



MIDWESTERN
CAREER COLLEGE

LICENSED PRACTICAL NURSING (LPN) PROGRAM

STUDENT HANDBOOK 2026-2027



The intent of this handbook is to familiarize students with the policies and procedures specific to the Licensed Practical Nursing (LPN) program at Midwestern Career College (MCC).

MCC's LPN program is approved by:

- The Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE). For more information on IBHE approval, you may contact Private Business and Vocational Schools Division, Illinois Board of Higher Education, at 1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701-1377 at (217) 782-2551; General information website: info@ibhe.org; Institutional Complaint Hotline: (217) 557-7359
- Illinois Department of Financial and Professional Regulations
- Midwestern Career College is accredited by the Commission of the Council on Occupational Education. For more information about the College's accreditation, you may contact Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, Fax: 770-396-3790, www.council.org

In order to facilitate your nursing education, the faculty encourages you to familiarize yourself with the information found within Academic Catalog, LPN Student Handbook, and consumer information located on the website. <https://mccollege.edu/consumer-information/>.

We wish you success in the time you are here with us. We are committed to your education and to the health care needs of your present and future patients.

This handbook describes policies in effect as of January 2026. While enrolled in the program, the Nursing students are responsible for reading the contents of this handbook and adhering to the policies and procedures. Any information contained herein is subject to modification, deletion, and change at the discretion of the Program Director and College Administration. Any changes in the program or policy will be communicated to the student via the student's Midwestern Career College's email address, written correspondence, and/or Brightspace postings. This handbook is a supplement to, and not a replacement for, the Midwestern Career College's Academic Catalog and Clinical and Simulation Handbook. This handbook does not include all the policies and procedures that need to be adhered to at the various clinical affiliates

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WELCOME MESSAGE

On behalf of the faculty and staff at Midwestern Career College, it is my pleasure to welcome you to the Licensed Practical Nursing (LPN) program. We are honored that you have chosen MCC to begin your journey into the nursing profession, and we are committed to supporting you as you work toward achieving your personal, academic, and career goals.

Licensed Practical Nurses (LPN) play a vital role in today's healthcare system. As an LPN, you will provide direct patient care, promote health and wellness, and work closely with registered nurses, physicians, and other members of the healthcare team. Your role is essential in ensuring safe, compassionate, and patient-centered care across a wide variety of healthcare settings.

Throughout this program, you will gain the knowledge, skills, and confidence needed to practice as a competent and caring nurse. Upon successful completion of the program, you will be eligible to apply for licensure and sit for the NCLEX-PN exam, the national licensing examination for practical nurses. Passing this exam will allow you to begin your professional career as a Licensed Practical Nurse.

This handbook has been carefully prepared to guide you through the program and to outline the expectations, standards, and responsibilities that come with being both a student and a future healthcare professional. We encourage you to refer to it often as a resource to support your success.

Please know that the faculty and staff are here to guide, encourage, and challenge you every step of the way. Nursing school requires hard work and dedication, but the rewards for making a difference in the lives of others are immeasurable.

Again, welcome to the LPN program at Midwestern Career College! We look forward to walking alongside you on this meaningful journey as you prepare to enter the nursing profession.

Sincerely,

Midwestern Licensed Practical Nursing Program Director, Faculty and Staff

PROGRAM MISSION STATEMENT

The Licensed Practical Nursing Program functions within the framework of the mission and goals of Midwestern Career College. The mission of the Licensed Practical Nursing (LPN) program at Midwestern Career College is to provide premier career-focused education to empower students with academic training, technical expertise, and professional support to launch or advance their successful careers. The goals of the Licensed Practical Nursing Program align with those of the college.

Adopted 9/1/2025

PROGRAM PHILOSOPHY

The overarching goal of all components of the Licensed Practical Nursing (LPN) program is to ensure students achieve the established student end-of-program learning outcomes and competencies. The program is designed to provide comprehensive, career-focused nursing education that equips students with knowledge, clinical skills, and professional behaviors. Graduates will be prepared to deliver safe, evidence-based care as entry-level practical nurses, and to support career advancement within the nursing profession.

- The Licensed Practical Nursing program will maintain a faculty of qualified nursing professionals who demonstrate current clinical expertise, effective teaching skills, and a commitment to fostering student success through mentorship, evidence-based instruction, and ongoing professional development.
- The Licensed Practical Nursing program will deliver a current, evidence-based curriculum that meets or exceeds the standards of the Illinois State Board of Nursing and national accreditation bodies, ensuring graduates are fully prepared for licensure and competent entry-level practice.
- The Licensed Practical Nursing program will provide extensive hands-on clinical and laboratory experiences that build practical nursing skills, promote critical thinking, and clinical judgment that instill the confidence necessary for graduates to deliver safe, competent patient care in diverse healthcare settings.
- The Licensed Practical Nursing program will ensure students have access to well-equipped classrooms, modern nursing laboratories, and diverse clinical externship sites that support the achievement of program objectives.
- The Licensed Practical Nursing program will offer diverse, and instructor supervised clinical opportunities that immerse students in real-world healthcare environments, enabling them to apply classroom knowledge, refine lab and clinical skills, and develop professional confidence for entry-level practice.
- The Licensed Practical Nursing program will maintain a culture of academic excellence by meeting and exceeding institutional benchmarks for student performance, licensure pass rates, and graduate success, ensuring continuous improvement in program quality and outcomes
- The Licensed Practical Nursing program will support career success by offering placement assistance, including job search resources, employer networking, and interview preparation, to help graduates secure employment in the nursing field.

Adopted 9/1/2025

PROGRAM OUTCOMES

1. Implement the nursing process to provide safe, quality care for patients across the lifespan with common, well-defined healthcare needs with predictable outcomes
2. Use clinical judgement in a systematically formalized way to make quality patient care decisions.
3. Safely perform and coordinate quality patient-centered care decisions
4. Collaborate with all members of the healthcare team
5. Effectively use various methods of communication with members of the healthcare team, including the patient.

PROGRAM PROFESSIONAL MEMBERSHIPS

Midwestern Career College Licensed Practical Nursing Program is a member of the National League for Nursing (NLN),
www.nln.org.

PERSONAL AND PROFESSIONAL INTEGRITY

The nursing profession requires individuals to be responsible, self-directed, and accountable for one's actions and to exhibit professional behaviors. Professional conduct includes, but is not limited to:

- Respect for the beliefs, values and customs of others,
- Protecting confidential patient information,
- Providing a high standard of nursing care, and
- Maintaining personal integrity at all times and in all situations.

In addition, students must follow all policies, procedures and/or standards of the following:

- LPN Student Handbook
- Midwestern Career College Catalog <https://mccollege.edu/catalog/>
- LPN Clinical Handbook
- LPN Simulation Handbook
- American Nurses Association Code of Ethics for Nurses <http://nursingworld.org/>
- Illinois Nurse Practice Act <http://nursing.illinois.gov/nursepracticeact.asp>
- Policy and Procedure Manuals in all clinical facilities and agencies
- National Student Nurses' Association Code of Academic and Clinical Conduct <https://www.nsna.org/nsna-code-of-ethics.html>
- Patient Bill of Rights

These documents serve to define standards of professional conduct. Students not adhering to these standards of professional conduct or other behaviors as determined by the College will be disciplined up to and including dismissal from the program.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that protects an individual's health information. Therefore, faculty and students must keep strictly confidential and hold in trust all confidential information of a hospital or clinical agency/facility and not disclose or reveal any confidential information to any third party without prior written consent. HIPAA holds violators accountable, with civil and criminal penalties that can be imposed if patients' privacy rights are violated.

Students will respect the rights of patients, families, and others, and shall maintain patient confidence within the law. The patient's right to confidentiality in regard to his/her medical and personal information is a primary rule of healthcare. Students must maintain confidentiality related to any patient care and/or assignments. No student shall discuss the problems or healthcare issues of any patient outside of the instructor-led learning environment (e.g., pre- and post-conferences, nursing classes). This includes any discussions in public places (e.g., hallways, break rooms, elevators, and cafeteria), photography, as well as in any media forum (e.g., Tik-Toc, Instagram, Facebook). Students are only allowed to obtain information on those patients assigned to their care for the clinical day. At no time should students use their position in the program to seek information about a patient other than an assigned patient.

Under no circumstances can any medical record or part of the medical record be removed from any clinical facility or agency. Per the healthcare institution, a student may have permission to extract information for learning purposes. Students must consult with the clinical instructor as to agency requirements.

LPN STUDENT CODE OF CONDUCT

In addition to the LPN Student Code of Conduct outlined below, LPN students must follow the Standards of Student Conduct outlined in the College's Catalog and in the LPN Clinical and Simulation Handbook.

The following conduct is prohibited and may warrant immediate withdrawal from the Licensed Practical Nursing program:

- 1) Theft of supplies from clinical sites, the College, and/or possessions of other students, patients, or employees.
- 2) Destruction of property or possessions of patients, fellow students, College employees or clinical agencies.
- 3) Falsifying documentation at clinical sites or on campus.
- 4) Engaging in disorderly conduct or creating a disturbance on campus or clinical sites.
- 5) Jeopardizing the safety of patients, students, or faculty or employees of clinical agencies or College through neglect of duty or through disregard for others.
- 6) The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at clinical.
- 7) Any refusal or intentional failure to follow direct instructions from the Director of Nursing, LPN instructors, Midwestern Career College employees or a person in authority at a clinical site, or to prevent abuse or interfere with patient care.
- 8) Use of or possession of guns, knives, explosives or other weapons on campus or at clinical site.
- 9) Harassment of an individual including, but not restricted to harassment based on race, sex, age, national origin, religion, physical or mental disability at a clinical site and/or on campus.
- 10) Physical and or verbal abuse of an individual on campus or at clinical site.
- 11) Improper use of social media (Dissemination of negative written or social media correspondences or harassment)
- 12) Disruptive Conduct

- 13) Defamation of character
- 14) Violation of State or Federal laws (e.g., Illinois Nurse Practice Act, HIPAA)
- 15) Any action that
 - a. Violates or threatens the chemical safety of the patient.
Example: ADMINISTERS' MEDICATION WITHOUT CLINICAL INSTRUCTOR PRESENT
 - b. Violates or threatens the physical safety of the patient.
Example: LEAVING THE BED IN THE HIGH POSITION WHEN AWAY FROM THE BED
 - c. Violates or threatens the psychosocial safety of the patient.
Example: ATTACKING OR DEGRADING THE INDIVIDUAL'S BELIEFS OR VALUES

See Midwestern Career College's Academic Catalog for Standards of Student Conduct rules and regulations regarding academic honesty and disciplinary action.

LICENSED PRACTICAL NURSING PROGRAM LAYOUT

Program Curriculum

Program length: 48 weeks (16-week terms)

Clock Hours: 1,200

Semester Credit Hours: 54

Courses and course IDs are subject to change. Up-to-date list of the program courses and course descriptions can be found in the college catalog.

Course Number	Title	Credit Hour
ALHT122	Human Anatomy & Physiology	6
NUR108	Clinical Judgement	3
ALTH108	Medical Terminology	3
NUR105	Nursing Fundamentals	8
NUR118	Pharmacology	5
NUR122	Maternal Child Nursing	5
NUR115	Medical Surgical Nursing I	7
SYC114	Introduction to Psychology	3
NUR125	Medical Surgical Nursing II	7
NUR127	Mental Health Nursing	4
NUR130	PN Role Transition	3

GRADING SCALE AND REQUIREMENTS

In the Licensed Practical Nursing program, C is the minimum passing grade.

The percentage equivalents for the grades of A, B, C, and F in these courses are as follows:

A = 93-100%, B = 85.00-92.99%, C = 78.00-84.99%, F = 77.99% and below

Students must minimally attain a grade of C = 78% in their overall final grade and pass Lab and Clinical portion of the course, if applicable, to pass a course in the LPN program. There will be no rounding and no extra credit.

MATHEMATICS REQUIREMENTS

Accurate pharmacological calculation skills will be developed and evaluated in Nursing Fundamentals, Pharmacology and Medical Surgical Nursing courses. In each of the course's students will be required to validate their calculation competency. These calculation skills are a prerequisite for all subsequent clinical course work. If the 90% math requirement is not met, the student will fail the course.

Students are required to complete assigned Dosage Calculation Modules prior to the dosage calculation examination. The student can retake the exam after remediation as approved by the Program Director. Students who are unsuccessful with the first dosage calculation attempt must present documentation of participation in tutoring/remediation activities to their instructor after which may test one additional time. Satisfactory completion of the dosage test is required to pass the clinical rotation. If this test is not passed, this will be considered a course fail, and the student will be academically withdrawn from the program.

PROGRESSION IN THE LPN COURSES

Students are required to meet the following criteria to successfully progress within the Licensed Practical Nursing programs:

- a. Attend all classes, labs, and clinical experiences necessary to meet criteria of each course.
- b. Successfully complete each nursing course with a grade of C (78%) or higher.
- c. Complete all required clinical competencies.
- d. Maintain continuous enrollment in the nursing program.
- e. Comply with all policies and requirements of the college, LPN program and clinical sites.

PN Role Transition Course

PN Role transition course serves as an NCLEX preparation course.

Students should attempt their NCLEX exam within 45 days of completing the course to increase their chances of passing the exam.

The PN Role Transition course is taken during the 3rd term of the program. If a student does not pass any of the other courses in the final term and must repeat them in the following term, they will also be required to complete remediation covering the key content from the PN Role Transition course.

The remediation packet must be completed and submitted **before** your name can be sent to Continental Testing for approval to sit for the NCLEX and to participate in the LPN Pinning Ceremony.

General Requirements

Following admission into the nursing program, the student must be able to attain a cumulative grade point average of 2.0 or above (on a 4.0 scale) to graduate from Midwestern Career College.

LPN students must meet Satisfactory Academic Progress (SAP) requirements as defined in the Academic Catalog.

Students are required to achieve a minimum grade of C (2.0/77.9%) in each Licensed Practical nursing course as well as medical foundation courses to continue in the program. Courses which include a clinical or laboratory assignment also require satisfactory completion of the clinical or laboratory assignment in order for the student to pass the course.

1. Clinical progress evaluation is used to measure achievement and competency within Licensed Practical nursing courses. Students are expected to apply previously attained skills and knowledge-based learning from all prerequisite general education and nursing courses. Progression through the sequence of clinical assignments in the curriculum is dependent upon demonstration of:
 - a. satisfactory application of theory to clinical practice
 - b. satisfactory lab and clinical performance
 - c. All components (theory, lab, and clinical) must be passed in order to receive a passing grade for the course.
2. Periodic competency testing and evaluation (by instructor-created test and/or by a standardized test) are required for program progression and graduation.
3. For students to practice in clinical they must be reviewed and satisfy the requirements of hospitals and other institutions participating with and providing the College and the Licensed Practical Nursing Program with clinical learning opportunities or assignments (i.e., CPR certification, TB testing, blood borne pathogens in-service, immunizations, background checks, completion of a physical, maintaining personal health insurance, etc.).

EXAMS

- Students must take exams at the scheduled date and time. Failure to do so will result in a grade of zero. Makeup is only allowed once per course and with proper documentation of extenuating circumstances and the Program Director's approval.
- The final exam is the comprehensive exam that includes all the material covered during the entire course which may include discussions, assignments, and quizzes from all sessions as well as the midterm exam.
- Students who arrive five (5) minutes after the start of the exam will not be permitted to interrupt the exam session and start the exam. Students who are late should wait for the exam session to finish. The instructor/proctor will provide further instructions on moving forward after all students have completed the exam.
- Tests will consist of paper or computer tests at the discretion of the instructor.
- Tests will be timed. On a computer test, students cannot go back to previous test questions to check or change answers.
- All book bags must be in front of the classroom during tests. All phones, smart watches and other electronic devices must be placed in view of the instructor and placed in a silent mode. If a student is found to be using electronic devices during the scheduled test time, it will result in a grade of zero for the exam.
- Once a student exits the test area, the student may not re-enter to finish the exam.
- No PowerPoints, word documents, pdfs, etc. can be in a browser or opened on a laptop during exam.
- Paper, pencils, and a calculator will be provided for students for the duration of the exam.
- Exams and/or quizzes are not permitted to be taken outside of a proctored environment. If an exam and/or quiz is accessed outside of the proctored environment, it will result in a grade of "0" in the gradebook and makeup will not be permitted.
- Test grades will be released within three (3) business days after administration.
- Under normal circumstances, no make-up is allowed for the scheduled exams.

Extenuating Circumstances

To qualify for extenuating circumstances, students must notify faculty at least 2 hours prior to the exam/clinical, but no later than 24 hours from the exam/clinical time. Routine doctor visits, childcare issues, work issues, and others not listed here may not be considered extenuating circumstances.

- Illness with dated and signed statement from health care provider on letterhead.
- Required testing/hearings from governmental agencies with required documentation.
- Recovery from an accident with a signed statement from the appropriate agency.
- Required court attendance with copy of court summons.
- Death in immediate family such as spouse/parent/sibling/dependent with death notice or funeral home document.
- National Guard or Reserve weekend drill or annual training with documentation and/or orders.
- Documented emergency transportation issue (i.e., car breakdown, train breakdown, etc., must have proof provided)

Missed Exams

Making up an Exam is only allowed once per course and with proper documentation of extenuating circumstances and the Program Director's approval.

- To be eligible for the make-up exam, students must notify the course instructor in advance.
- The course instructor will schedule the date and time of the make-up exam session.
- Arrangements for the make-up exam must be made within 24-48 hours of the missed exam.
- Failure to observe the requirements above will result in a zero for the exam in question.
- Make-up exams must consist of 30% essay-based questions.

Exam Remediation Policy

Exam Remediation Policy does not apply to the Final Exam.

- Students who earn less than 78.00 % on any course exam excluding Final Exam are required to participate in the remediation process. Students will be notified by the course instructor that they need to remediate the examination.
- Students above the passing threshold are welcome to remediate, however their exam score will not be changed based on the results of the remediation.
- Students who are required to remediate but fail to compete remediation will not be allowed to take subsequent exams and will receive zero points.
- Students will remediate according to the remediation rubric.
- Students are awarded 0.15 pts per question missed with remediation that meets the rubric requirements.
- The maximum score the students will be awarded as a result of remediation is 78.00%

Compromised Test Policy

- Any test or exam believed to be compromised (e.g., lost, leaked, or accessed inappropriately) will be subject to investigation.
- Students involved will face disciplinary action according to the college's policy.
- If an instructor thinks that a test has been compromised by any factor at any point in time during the semester, that instructor has the right to retest the entire class of students with a comparable testing method.

COURSE RETAKES AND REPEATS

Course Retakes

Students are permitted to retake a previously failed course only once during all periods of enrollment in the LPN program, allowing a total of two attempts per course. Retaking a previously passed course must be approved by the Program Director.

Students who do not achieve a passing grade after the second attempt will be academically withdrawn from the program and will not be eligible for re-entry into the LPN program. Both course attempts will be calculated into the student's GPA and CGPA.

Tuition and fees apply for all course retakes. Course retakes are subject to class availability.

Course Repeats

Students are permitted to retake a previously passed course only once during all periods of enrollment in the LPN program, allowing a total of two attempts per course. Repeating a previously passed course must be approved by the Program Director.

Course repeats are generally permitted when a student has failed another course in the same term or earned a grade of "C" in the course being repeated.

Both course attempts will be calculated into the student's GPA and CGPA.

Tuition and fees apply for all course repeats. Course repeats are subject to class availability.

PN Role Transition Course Repeat Policy

The PN Role Transition course is designed to help students prepare for professional practice as Licensed Practical Nurses and for successful completion of the NCLEX-PN examination. The course focuses on integrating clinical judgment, critical thinking, and test-taking strategies to promote readiness for entry-level nursing practice.

The PN Role Transition course serves as an NCLEX-PN preparation course. Students are strongly encouraged to take the NCLEX-PN examination within 45 days of completing this course to maximize their likelihood of success.

The PN Role Transition course is taken during the 3rd term of the program. If a student does not pass any of the other courses in the final term and must repeat them in the following term, they will also be required to complete remediation covering the key content from the PN Role Transition course.

The remediation packet must be completed and submitted before your name can be sent to Continental Testing for approval to sit for the NCLEX and attend graduation.

ACADEMIC SUCCESS

Coaching

If a student is observed to have a pattern of concerning program performance, then Student Success and/or the Program Director will meet with the student's instructor(s) to determine whether mandatory one-on-one coaching would be in the best interest of this student. Mandatory coaching consists of weekly or biweekly one-on-one sessions or email check-ins centered around a theme of the student's choosing. Coaching will take place for the entire remainder of the semester or until the coach is satisfied that appropriate remediation and/or progress has taken place.

A pattern of concerning program performance is defined as but not limited to:

- Failing two or more consecutive tests in a course
- Having a failing test average with more than one-third of the tests in the course completed

- Having a previous history of nearly failing at least two past courses (“nearly failing” is defined as a final percentage below 80%)
- Being a readmitted student who left the program due to poor academic performance or lack of program compliance
- Frequently being late or absent to lecture, lab, or clinical
- Frequently turning in assignments late
- Any reason for which a student may be placed on probation

Coaching will be done by the student success or with the student’s instructor. Students recommended for coaching who do not participate in the scheduled one-on-one coaching will be required to meet with the coach and the Director of Nursing to reach an appropriate resolution.

Students who do not meet the formal criteria for one-on-one coaching, but who would like to be coached, may arrange to voluntarily receive coaching through student success or their instructor.

LPN Program Academic Success Resources

Students in the Licensed Practical Nursing program are encouraged to be proactive about their success and take advantage of the many resources available to nursing students at Midwestern Career College:

Individual Nursing Tutoring – Students may sign up to meet individually with the Nursing Tutor.

Group Reviews – Group reviews may be held for various classes to review for upcoming tests.

Instructor Meetings – Students are encouraged to meet with their instructors during office hours or by appointment.

Student Success Meetings – Student Success is available to meet with students for any reason.

Director Talks – The Director of Nursing holds monthly meetings where students can share experiences and goals.

Nursing Student Resources Site – The Nursing Student Resources site contains resources for students throughout their program.

Open Lab – The nursing lab classrooms will be available (see posted schedule each semester) when not in use for classes so that students can practice lab skills.

Board Exam Practice Test Sessions – Instructors will hold practice exams to prep students for the board exam.

Board Exam Review Sessions – Instructors will hold board exam review sessions for students about to take their board exams.

ATTENDANCE AND PUNCTUALITY POLICIES

Students are expected to attend all scheduled courses. Securing transportation to and from home, clinical, lab and on-campus classes is the student’s responsibility.

Instructors will record attendance in every class session. Students who expect to be absent from class should contact the instructor as soon as reasonably possible to arrange for any make-up work. Students must use their MCC email for communicating with faculty.

Withdrawal due to Lack of Attendance (Unofficial Withdrawal)

The college will withdraw any student who fails to attend at least one scheduled course for a period of 14 calendar days (excluding scheduled breaks of five (5) calendar days or more) without prior written arrangement with the college.

Excused and Unexcused Absences

All absences are classified as either Excused or Unexcused. Students will be marked absent in both cases; however, only Excused Absences allow for the make-up of missed coursework, lab activities, or clinical hours in accordance with program policy.

Excused absence is considered: Illness with appropriate medical documentation on the date of absence, death in family, medical family emergency, religious observance, military duty and mandatory court appearances. All documentation must be provided to the Program Director and/or Clinical Coordinator prior to make up opportunity.

Un-excused absence is considered: Vacations/pre-planned events, work schedule conflicts, illness without medical documentation, routine doctors' appointments, and no-call/no-show occurrences.

Clinical, Lab and Sim Lab Attendance

Absence and or tardiness in the clinical area is not acceptable and distracts from the practice of nursing care and procedures essential to the development of a competent beginning nurse.

Multiple absences indicate that the student has not been able to participate in the required clinical experiences necessary for the instructor to assess the student's capabilities and render a clinical evaluation.

- Attendance and participation is **MANDATORY**
- Tardiness of 10 minutes or more will constitute a clinical absence.
- Leaving before your scheduled shift time will constitute an absence unless the site requested the student to leave early.
- **First absence:** absence will be documented. Clinical makeup will be scheduled and must be completed as a whole day.
- **Second absence:** No other absences will be allowed. The student will fail the clinical portion of the course.
- Clinical is graded as a PASS/FAIL (Satisfactory/Unsatisfactory Grade)
- Any student who fails the clinical portion of the course will automatically fail the course.

Lecture-based courses

Regular attendance and punctuality are essential for academic success and professional development. Chronic absenteeism or tardiness is not acceptable, as it disrupts learning and limits opportunities for active participation with peers.

- Students who accumulate undocumented absences totaling 10% or more of the scheduled class hours for any course will be placed on attendance probation.
- A conference will be scheduled with the student, instructor, and Program Director to address attendance concerns and establish an improvement plan.

- Continued absences after being placed on attendance probation may result in withdrawal from the program.
- Students are responsible for reviewing and learning all coursework presented during any absence.
- Students should refer to individual course syllabi for specific policies regarding missed tests and quizzes.

Special Circumstances

Certain situations may require a student to be absent from class or clinical. In all cases, appropriate documentation must be provided, and arrangements for make-up work must be made in advance whenever possible.

- **Jury Duty or Subpoena:**
Students required to serve on jury duty or appear under subpoena must provide official documentation to validate the absence. Prior arrangements must be made with each faculty member for make-up work.
- **Bereavement:**
In the event of the death of an immediate family member, an absence may be approved by the Director of Nursing or designee. Appropriate documentation is required, and arrangements for make-up work must be coordinated with faculty.
- **Illness or Surgical Procedure:**
If illness or surgery prevents attendance at class or clinical, the student must meet with the Clinical Coordinator to plan for make-up clinical time. Documentation from a healthcare provider is required, stating that the student is medically cleared to return to a full level of participation in all lab and clinical activities.
- **Military Duty:**
Students who are called to active military duty must provide official orders.
- **Religious Holidays:**
For absences related to specific religious holidays, students must submit a written statement including the date of the holiday and the reason class attendance is not possible. Prior arrangements must be made with each faculty member for make-up work.

PRACTICE SKILLS AND SIMULATION LAB POLICIES

The Licensed Practical Nursing program has a practice skills lab and simulation lab.

The labs are an integral part of our nursing instruction and provide students with clinical exposure opportunities in a risk-free environment. The labs become the “clinical classroom,” where students can develop affective and psychomotor skills necessary for safe, high-quality, direct patient care. Faculty utilize the labs to teach nursing skills using simulation and other evidence-based techniques.

Using the best practice guidelines, The LPN faculty plans, implements and evaluates simulation scenarios, student instruction, and learning experiences. Instruction for technical aspects of nursing care is possible and managed properly with the use of low, middle, and high-fidelity patient simulators, audio-visual equipment, and computers. Technology-based instruction helps students achieve learning outcomes.

This rich learning environment facilitates the students’ development of clinical reasoning skills and collaborative communication. Lab opportunities provide students with clinically relevant care situations that facilitate independence and assist in their transition into the student nurse role while serious risks inherent in direct patient care are eliminated.

The goal of the Simulation Lab is to provide a safe, supportive, and interactive student-centered environment for the program. The Simulation Lab enhances learning by integrating didactic content with hands-on experiences; and promoting problem-solving, clinical reasoning, critical thinking, and clinical judgment. This unique environment prepares learners to deliver care in a diverse and complex healthcare environment. Scenarios allow the students to simulate direct care as a situation unfolds, and the patient's condition changes over time. They also are designed to incorporate psychological aspects of patient care. The scenarios mimic real-world nursing. The student uses clinical reasoning, practices skills, and corrects errors all without patient harm. This is accomplished as the student is learning to function and communicate as part of a collaborative team. An orientation and pre-brief will be given to the students that will include a report on the patient. Reflective learning is a key component of all lab experiences, particularly simulation. Debriefing of cognitive, behavioral, and affective skills is done through immediate learner feedback and performance review (refer to the Nursing Simulation Lab Handbook).

Lab Group Assignment Policy

Students will be assigned to groups for Practical Lab and Simulation Lab sessions. Group assignments will be determined alphabetically unless adjustments are required by the Program Director due to scheduling needs or other program considerations.

Once assigned, students must attend all Practical and Simulation Lab sessions with their designated group at the scheduled times. Changes to group assignments are not permitted unless approved by the Program Director.

Lab Safety

Students will be oriented to all equipment and instructed not to use lab facility and equipment without checking with instructor. An emergency response guide is located throughout the campus.

Lockers and Personal Belongings

Lockers will be provided for students to store their personal belongings during lab sessions and examinations. Students are encouraged to use the lockers to secure items such as bags, jackets, and other personal items. Only essential materials permitted for the lab or exam should be brought into the designated area. The school is not responsible for lost or stolen items, so students are advised to keep their lockers locked at all times and to avoid bringing valuables to campus. Students are responsible for purchasing their own lock and taking it off when not in use.

Make-up Lab Policy

If a student misses a Licensed Practical Nursing Skills lab, he/she must contact the nursing skill lab instructor prior to missing the lab, by MCC student email. The student must communicate with the nurse faculty prior to the scheduled lab time of the anticipated absence. In most cases, the missed lab time must be made up. Failure to make up for the missed lab sessions may result in failure of the nursing lab.

The missed lab must be made up in one of the two ways:

1. The student may attend an open lab. Open lab schedules will be posted outside of the skills labs.
 - a. This session must be coordinated between the lab instructor and the open lab instructor to ensure that the objectives and time for the missed lab are met. A student cannot just show up to make-up lab.

2. The student may attend another scheduled lab only by written permission via email of the instructor who teaches the lab.
 - a. This session must be coordinated between the two lab instructors to ensure that the objectives and time for the missed lab are met. A student cannot just show up to make-up lab.

Students who are approved for a lab make-up session will receive a **Lab Make-Up Sheet** from their course instructor. The student must bring this form to the scheduled make-up session in order to participate.

The faculty member facilitating the make-up session will complete the Lab Make-Up Sheet at the end of the session and submit it to the course instructor for documentation and record-keeping.

Simulation Lab Recording Policy

As part of the LPN Program, students participate in simulation-based clinical learning activities that may be recorded by video, audio, or other digital means for instructional, evaluation, and quality improvement purposes.

Recordings may capture students' voices, images, and performance during simulation exercises. These recordings are considered educational records under the Family Educational Rights and Privacy Act (FERPA) and will be maintained and protected in accordance with applicable privacy laws.

Students acknowledge and sign this policy as part of their Enrollment Agreement documentation packet. By signing this policy, students consent to the audio and video recording of their participation in simulation activities.

Recordings will be viewed only by authorized faculty and staff for educational or evaluative purposes and will not be shared publicly or used for any purpose unrelated to the student's academic program without additional written consent.

Because simulation is a required component of the curriculum, refusal to consent to being recorded may result in the student being unable to successfully complete the program.

GRADUATION REQUIREMENTS

LPN students *must meet graduation requirements as outlined in the College Catalog.*

LPN PINNING CEREMONY

The LPN Pinning Ceremony is a time for celebration of your accomplishments. The nursing department is proud to sponsor the tradition of pinning to recognize graduates at the completion of the LPN programs.

- The nursing student's clinical uniform dress code is strictly enforced for the pinning ceremony.
- MCC Licensed Practical Nursing Program director, faculty and staff will perform and organize the pinning ceremony.
- Students must be pinned by a Registered Nurse employed at MCC College

Failure to adhere to pinning ceremony guidelines will result in dismissal from the event.

ILLINOIS LICENSURE REQUIREMENTS

Following successful completion of the Licensed Practical Nursing program and all graduation requirements, a graduate must pass the National Council Licensure Examination for Licensed Practical Nursing (NCLEX-PN) to secure licensure in the state of Illinois. The Illinois Board of Nursing regulates licensing and can deny PN licensure for a number of reasons, for example, conviction of a misdemeanor or a felony. It is the student's responsibility to ensure that they are in fact eligible to be licensed as a Practical Nurse. Prior to beginning a Licensed Practical Nursing Program, students are advised to visit the IDFPR website <https://idfpr.illinois.gov> or call the Illinois Board of Nursing for questions regarding eligibility for licensing.

Passing the NCLEX does not guarantee that a license will be issued. A license will only be issued if all requirements for licensure have been met, which would include a complete criminal background check and fingerprinting.

Some State Boards of Nursing require individuals with criminal convictions to submit a certified copy of court records and a letter of explanation for review. The State Board may request additional information prior to the review of conviction information. The Board may deny the candidate for admission to the licensure exam. If an individual has any criminal convictions, the review process may interfere with timely taking of the NCLEX exam.

ACADEMIC MISCONDUCT

Academic Dishonesty

The Midwestern Career College Licensed Practical Nursing Program has an obligation to the public and society to evaluate students pursuing a certificate in Licensed Practical nursing as carefully as possible. This responsibility includes assessing a student's knowledge, skills, abilities, integrity, and capacity to practice as a professional nurse. The nursing profession is unique by nature and requires the highest levels of integrity. Any student engaging in academic dishonesty, including students who knowingly assist other students in an attempt to cheat. (See Academic Dishonesty Policy in the College Catalog).

Honesty

Students will accurately represent his/herself as a Midwestern College student nurse to others. Forgery, alteration, or misuse of a patient's medical record is unlawful.

Plagiarism/Self-plagiarism

Plagiarism is presenting someone else's words, ideas, or work, including content generated by AI tools such as ChatGPT, as your own, without proper citation. This includes direct copying, paraphrasing without credit, or reusing your own previous work ("self-plagiarism") without instructor permission.

You must clearly separate quoted text from your own writing and cite all sources accurately, regardless of whether the material comes from a book, journal, website, AI tool, or even your own prior assignments.

Plagiarism applies to text, ideas, figures, tables, and other materials.

Types of Plagiarism:

- **Accidental/Unintentional:** Misunderstanding how to paraphrase, quote, or cite.
- **Blatant:** Knowingly using another's work (or AI-generated work) without acknowledgment, including buying or borrowing papers.
- **Self-Plagiarism:** Submitting the same (or substantially the same) work in more than one course without approval.

Consequences

Plagiarism is considered academic dishonesty and may result in failing an assignment or course, or further disciplinary action.

Cheating

A student is responsible for his/her own work and is not permitted to use unauthorized assistance in test-taking, writing assignments, or other activities assigned by the instructor that requires individual—not group— participation. Students should not be involved in buying or selling papers or other academic materials. Students who are found to have committed academic misconduct will be subject to the corrective actions as outlined in the College's Catalog.

Misuse of Technology

All LPN students must comply with the College's Internet and Wi-Fi Acceptable Use Policy.

Using, uploading, downloading, or purchasing any online resource that has been derived from material pertaining to the Licensed Practical Nursing Program course without the written permission of the faculty, when unsure if a source is a violation of the policy, ask permission from the faculty member to verify if it is acceptable to us. This includes cell phones, iPads, laptops, smart watches, smart glasses, etc.

Mobile Device and Computer Responsibilities

Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops, or other electronic devices in both the classroom and clinical sites. Students must adhere to the following:

1. **Cell phones and mobile devices must be turned off completely during clinical/simulation experiences**
2. **No air buds/headphones/smart glasses are allowed during clinical/simulation or classroom time**
 - a. Mobile devices may only be used in designated areas, and only when on a designated break/lunch. Any violation will result in the student being dismissed from the clinical site and will be marked absent for that day. A second violation will result in disciplinary action which can result in dismissal from the program.
3. **Absolutely, NO photos of patients or patient information may be taken by students.**
 - a. You must ALWAYS protect the confidentiality of patient information at all times in accordance with federal HIPAA laws.
 - b. Students who violate patient privacy will be in direct violation of HIPAA. In the event the student is found to be in direct violation of HIPAA laws, this will result in immediate dismissal from the program.
4. Use of facility computers for personal use is prohibited.
5. **Use of social media during classroom and lab time, and during your clinical rotation is strictly prohibited.**
 - a. Students are not to post confidential or proprietary information about Midwestern Career College or any of its students, faculty, and staff.
 - b. Students are prohibited from posting, publishing, or distributing any class or course material (including exams, quizzes, notes, PowerPoint presentations, handouts, or recordings) without expressed written permission from the instructor of record.

It is never appropriate to post photos or information about a patient. This includes but is not limited to pictures and/or live streaming from anywhere inside or in or around the facility to include the parking garage.

Social media/network postings will be considered a violation of HIPAA and will be subject to disciplinary action which can include dismissal from the Licensed Practical Nurse program.

FALSIFICATION OF MEDICAL RECORDS OR PATIENT INFORMATION

Dishonesty in reporting either verbally or in written material, false data, or information.

Examples include but are not limited to the following:

- Falsification or fabrication of information pertaining to one's absenteeism;
- Falsification or fabrication of data/information for an assignment, on a test or exam or patient data in clinical
- Citation of nonexistent sources or creation of false information in an assignment;
- Forgery of any college document or other official documents (e.g., letters, transcripts, etc.);
- Impersonating a faculty or a staff member;
- Request for special consideration from faculty members or officials based upon false information or deception;
- Fabrication of a reason (e.g., medical emergency, etc.) for needing an extension on or for missing an assignment, test or examination;
- Claiming falsely to have completed and/or turned in an assignment, test or examination;
- Falsely reporting an academic ethics violation by another student;
- Failing to identify oneself honestly in the context of an academic obligation;
- Providing false or misleading information to a faculty member or any other college official.

PROFESSIONAL PRESENCE

The student is a representative of the Midwestern Career College Licensed Practical Nursing Program and should realize that his/her behavior and appearance may affect the judgments of others, either in a positive or negative manner, about Midwestern Career College. Students are expected to be thoughtful and professional in their interactions with patients, families, members of the healthcare team, other students, faculty, and the general public. A student will not engage in nonprofessional behaviors with a patient, even upon the apparent request of a patient, while engaged in patient care activities.

Uniform & Personal Grooming Requirements

A clean, pressed uniform must be worn for each clinical experience, all classes, and activities as specified by the faculty (e.g., simulation, health fair). The uniform will consist of a short-sleeved navy V-neck top with the MCC emblem and navy pants or skirt. Skirts must be below the knee. Pants must not expose the ankle or drag on the floor. Any shirt worn under the scrub top must be solid, non-patterned, and one of the following colors: navy, white, or black.

LPN students are required to wear the clinical uniform during activities in the SIM (simulation) Lab.

Not Acceptable/Allowed

- Sweatshirts/hoodies, sweatpants, stirrup pants, leggings, or jeans
- Gum chewing or eating in clinical areas, labs, or simulations
- Poor personal hygiene, including offensive body and/or breath odors
- Perfume, cologne, or aftershave
- Crocs with holes on top

Footwear

Clean, neutral-colored or white hosiery/socks must be worn with clean leather or synthetic leather athletic shoes. In accordance with OSHA regulations, shoes must be fully enclosed, with solid uppers and backs. Shoes with cut-outs, mesh inserts, or open backs (such as clogs) are not permitted.

Hair and Grooming

- Hair must be clean, neatly arranged, and secured away from the face and neck.
- Hair longer than shoulder length must be pinned or tied back securely.
- Hair must be of a natural color.
- Students must be clean-shaven or maintain neatly trimmed mustaches or beards.

Nails

Per the Centers for Disease and Control, nails must be kept no longer than the tips of the fingers.

Not acceptable/allowed:

- Colored nail polish (clear polish only is permitted)
- Sculptured, gel, tipped, or other artificial nails

Jewelry and Body Art

- A wedding band and/or engagement ring may be worn with the uniform.
- One pair of small earrings worn in the earlobes is permitted.
- No other jewelry, including facial piercings, is allowed while in uniform.
- Tattoos or body art visible outside the uniform may need to be covered with makeup or a bandage.

Required Items for Clinical

While in the clinical setting, students must carry the following essential items as part of their uniform:

- Bandage scissors
- Watch with a second hand
- Student ID badge
- Stethoscope
- Black-ink pen
- Small notebook

Note: Personal bags are not permitted on the nursing unit.

Compliance

Each clinical site may have additional policies regarding uniform, grooming, and personal appearance. Students who fail to follow the standards outlined by the program or the clinical site will not be allowed to participate in the clinical and will be marked absent for the day.

Documentation of the Student Name while at Clinical

In the clinical area, students will sign documentation with First initial, Last Name, MCCNS (which stands for Midwestern Career College Nursing Student)

- Example: S. Jones, MCCNS.

ALCOHOL AND OTHER DRUG USE

Midwestern Career College promotes and maintains a healthy, drug and alcohol-free learning environment and workplace. The College complies with all federal, state and local laws and ordinances to which it is

subject, including the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. Midwestern Career College prohibits the use, possession, distribution, dispensing and manufacturing of illicit drugs or alcohol on Campus property, including buildings, grounds, in college vehicles or any College-leased facility. Anyone on campus under the influence of drugs or alcohol is subject to appropriate sanctions consistent with local, state and federal laws...”.

The LPN program maintains affiliation agreements with a variety of clinical agencies and facilities to provide quality clinical experiences for students. As such, these clinical education partners serve as an extension of the Midwestern Career College learning environment. College policies related to alcohol and other drug use will be upheld for students in the clinical learning environment. Students in violation of this policy will be removed immediately from the clinical site, and referred to the campus disciplinary system, as outlined in the Midwestern Career College Handbook.

**Please note that while marijuana is legal in Illinois, it remains illegal under federal law. The LPN program adheres to federal regulations regarding marijuana use.

HEALTH PREREQUISITES

Physical Examination (Initial acceptance into the Licensed Practical Nursing Program and ongoing as noted): Proof of completion of a **physical examination** which demonstrates that the student is free from disease, and physically and mentally capable of participating in the LPN program. This must be documented by the student’s primary healthcare provider. Official original documentation is required on physician/healthcare provider/issuer letterhead or forms.

- Medical history/Physical exam (primary physician, nurse practitioner or other approved healthcare provider).
- 10 Panel urine drug screen.
- Complete blood count (CBC) and Rapid Plasma Reagin (RPR) test
- Quanterifon Gold (if positive a negative chest x-ray, PA & LAT will be required)
- Documentation of verified immunity to varicella, rubeola, rubella, measles, mumps through blood titers. (If titers do not prove immunity, or result is non-immune/equivocal, student must receive appropriate vaccine. Vaccine then must be followed 4-6 weeks later by a repeat blood titer).
- Hepatitis B antibody proving immunity (if not immune, the Hepatitis B vaccine series must be completed.
- Influenza (flu) vaccine (required October through May only) **NOTE: Annual requirement**
- Tetanus-Diphtheria-Pertussis Vaccine (Tdap) with booster every 10 years
- Covid vaccination
- Proof of American Heart Association (AHA) Basic Life Support (BLS) Certification for Healthcare Providers (CPR)
- Drug screening as required

*****Clinical requirements may change at any time based on the requirements of the clinical affiliate.***

***** All clinical requirements are to be submitted electronically. It is expected that the students will upload all clinical requirements to the software system used by the college.***

HEALTH AND SAFETY REQUIREMENTS

All costs and expenses associated with meeting the health and safety requirements of the LPN program are the responsibility of the student.

The following policies and procedures must be completed by all students accepted into the Licensed Practical Nursing Program.

Students who do not meet all health and policy requirements will not be permitted to participate in patient care experiences at clinical agencies or facilities and may be placed on probation until all requirements are fulfilled.

Health Insurance

Health Insurance must be maintained throughout the program. Proof of such insurance must be submitted upon request by the College.

Malpractice Insurance

Midwestern Career College carries professional liability insurance for all its LPN students and faculty, as required by agencies participating in clinical assignments. This insurance coverage applies only to nursing activities that are part of the program of studies and is subject to other limitations.

Criminal Background Check

Nursing students are required by law to have a background check completed.

A hit on the background check will not necessarily disqualify the student from consideration for admission; however, it can adversely affect student's ability to complete the clinical portion of the program and meet program completion requirements, find employment in the field or take professional license exam.

If problems arise with either criminal background check or drug screening for students who are already enrolled in the program, these students will not be permitted to attend the clinical portion of the program, which may result in a withdrawal from the program. It is the student's responsibility to report changes in the status of their criminal background to the Program Director of the nursing program

Criminal background checks are required of all students entering the Licensed Nursing Program. The background check will be required upon admission to the program and prior to the beginning of the first course. A new criminal background check may be required for restart/re-entry students. Some clinical sites may require an additional criminal background check. Students whose program extends over one year will complete a follow-up criminal background check each subsequent year. Following graduation, all nursing license applicants to the Illinois Board of Nursing are required to complete an updated criminal background fingerprint check prior to taking the NCLEX exam.

***All clinical requirements are to be submitted to the clinical compliance software that that college has contracted with. It is an expectation that the student will upload all clinical requirements via the software.**

Medical Marijuana Policy

The Licensed Practical Nursing program follows the Federal law related to marijuana use. There is a zero tolerance for marijuana use whether it is recreational or medicinal. Students who have a positive marijuana drug test will be dismissed from the program. The Licensed Practical Nursing Program and clinical affiliates reserve the right for randomized drug testing.

Bloodborne Pathogens

Students must understand and adhere to all health and safety requirements related to bloodborne pathogens. The Fundamentals of Nursing course includes instruction on bloodborne pathogens, standard precautions,

OSHA requirements, and the prevention and management of infectious disease transmission. Completion of this course ensures that students meet the clinical education requirements for infection control and safety.

Substance Abuse Policy

Refer to Illegal Drug and Alcohol Abuse Prevention Policy in the catalog

Student Drug Screening

This policy is to ensure fair and equitable treatment of all students. In order for students to participate in clinical training within certain agencies, a drug screening test may be necessary.

Nursing faculty will advise students of specific requirements, and students must comply with drug screening procedures outlined by the specific agencies. Please note that affiliated clinical agencies reserve the right to require drug testing at any time. Pending return of the drug screening results, students may not be permitted to participate in clinical rotation within the specific agency. Further, if a student causes a delay in testing, the clinical time missed by the student will be considered an unexcused absence. If drug testing is required, the students are responsible for payment of this expense.

A student with a substantiated positive drug test will be referred to the Director of Nursing for dismissal/progression determination. A failed test may prevent the student from completing the academic requirements for either graduation or continuation in the program.

Procedure for Student Illness/Emergencies in the Classroom/Lab/Clinical/SIM Setting

Students who miss any class, lab or clinical sessions are responsible for submitting proof of illness or unforeseen medical emergency—such as a note from a qualified healthcare professional or other documentation acceptable to the College—if requested by the faculty member or the Director of Nursing.

If a student becomes ill during a scheduled class, lab session, or clinical/SIM rotation, the faculty member will release the student and provide instructions for making up any missed time or assignments.

Students must make up all missed work resulting from excused absences, including required reading, assignments, laboratory activities, exams, and clinical hours. All missed lab and clinical/SIM time must be completed to meet program requirements.

The LPN program may require students who miss multiple classes, labs, or clinical/SIM sessions due to illness—or who exhibit signs of illness—to obtain medical clearance from a qualified healthcare provider before returning to the classroom or clinical setting.

Students who fail to provide the required documentation will not be eligible to make up missed coursework, lab work, or clinical hours. This may result in failure of the affected courses.

Extended absences (defined as absences exceeding one day), even if excused, particularly during the clinical phase of instruction, may prevent successful course completion or on-time graduation. The Director of Nursing or designee will work with the student to determine possible options, which may include:

- A remediation plan
- Extended deadlines for completing course requirements
- Withdrawal from the course
- A leave of absence in accordance with college policy

STUDENT HEALTH-RELATED INCIDENTS

On-Campus Incident

A health-related incident/emergency on-campus is any illness, injury, unprotected exposure to a pathogen, or accident that occurs during class, lab, or other event hosted on the physical premises of the college campus. Promoting health and safety is the first priority in responding to an on-campus incident.

If a student experiences a health-related incident/emergency on-campus (e.g., classroom, lab, etc.) requiring immediate medical attention, then the nursing faculty/staff will:

1. Contact 911 and provide directions to the student's location, and unless refused by the student will also attempt to contact the emergency contact(s) using the information provided by the student.
2. The nursing faculty/staff (or designee) will alert the front desk that emergency personnel will be arriving at the campus.
3. The nursing faculty/staff is to remain with the student until the emergency medical team arrives and assumes responsibility for the student. The student is responsible for any transport and/or treatment costs.
4. The faculty/staff should contact the Program Director, who will complete the incident report form
Incident Report Form Link: <https://forms.office.com/r/D8VnEFYwYW>

Clinical Setting Incident

A health-related incident/emergency clinical setting is any illness, injury, unprotected exposure to a pathogen, or accident that occurs within the clinical/practicum setting. Promoting student and patient safety is the first priority in responding to a clinical incident.

If a student experiences a health-related incident/emergency within the clinical/practicum setting requiring immediate medical attention, then the nursing faculty/clinical instructor will:

1. Assist the student to initiate access to emergency care at the clinical site, if available, or contact 911 for emergency personnel, and unless refused by the student will also attempt to contact the emergency contact(s) using the information provided by the student.
2. The Licensed Practical Nursing faculty/clinical instructor is to remain with the student until the emergency medical team arrives and assumes responsibility for the student. The student is responsible for any transport and/or treatment costs.
3. The faculty/clinical instructor should contact the appropriate Clinical Coordinator, who will notify the Program Director, who will then notify the College Administration about the incident.
4. When a student is exposed to a blood or body fluid pathogen, the agency's clinical coordinator/supervisor, agency employee health, and the Clinical Coordinator are to be notified immediately (see above). If an employee's health department is available, follow hospital/agency guidelines for **immediate** treatment, and institute any necessary treatments that should be carried out on site. If an employee's health department is not available, the student should seek care at the nearest emergency department for **immediate** treatment guidelines. Students are responsible for the treatment costs incurred.
5. Students are responsible for the treatment of illness or injuries incurred during clinical assignments, and students should contact their own health care provider for recommendations for follow-up treatment.
6. A MCC incident report and agency incident report must be completed by the clinical instructor and the injured party. Copies of both should be given to the injured party, and the Licensed Practical Nursing Program. The agency should provide a copy of their incident report. The MCC College's incident report should document the date, type of incident, individuals present, response/treatment, notification and documentation sequence, and any additional information, which may be pertinent.

7. The incident report will be maintained in a confidential file stored in the student's school file.

In the event a nursing faculty/clinical instructor experiences a health-related incident/emergency within the clinical/practicum setting requiring immediate medical attention, with the inability to contact the clinical coordinator, the student will:

1. Students should alert emergency medical services if necessary.
2. If after business hours, students should gather their belongings and have the charge nurse or manager document the time of occurrence and the time that the students left the clinical.
3. During business hours, students should call MCC College to reach the Clinical Coordinator or the Program Director to document the time and clinical faculty member situation.
4. Students will email the Clinical Coordinator as soon as possible to give information, including when the students left the clinical site.
5. Students will be informed by the clinical coordinator on how the hours will be made up.
6. Clinical Coordinator will contact the site to validate the time of occurrence and when the students left the clinical facility.
7. Clinical Coordinator will contact clinical faculty members and the incident report will be filled out and submitted to the Compliance Department.

Incidents Involving Needle Stick/Sharps and Biohazards

In the event of needle stick/ sharps in the lab:

1. The student must immediately wash the area, scrubbing the skin with soap and water.
2. If there is no obvious laceration or major abrasion, the student may choose to wash with a germicidal soap.
3. Report the incident to the Instructor or Lab Assistant.
4. Identify and write down the name and contact information of all the students involved in the incident.
5. The Instructor/Lab Assistant will report to the Program Director the information of the exposure and information of the source of patient. This includes but is not limited to:
 - The circumstances of the exposure, whether body fluids were involved, etc.
 - Date and time of the exposure
 - Names of students involved in the incident
 - Was the first aid provided
6. All the students involved in the exposure are recommended by the CDC to visit the Emergency room to seek treatment within 1-2 hours from the time of the incident.
7. The students should expect to have blood drawn by the hospital for baseline results of Hepatitis B surface antibody, Hepatitis C antibody, HIV antibody, and possibly other necessary tests.
8. Prophylactic treatment may be initiated at the discretion of the treating physician on a case-by-case basis.
9. The students involved in the incident must submit the clear blood work reports to the Program Director to continue with any courses involving needs sticks/sharps and/or clinical externship.
10. The students should expect to have follow-up visits and blood work done with a timeline of two weeks, six weeks, three months, and six months. All follow-up reports must be submitted to the Program Director.
11. The Program Director or designee will complete an Incident Report Form.

In the event of exposure to blood and/or other bodily fluids (biohazards):

1. Report the incident immediately to the Instructor or Lab Assistant.
2. Identify all the students involved in the incident.
3. Immediately wash the area with soap and water and/or flush the nose and mouth with water.

4. Irrigate the eyes with clean water, saline, or sterile irritants. Eye Washing Station is located outside the classroom area.
5. Write down the name and contact information of the source student.
6. All the students involved in the exposure are recommended by the CDC to visit the Emergency room to seek treatment.
7. The students involved in the incident must submit clear reports to the Program Director to continue with any courses involving needs of sticks/sharps and/or clinical externship.
8. The students are financially responsible for paying all medical bills and copayments as a result of injuries or health issues that arise from the incident.
9. The Program Director or designee will complete an Incident Report Form.

ACADEMIC DISMISSAL

A student who fails any two nursing or medical foundation courses during the program or fails the same nursing or medical foundation course twice, will be subject to dismissal from the program.

To be considered for continuation or re-enrollment, the student must submit a written appeal to the Licensed Practical Nursing Program Committee. Appeals will only be considered for extenuating circumstances beyond the student's control. Approval of an appeal is not guaranteed, and reinstatement into the program is at the sole discretion of the Committee.

For the purposes of this policy, a failing grade is defined as a final course grade of 77.99% or lower (F).

Procedure for Appeal

1. **Written Appeal Submission:** The student must submit a written appeal to the Licensed Practical Nursing Program Committee within five (5) business days of receiving notification of academic dismissal.
2. **Content of Appeal:** The appeal must include:
 - A clear explanation of the extenuating circumstances that contributed to the failure(s).
 - Supporting documentation (e.g., medical records, legal documents, or other verifiable evidence).
 - A description of the actions the student will take to ensure future academic success if reinstated.
3. **Committee Review:** The Licensed Practical Nursing Program Committee will review the appeal and all supporting materials. The Committee may request additional information or schedule a meeting with the student for clarification.
4. **Decision and Notification:** The student will receive a written decision regarding the appeal within ten (10) business days of submission. The decision of the License Practical Nursing Program Committee is final.
5. **Re-enrollment Conditions:** If the appeal is approved, the Committee may establish specific conditions for reinstatement, such as an academic improvement plan, tutoring, counseling, or other remedial measures. Failure to meet these conditions may result in permanent dismissal from the program. The timeline for re-enrollment will depend on the course availability.

VOLUNTARY WITHDRAWAL

A student who chooses to withdraw from the program must:

1. **Submit an electronic withdrawal form** by email to the Program Director and the Registrar's Office at registrar@mccollege.edu
2. **Participate in an exit meeting** with the Director or designee to discuss:
 - a. Reason for withdrawal
 - b. Academic and clinical progress to date
 - c. Steps for potential readmission

ELIGIBILITY FOR READMISSION

Students may apply for readmission **one time only**, provided:

- The withdrawal was not related to professional conduct, safety violations, or dishonesty.
- The student's return occurs within one academic year of withdrawal.
- Space is available in the requested cohort.

Readmission Application Process

Students seeking to return must:

1. Submit a Re-Entry Form at least 4 weeks prior to the term start date.
2. Provide a written statement explaining:
 - a. The reason for withdrawal
 - b. What has changed or improved that will support successful completion
3. Submit supporting documentation as needed (e.g., medical clearance, counselor letter, schedule adjustments).
4. Meet with the Readmission Committee (Director, faculty member, admissions member and clinical representative).
 - a. The committee will review academic, clinical, and professional performance.
 - b. Additional requirements may be assigned (e.g., skills evaluation, dosage calculation exam, remediation plan).

Readmission Placement

- Depending on curriculum changes or time away, the student may be required to:
 - Audit or repeat certain courses or labs
 - Demonstrate competency through written or skills testing
 - Complete a reorientation to program policies, simulation, and clinical expectations

Readmission Limitations

- Readmission is not guaranteed and depends on space availability, faculty recommendation, and satisfactory completion of all reentry conditions.
- Students dismissed for unsafe practice, unprofessional conduct, or academic dishonesty are not eligible for readmission.
- A student may be readmitted to the program only once.

7. Upon Readmission

The student must:

- Attend program orientation before resuming coursework.
- Meet all current curriculum and policy requirements in effect at the time of return.
- Sign acknowledgment of the readmission plan and any stipulations.
- Meet with Program Director/Student Success for a success plan.

PHOTO/VIDEO/AUDIO RECORDING IN THE CLASSROOM

No form of electronic digital photography, videotaping or recording of a faculty course lecture or lab/clinical/SIM activity is permitted to be posted on any social networking or electronic media sites without proper written authorization of the instructor. Failure to follow this policy will result in a violation of the Standards of Student Conduct.

SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

Midwestern Career College recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving academic success. Midwestern Career College is committed to making reasonable accommodations for students with qualified disabilities and to ensuring that its campuses and its facilities are made accessible as required by applicable law. The College cannot make accommodations that alter the nature of its programs, causes undue burdens on MCC, or create a direct threat to the health and the safety of students or others.

Students wishing to request accommodation should review the information about the Services Available to Students with Disabilities in the College Catalog or Consumer Information Page.

Students should contact 504 Coordinator with any questions.

SECTION 504 COORDINATOR FOR STUDENTS

Joyce Gaa 203 N. LaSalle St., Chicago, IL 60601
(312) 236-9000
Ext 1006 jgaa@mcccollege.edu

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

The Student Complaint and Grievance Procedure is located in the College Catalog. Midwestern Career College encourages open dialogue and requests that students first attempt to address their concerns with the personnel specifically involved in the situation. When this approach is not feasible, there are formal complaint procedures to file a complaint, grievance, and appeal which are described in the College Catalog.

COMMITTEE PARTICIPATION

The Licensed Practical Nursing Program has standing committees that meet at arranged times to review, discuss, and make decisions which relate to the policies of the students, the faculty, or the curriculum. Student input is valuable, and student representation and participation will be required on some of the committees. The committee will consist of faculty, administration, and student success individuals.

STUDENT NOTIFICATION OF PROGRAM POLICY CHANGE

Any program policy changes initiated by the LPN program is part of the continuing assessment cycle and undergo multiple reviews by the Program Director and College Administration to determine whether proposed changes will (a) strengthen the program, and (b) improve the students' learning environment. Any policy changes made will be communicated to students, via emails, catalog addendums, and/or revision of the Nursing Student's Handbook.

Appendix A: A Patient's Bill of Rights

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current and understandable information concerning diagnosis, treatment, and prognosis.
3. The patient has the right to make decision about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action.
4. The patient has the right to have an advance directive (such as living will, healthcare proxy, or durable power of attorney for healthcare) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
5. The patient has the right to every consideration of privacy.
6. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases which as suspected abuse and public health hazards when reporting is permitted or required by law.
7. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity and polices, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services.
9. The patient has the right to ask and be informed to the existence of business relationships among the hospital, educational institutions, other healthcare providers or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent.
11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
12. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities.

American Hospital Association. (1992). *A Patient's Bill of Rights*. American Hospital Association: Author.

Appendix B: American Nurses Association Code of Ethics for Nurses

Provisions of the Code of Ethics for Nurses with Interpretive Statements

- Provision 1** | The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- Provision 2** | The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- Provision 3** | The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- Provision 4** | The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- Provision 5** | The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- Provision 6** | The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- Provision 7** | The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- Provision 8** | The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- Provision 9** | The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Appendix C: CODE OF ACADEMIC AND CLINICAL CONDUCT FOR STUDENT NURSES

Amended from National Student Nurses' Association, Inc. (2009). *Code of Academic and Clinical Conduct and Interpretive Statements*.

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student while caring for human beings in a variety of healthcare environments.

The *Code of Academic and Clinical Conduct* is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment, but can assist in the holistic development of the person.

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

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is a full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.