselves, faculty, professional staff, their patient(s) or the clinical facility.
- Identify themselves as to be at or “checked in” at a clinical facility.
- Share or post ANY information about their experience at the clinical facility i.e., stating, “I saw your mom at the hospital today” or “I took care of a patient who had...”
- Engage in social media (to include emails & texting) during clinical, lab, lecture and/or exams. Students are permitted to engage in social media during identified breaks and prior obtained permission.
- The policy regarding academic honesty, integrity and confidentiality apply to all forms of communication. Please refer to

Email Communication Program Policy

All HCC Nursing Students must establish and maintain a Holyoke Community College email account. This account is free of charge and is active as long as a student remains enrolled at the College. The College assigned student email account is the official means of communication with all students enrolled at Holyoke Community College. No other email accounts are permissible to be used as a means of communication with faculty or staff. This policy is enforced to protect faculty, staff, and student privacy.

If the College receives an email from an account other than that assigned, the faculty and staff have been advised to request the information from the student’s Holyoke Community College email account. Students are expected to read their email on a daily basis to ensure that they are aware of information circulated by the College and the Nursing Programs. Changes in policy and procedures, reminders of important dates, and announcements about financial aid are all transmitted via HCC email. Students should not forward HCC emails to another email address due to problems with attachments. In addition to the college email, students are also expected to check the course’s Canvas site daily.

2026-2027 Department of Nursing Technology Requirements

#15 Policy Title:	2026-2027 Department of Nursing Technology Requirements
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Purpose:	The purpose of this policy is to establish This policy defines the minimum technology standards so students can fully participate in: Classroom instruction, Simulation lab activities, Clinical-related coursework, Online testing (including ExamSoft/Examplify), Learning management systems (Canvas), and Program-required software and digital resources. Because nursing education relies heavily on simulation, secure testing platforms, and electronic coursework, students must have reliable, compatible devices.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	PN, ASN, 1+1, and LPN2RN program enrolled students
Definitions:	Students are required to carry a portable technology device to use during the nursing programs, including during class, simulation lab, and some clinical time. HCC takes no responsibility for student's electronic devices, including but not limited to, technology, hardware, and software, etc. Wireless access is provided for program relevant content on the internet. All students are given an HCC Gmail account with full access to Google Drive and other relevant Google Apps as well as Microsoft Office 365. Students will also rely heavily on Canvas, the HCC's online learning platform, for classwork, simulation-based education, assignments, and online computer tests. Students are expected to be prepared for class, and ensure their own technology is ready for use by following these guidelines: ● The battery should be fully charged before all theory classes and simulation labs and have enough life to last the day. There are no charging stations in the Center for Health Education (CHE). Your computer device should always be in good working order. ● All computer users should take care in what is installed and stored on your computer during the nursing program to avoid running out of storage or otherwise negatively impacting performance. ● This computer device should meet the requirements for memory and drive space below to run required applications: ○ Memory: 16 GB of RAM or higher ○ Processor: Intel Core i5 13 Gen or higher (Ultra 5 recommended) or Apple M2 or M3 or M4 ○ Storage: 512GB SSD or higher ○ Operating System: 64-bit, updated / patched version of Windows 11 or macOS 15 (Sequoia, recommended), or macOS 14 (Sonoma) ○ Webcam: Integrated camera or external USB camera supported by your operating system. Virtual cameras are not supported. ○ Microphone (no headphones, no virtual mics) ● Device should be current with: ○ Supported and most up- to-date operating system

	○ Software patches and updates ○ Antivirus software 5. Chromebooks, Android, Linux and Touch Screens are not recommended. Exam taking SPECIAL NOTE: Exemplify by ExamSoft® is the program used for major exams in the nursing program. EXAMPLIFY by ExamSoft: ○ works with most modern computers, both Mac and Windows operating systems. ○ will not run on Chromebooks, Android, or Linux operating systems. ○ does not support touchscreen input devices on Mac or Windows laptops. ○ click here, (https://examsoft.com/resources/exemplify-minimum-system-requirements/) for Exemplify requirements. Training It is the student's responsibility to know how to operate the technology without assistance from HCC Faculty and Staff, including the HCC Help Desk. There will be no training provided on the technology. HCC has compiled the following list of recommended equipment and software as of April 2025. This is not to say there is no other technology available that will work, or that the college endorses any of these products. Technology changes rapidly and products are replaced by manufacturers on a regular basis. Students should be looking for business class computers that are no more than 2 years old, in good working order, running a supported operating system, and protected with up-to-date anti-virus software. It is also highly recommended that students purchase a manufacturer's protection plan to support their computer during their enrollment in the nursing programs. If students do not already own a portable technology that is two (2) years old or less and meet the requirements above, the following devices are highly recommended, have been tested and are in no order. Lenovo IdeaPad/ThinkBook Laptop - Approximate Cost - \$1160 - \$1300 ○ Intel Core 5 (Ultra 7 Recommended) ○ 16GB RAM ○ 512GB SSD drive ○ 13" or 14" Screen ○ Intel Iris Graphics 1920x1080 minimum resolution ○ Windows 11 Pro ○ Lenovo Extended Service Agreement - 3 years Apple MacBook Air - Approximate Cost - \$1,300 - \$1,500 ○ 13-inch or 15-inch Retina Display with True Tone ○ Apple M4 chip with 10-core CPU ○ 16GB RAM ○ 512GB SSD drive ○ macOS Sequoia ○ Backlit Keyboard (English) / User's Guide (English) ○ AppleCare Protection Plan - 3 years
References:	Nursing Student Handbook
Revision history:	Updated April 2025 HCC Information Technology Team, revised 02/24/2026

Student Conduct and Code of Ethics

HCC Student Code of Conduct

Holyoke 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 come with 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 content of the current HCC Student Code of Conduct Policy and Procedures as published. Students are responsible for abiding by HCC's governing policies and are expected to observe standards of conduct set forth by the College.

Application of the Code of Conduct

The HCC Code of Conduct shall be used to address student disciplinary offenses as referenced in the college 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. The HCC Code of Conduct policy applies to all on and off-campus student educational experiences utilized for direct or indirect patient care clinical practice. Each student shall be responsible for their own 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.

It is expected that every student in the HCC PN and ASN program will adhere to the HCC Student Code of Conduct Policies and Procedures. Students are responsible for integrating and understanding the HCC Student Code of Conduct and following current published specific behaviors outlined in the HCC Student Handbook.

- Disciplinary Offenses
- Discipline for Disruptive Conduct
- Discipline for Academic Dishonesty
- Code of Conduct Disciplinary Process

American Nurses' Association (ANA) Code of Ethics for Nurses

It is expected that every student in the HCC ASN Program will adhere to the American Nurses' Association (ANA) Code of Ethics for Nurses. Every student in the HCC PN Program will adhere to the National Association LPN Practice Standards. The [ANA statement of the Code](#), and the [NALPN Code for LPN](#) provides guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

IV. General Information

B. Faculty Class Advising

Faculty Class Advisor Purpose

Faculty Class Advisors serve to enhance communication and support decision making between students, department of nursing members and administration. Faculty Class Advisors are selected on a rotating basis from the department and will serve the PN class for three (3) semesters and the ASN class for a two (2) year period. The faculty class advisors will

work as a liaison to the program chairs with the elected class officers designated as the student representatives for scheduled discussions, department of nursing and/or team meetings, and the annual Nursing Advisory Board meeting. In addition, the Faculty Class advisors will be responsible for preparation of the traditional class pinning ceremony.

The Program Chairs and Faculty Class Advisor Responsibilities

The faculty class advisor will:

7. Meet with the student representatives at least once per semester to discuss policies, planning, budgets, and issues of mutual concern brought forward by the student representatives, the Director, nursing chairs and/or the nursing faculty or staff.
8. The chair or faculty class advisor of the nursing program will inform the student representatives of any appropriate topics from the department that will be discussed regarding policies, planning, and student issues at least one week in advance of a formal discussion or meeting except under very unusual circumstances. Student representatives will be provided adequate time to discuss and consider a policy or issue with all members of their class.
9. Provide the department of nursing members with constructive input and decisions from students.
10. Serve as a student liaison to the Director of Nursing, Chairpersons, faculty and staff of the nursing program regarding student concerns.
11. Present accurate information to the students and department of nursing members.
12. Provide guidance with planned on-campus student activities.
13. Be responsible for the preparation of the traditional class pinning ceremony.
14. Attend as the master of ceremonies at the class pinning ceremony.

B. Nursing Student Evaluation Policy

The College and Department of Nursing gathers information from student program and course surveys and conducts focused surveys on a regular or periodic basis from all current and graduate nursing students. In addition to student attendance at course and department meetings, students have opportunities for input into program(s) decisions through student surveys. The student surveys are a large resource for generating ideas to maintain the currency and rigor of the nursing program and its curriculum. The student survey outcomes provide survey data and analyses to inform and support evidence-based practice, decision making, benchmarking, and strategic planning. An assessment driven analysis has been created in the Programs and is integrated throughout the faculty methods of teaching, the development of policies and the curriculum.

Students are **required** to complete all College surveys scheduled by the college and the Nursing Department surveys prior to entry into their final exam each semester and at the end of their Program and during the last day of simulation lab and clinical each semester. This includes faculty, course and clinical site, resource and program evaluations. All evaluations are anonymous. Data collected from the student evaluations are considered when the Department of Nursing re-evaluates the course and program for maintaining, developing or revising curriculum, resources and policies.

The College and Department of Nursing student survey tools are:

1. Faculty Evaluation - The college will, according to the Massachusetts Community College Council (MCCC) contract, facilitate student evaluation of faculty teaching in the classroom, simulation labs and clinical
2. Student End-of Course Surveys (SEoCS)
3. Student Clinical Surveys (SCS) - At the end of each clinical rotation, nursing students will complete a clinical agency evaluation tool. Criteria used on the evaluation tool are developed from the program goals (outcomes), course clinical student learning outcomes, EPSLO and student evaluation tools. Data collected from the student evaluations are considered when the faculty re-evaluates the clinical site for future use.
4. Student End-of-Program Surveys (SEoPS)

HCC Graduation Surveys

Students will also have the opportunity to complete an employment survey within one year after graduation. The HCC Institutional Research Department will send out a questionnaire to students via email, navigate and telephone communication 9-12 months after graduation. Information gained will assist in compiling statistics for college grants and accrediting bodies for the Nursing Program development, maintenance, and revision.

C. Nursing Student Records Policy

Nursing program records for each student are kept in the nursing office. The student record includes, but is not limited to demographic, contact information, Clinical Evaluation Tool (CET), remediation plans for success if needed, written warnings, required Centralized Clinical Placement (CCP) documentation, and Nursing license data (if applicable), additional required documents are located in the students Castle Branch records. The student is responsible for providing the HCC Student Admission office, Office of Student Records, Castle Branch and Registrar's Office with other required information. The Admissions Office maintains the applications, official transcripts of work completed at all other colleges and universities attended, acceptance RSVPs, and correspondences. The Registrar's Office maintains the students' official transcript and academic record. The Office of Student Records will maintain health records for all students attending HCC. HCC has adopted the use of Castle Branch for storage of specific nursing student records. Castle Branch is a health compliance database service that maintains and stores nursing student records. The retainment and maintenance of All Department of Nursing student records follows the current published Massachusetts statewide records policy.

D. Support Services on Campus

College Support Services

Please refer to the Holyoke Community College Student Handbook for support services available to all students.

Nursing Student Support Services

The HCC nursing program, in addition to the college support service, offers a variety of support services to nursing students. The following table outlines some of the nursing student support services:

10. Faculty Student Advising
11. Faculty Group and Individual Exam Reviews
12. Faculty Concept Reviews
13. Open Simulation Laboratory
14. Nursing Resource Coordinator: study skills, test taking strategies, career placement, organization, and time management (at scheduled times).
15. Various Nursing Student Events, may include:
 - a. Nursing Student Acceptance Day
 - b. Acceptance Next Steps
 - c. Strategies and Techniques for Success (STATS)
 - d. Resource Fair
 - e. Student Panels
 - f. College Fairs

Mental Health Counseling Support

- Routine care/CHD Counseling Center: Walk-in Frost 232
413-552-2626 (landline), Email: hccreferral@chd.org

- Campus CARE Team student at risk team: [The CARE team](#)
- CHD Gateway Community Behavioral Health Center: Crisis 24/7: 833-243-8255

Accessibility Accommodations

Use this link for a full overview of HCC Disability and Deaf Services ([OSDDS](#)). HCC is committed to full inclusion of all students. Students with a documented disability should contact the Office for Students with Disabilities and Deaf Services (OSDDS) at Email: osd@hcc.edu or call either 413-552-2417 or 413-650-5502 (Video Phone for Deaf/Hard-of-Hearing students) to request an intake appointment and discuss accommodations. Collaboration between students, OSDDS, and instructors is essential for timely accommodations. Students are urged to provide their accommodation agreement to instructors in the first week of the term or immediately after the approved accommodation from OSDDS.

The Students with a documented disability must be able to meet the essential eligibility requirements for licensure as a Licensed Practical Nurse or Registered Nurse in 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 passing grade on the National Council Licensure Examination (NCLEX ®). Please refer to The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1990 and Holyoke Community College Student Handbook for further information.

E. Students, Organization, and Association

Nursing Student Representatives Purpose

Student representative(s) serve to enhance communication and participation in decision-making opportunities among all nursing students in each class, department of nursing members, and administration. A class is a group of students that have a shared anticipated date of graduation for each nursing program. The student representatives are designated to have a voice at the department of nursing formal discussions, scheduled meetings and the annual Nursing Advisory Board meetings. A schedule of planned meetings will be communicated to the student representatives each semester.

Criteria for Student Representation

Each nursing class will be asked to designate (by asking for volunteers) at least two (2) students as their class representatives to attend the scheduled discussions, department of nursing and/or team meetings, where they will collaborate and communicate information between students, members of the department, and administration.

The representative(s) will:

1. Demonstrate an interest and willingness to participate in nursing curriculum activities, policy development and decision-making.
2. Accept personal responsibility for attending formal discussions and scheduled department of nursing meetings. Will contact the alternate if they are unable to attend.
3. Provide faculty class advisors with constructive input and participate in decision making reflecting student views and values.
4. Serve as a liaison to members of the department of nursing and administration addressing student views and values.
5. Demonstrate a positive professional manner and attitude inside and outside the college.
6. Present accurate information to the students, members of the department of nursing, administration and may participate in Program Pinning recommendations and planning.

Student Governance

HCC nursing students are afforded many formal and informal opportunities to have a voice in college governance. Nursing students have opportunities to participate in college wide committees, organizations and clubs. The Student Affairs division provides services that contribute to the student's academic success and personal growth. The HCC Student Senate works with students, faculty, and administration to promote the interests of the student body, address student issues and concerns, oversee college cultural, social and recreational events. Please refer to the current HCC Student Handbook: Student Affairs, Student Government, and Clubs and Student Activities for further opportunities available at the time of publication of this handbook.

The HCC nursing program provides opportunities for student input into policy, planning, and budgeting recommendations. The department of nursing values student participation and involvement. Nursing student representatives are a part of the student governance process through formal discussions at course team meetings that are regularly scheduled throughout the academic year. The class representatives are consulted and asked to review policies and issues related to the program of nursing and to bring their ideas forward for consideration prior to changes being implemented.

Nursing Students Exchange of Views at Formal Discussions and Meetings

Formal discussions and meetings provide a mechanism for student communication, collaboration, consultation and reviews. The Faculty Class Advisor shall meet regularly with student representatives appointed by the class and present findings at the department meetings.

E. Scholarship/Awards

All students attending Holyoke Community College have the opportunity to apply for the Foundation Scholarships and the HCC Scholarships every year. The Holyoke Community College Foundation offers over 100 endowed scholarships. Typical scholarships cover \$500-\$2000 of educational costs for an academic year. For further information and the application please refer to www.hccscholarships.org or visit the scholarship office. Students will complete one application for both the Foundation Scholarship and the HCC Scholarships.

Awards Information

Nursing students have the opportunity to strive for several nursing awards upon completion of their nursing program. These awards are presented during the annual HCC Honors and Awards Ceremony.

Practical Nurse Certificate Awards

1. The Claire Gingras Doherty Award: This award in Nursing is donated in memory of Claire Gingras Doherty whose compassion and caring exemplifies nursing. This award is given to the Practical Nurse student who demonstrates excellence in academic and clinical nursing.
2. The Nursing Alumni of Dean Vocational: This program originated at Dean Vocational and moved to HCC in 2000. Each year the faculty will recognize a Practical nurse student who demonstrates clinical excellence.
3. Holyoke Community College Award: Each year HCC Faculty recognizes a Practical Nurse student who demonstrated clinical and academic excellence.

Associate in Science in Nursing Awards

1. HCC Associate in Science in Nursing Nurse Faculty Award for Excellence in Clinical Nursing: Each year HCC Nursing Faculty recognizes an ASN student who demonstrates clinical and academic excellence.

2. HCC Nurse Faculty Award for Excellence in Clinical Nursing by an LPN completing the ASN program: Each year HCC Nursing Faculty recognizes an LPN to ASN student who demonstrated clinical and academic excellence.
3. HCC Nurse Faculty Award for Compassionate Care for the ASN Student: Each year HCC Nursing Faculty recognizes an ASN student who demonstrates Compassionate Care in clinical practice.
4. Kay Scully Award for Outstanding Performance in Academic and Clinical Nursing: This award in Nursing is donated in memory of Kay Scully to an ASN student who demonstrates excellence in academic and clinical nursing.

V. Appendices

Appendix A
Holyoke Community College Department of Nursing
Sample Report of Warning

Student: _____

Faculty: _____

Date: _____

Time: _____

Place: _____

Warning Violation # (circle one) 1 2 3

EPSLO#

Description of incident: _____

Action Taken: _____

Students Comments: _____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Course Coordinator Signature: _____ Date: _____

Program Chair Signature: _____ Date: _____

Director of Nursing Signature: _____ Date: _____

Assistant Dean of HECH Signature: _____ Date: _____

If needed:

Dean of HECH Signature: _____ Date: _____

Appendix B

Professional Conduct Standards and Confidentiality Agreement

The Holyoke Community College Nursing Student is required to follow the ANA Code of Ethics (ASN), National Association LPN Practice Standards (NALPN), HCC's Code of Student Conduct Policy, and the Nursing Student Handbook Policies and Procedures. In addition, the following behaviors are expected for all HCC Nursing Students. As a human service professional, the nurse must be sensitive to the value of human dignity. This value is manifested in behaviors, which demonstrate sensitivity to the well-being of others and honesty in all endeavors. Specific behaviors, which support these values, include maintenance of confidentiality and honesty, concerning personal, academic and patient care information, and the demonstration of respect for the psychological welfare of others. Students enrolled in the HCC Nursing program are ambassadors for Holyoke Community College and for the profession of nursing and must demonstrate behaviors with this tenet in all areas of the professional program. These include, but are not limited to:

6. Ethical/civil conduct.
7. Integrity and honesty.
8. Respect for oneself, others and the rights of privacy.
9. Appearance and communication consistent with a clinical professional.
10. Non-judgmental behavior in interpersonal relationships with peers, superiors, patients and their families.
11. Punctual attendance at all programs, scheduled activities and adherence to deadlines set by the faculty in regards to examinations/assignments.
12. Student will adhere to HIPAA privacy requirements at all times, which include, but are not limited to: not removing, photocopying, or scanning documents that have personal identifiers from the clinical area, not leaving workstation computers open, and not engaging in discussion of patients outside the accepted work area.
13. Student will not discuss such information to anyone other than those involved in that person's care.
14. Student will treat all patient information is observed by me, as a result of my clinical experiences, lectures, conferences, etc. with the same confidentiality.
15. Student will notify appropriate personnel (e.g., patient, faculty, patient's primary Nurse, and preceptor) before leaving a clinical learning environment and/or assignment.
16. Student will practice within the educational level, experience, and responsibilities while in the role of the Nursing Student.
17. Student will not engage in unauthorized photography or recording in the classroom, simulation laboratory or clinical unit.

(Note: You may be required to sign additional individual confidentiality agreements with certain specific agencies and attend their HIPAA training. Example: MA Centralized Clinical Placement (CCP) a breach of confidentiality can result in dismissal from the Holyoke Community College Nursing Program.)

Acknowledgment

I have been provided with the Holyoke Community current College Nursing Student Handbook Policies & Procedures. I have read and understand all of the policies and procedures outlined. I understand that my failure to abide by these policies and procedures will necessitate slowing or limiting the academic process, or even stopping progression within the Nursing Program. As an HCC Nursing Student, I understand that I must comply with all College, Department of Nursing & Clinical Practice policies and procedures.

Print Name: _____

Signature: _____ **Date:** _____

I have read the ANA Code of Ethics, or National Association LPN Practice Standards (NALPN) Holyoke Community College Student Conduct, and Nursing program Professional Conduct Standards. I understand that my behavior as a professional nursing student is expected to be consistent with these standards in all classroom, clinical and simulation laboratory activities. Violations of these Standards of Practice will result in immediate removal from the learning area.

Signature: _____ **Date:** _____

Appendix C

The Center for Health Education and Simulation Confidentiality and Release Form

Print Name: _____ Date: _____

SIMULATED SUPPLIES AND EQUIPMENT

During all classroom laboratory and simulation laboratory experiences, you will be utilizing equipment and supplies that most resemble standards of current practice standards. All supplies and equipment should be assumed to be *simulated and NOT for human or animal use*. By signing below, you acknowledge having read and understand this statement and agree to ensure that all supplies and equipment other than those specifically designated as such (such as human Blood Pressure Cuffs and stethoscopes) will not be injected, ingested or otherwise utilized except on simulated trainers.

Initial here _____

CONFIDENTIALITY OF INFORMATION

During your simulation experiences at Holyoke Community College (HCC), you will observe individuals participate in health care activities. Likewise, you will be a participant in these events. Due to the unique aspects of this form of education, you are asked to maintain and hold confidential all information regarding the performance of specific individuals and the details of specific scenarios regardless of the outcome. By signing below, you acknowledge having read and understand this statement and agree to maintain the strictest confidentiality about any observations you make or experiences you will have as a participant or observer in the Simulation Center. Furthermore, you acknowledge that a breach of confidentiality can affect your enrollment at HCC and/or result in dismissal from Holyoke Community College.

Initial here _____

AUDIOVISUAL DIGITAL RECORDING

There is continuous audiovisual digital recording in simulation laboratory rooms in the Center for Health Education and Simulation. Audiovisual digital recording is for educational purposes only and unless authorized by you, you will not be specifically identified and that no use of the audiovisual recordings *outside of debriefing and faculty/student assessment* will be made without your written permission. Audiovisual recording is a mandatory requirement as part of your simulation experiences in the Center for Health Education and Simulation. By signing below, you acknowledge having read and understand this statement. Initial here _____

This agreement will be effective until the end of your enrollment at HCC unless otherwise specified.

Signature

Date

Appendix D

Pledge of Student Code of Conduct

I, _____ have reviewed and understand the HCC Student Code of Conduct Policies and Procedures.

I the student understand:

2. the currently published HCC Student Code of Conduct Policies and Procedures.
3. the application of the Code of Conduct at the college, in any of its facilities, on any of the grounds or at any college related activity regardless of location (to include off campus clinical sites and activities).
4. that they shall be subject to disciplinary actions under the Student Code of Conduct Policy for engaging in acts of Disciplinary Offenses noted in the HCC Student Handbook. To include but not limited to: social media violations, plagiarism, use or possession of alcohol, or controlled substances, acting in a manner that is disruptive or interfering with the educational process.
5. the Discipline for Disruptive Conduct.
6. the steps of the Code of Conduct Disciplinary Process.
7. the Disciplinary Records and Confidentiality.

Signature: _____

Print Name: _____

Date: _____

Appendix E

Department of Nursing Progression Policy

#2 Policy Title:	Progression Policy
Purpose:	The purpose of this policy is to have established academic standards for passing at the end of each course and achievement of student learning outcomes to progress to program completion for students in the HCC Nursing Education programs.
BORN Regulation:	6.04 (1)(g): Faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the nursing program outcomes. 6.04 (3)(b): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission; progression; attendance; academic integrity; use of social media; course exemption; advanced placement; transfer; advanced placement or transfer of military education, training or service for a military health care occupation; educational mobility; withdrawal; readmission; graduation; and student rights and grievances.
ACEN Criterion:	Criterion 3.2: The following nursing program or governing organizational policies are publicly accessible, current, non-discriminatory, and implemented as published; justification is provided when nursing policies differ from the governing organization: admissions, progression, graduation, formal complaints and grievances, technology requirements.
Scope:	Policy applies to all students in the Holyoke Community College Nursing Education programs.
Responsible Party:	Nursing Faculty, Nursing Program Chair, Director of the Nursing Programs
Definitions:	For a nursing student to remain in good standing and to remain enrolled in the Nursing program(s): 1) The student carries the responsibility for ensuring that all program required courses (nursing and pharmacology) and general education courses are completed and taken in required sequence. 2) Exam grades will be carried out at two (2) decimal points. 3) Rounding of points will occur only in the final course grade to determine numeric and letter grades. The final course grade is rounded based on the tenths place number. Example: 78.4 will be entered as a 78%, a 79.5 will be entered as an 80%. 4) Students admitted or readmitted to the HCC nursing programs require a minimum grade of C+ (77%) in all program required courses (nursing and pharmacology) and all program(s) required general education courses to progress and graduate from the HCC nursing programs. 5) Students must pass the Math for Medication Administration Competency Exam in each semester with a minimum score of 90% to progress in the nursing program(s). Each student will be allowed three (3) attempts to pass the exam. Students who do not pass the math competency exam on their first or second attempt will not be permitted to pass medications in clinical rotations until they have successfully passed the math exam. The student who does not pass this competency on the third attempt will be withdrawn from the course and the nursing program(s). The one-time readmission policy will apply.

	6) All HCC nursing students must demonstrate achievement of the HCC end-of-program student learning outcomes at the expected level of achievement for program completion. A student will earn a grade of no greater than a “C” for the semester if they fail the clinical or simulation lab competency portion of a course and will not be permitted to progress in the nursing programs. 7) A student must meet attendance requirements of the nursing programs courses. 8) All students must meet the HCC financial obligations requirements. Students with a financial hold on their account will not be able to register for courses or progress in the nursing programs. 9) It is expected that every student in the HCC nursing programs will adhere to both the Holyoke Community College Code of Student Conduct, and the American Nurses’ Association (ANA) Code of Ethics for Nurses or National Association of LPN Practice Standards (NALPN). 10) Students must provide specific health documentation as required by the Department of Public Health and remain in compliance throughout the nursing programs (refer to HCC’s Health Requirements 101 for all nursing students). Students non-adherent to the immunization and health requirements are not eligible to progress in a nursing course and will be informed of their inability to progress in the nursing programs via verified email.
References:	Holyoke Community College Nursing Student Handbook
Revision History:	10/19, 5/23, 5/24, 10/25, 02/11/2026

I have reviewed and understand the HCC Department of Nursing Progression policy.

Print Name	
Student Signature	
Date	

Appendix F

Holyoke Community College Medical Release to Return to Class, Clinical, Simulation Lab Form

Student's Name: _____ Date: _____

To be completed by Provider (Physician, Certified Nurse Practitioner, Certified Nurse Midwife, or Certified Physician's Assistant) The above named student is a nursing student at Holyoke Community College enrolled in simulation laboratory and clinical education courses providing direct patient care, usually in a hospital, outpatient, or community setting. This care will include (but is not limited to) walking, transferring patients from bed to chair, lifting (without restriction) and moving, bending, etc., and will require significant physical activity. Based upon your assessment, please complete the release below, sign and date.

FULL RELEASE

The above named student has been released by the above named provider to return to **FULL DUTY** _____ without restrictions/accommodations _____ with the following restrictions / accommodations: _____
Effective Date _____

My signature indicates that I understand the nature of the work required by the student in clinical and simulation lab courses, and that my findings are based on my medical assessment of this student's physical capabilities as compared to the essential functions necessary in the clinical and simulation lab setting.

Provider's Name: (Please print)

Providers Phone #:

Providers Address

Provider's Signature with credentials: Date:

I AGREE THAT: I have made my provider aware of the nature of activity in the clinical and simulation lab settings and my provider has signed this form. Further, I agree that the Holyoke Community College Nursing Program can verify the signature on this form with the above name provider.

Student Signature: _____ Date: _____

Appendix G
Holyoke Community College Health Incident Report

Today's Date: _____

Student's Name: _____ **ID#:** _____

Email: _____ **Phone #:** _____

Date & Time of Incident: _____

Location of Incident: _____

Faculty Member's Name: _____ **Phone #:** _____

Email address: _____

Instructions:

1. Notify HCC Campus Police Immediately for needed Emergency Services – 552-2211 or X 2211) and to complete a campus safety report.
2. Notify the Director of Nursing and the Dean of Health, Education, Culinary Arts and Human Services.
3. Contact your primary care provider for recommendations for healthcare services as needed.
4. Complete this form with supporting information about the incident, Emergency Room visit and documentation from your healthcare provider if contacted.

1. Briefly describe the incident (who was involved, who was present, who was notified, what happened, when, where). Use the back of the paper if necessary.

2. List any testing/treatment that was provided.

3. Identify any follow-up which is planned or which was recommended.

Student's Signature: _____ **Date:** _____

Faculty Signature: _____ **Date:** _____

Name of Witness (if present): _____

Phone #: _____ **Email:** _____