



Nursing Student Handbook

Fort Myers Campus

Revised March 2026

ATA College

Mission

The governing organization is to provide quality instruction, hands-on training and effective career preparation for our healthcare programs in a comfortable environment that facilitates the learning experience.

ATA College Nursing Program

Mission

A Technical Advantage Associate Degree Nursing Program is to thoroughly prepare nursing students to provide holistic and competent care to all patients, present as leaders in the health care arena and serve as catalysts for the advancement of the nursing profession. To educate caring nurses committed to excellence, who will serve the healthcare needs of the community as well as the diverse community in the region.

ATA Nursing Philosophy Statement

ATA believes in providing quality educational opportunities in the field of nursing to all individuals with the passion and desire to become a registered nurse. ATA's Nursing Program will provide a foundation of knowledge that will incorporate the biological, physiological, psychological, and sociological aspects of nursing. Community service is an integral component in professional nursing experience. This program is committed to providing service to the community, and to the development of the nurse with an appropriate balance of caring and professionalism. Nursing as a science allows for human caring processes that facilitate health and healing. Nursing is a vocation and profession in which the practitioner integrates learning, teaching, leading, caring, communicating, facilitating, evaluating, managing, planning, and professionalism to promote, maintain, and restore quality of health to communities, environment, family and self.

End of Program Student Learning Outcomes

The nursing program End of Program Student Learning Outcomes (EPSLO) are based on the integrated processes and client needs categories established by the National Council of State Boards of Nursing (NCSBN) for use on the NCLEX exam. These learning outcomes encompass the essential knowledge, skills and attitudes needed by the entry-level nurse, in order to meet the needs of clients requiring the promotion, maintenance or restoration of health.

The Associate of Science in Nursing program prepares the graduate to:

Demonstrate advanced proficiency in effectively managing and coordinating patient care within diverse healthcare settings, ensuring patient safety, quality of care, and promoting positive patient outcomes through leadership, communication, conflict management and interdisciplinary collaboration while upholding legal and ethical principles and ensuring patient information technology competence and confidentiality.

Demonstrate a mastery of infection prevention and control strategies, utilizing evidence-based practices to reduce the risk of healthcare-associated infections, safeguard patient well-being, and maintain a safe healthcare environment.

Demonstrate the ability to assess, plan, implement, and evaluate comprehensive health promotion and maintenance strategies for individuals, families, and communities across the lifespan, with a commitment to optimizing evidence-based practice methods to ensure prevention and management across the lifespan while applying the nursing diagnostic process.

Demonstrate the ability to enhance therapeutic treatment with compassionate and culturally sensitive care, incorporating knowledge of psychosocial factors, mental health principles, and provide support through interventional management with therapeutic communication skills to support individuals and families in achieving optimal mental and emotional well-being.

Demonstrate the ability to provide safe, effective, and evidence-based nursing care to individuals across the lifespan, considering the complex interplay of physiological systems, health alterations, and the impact of nursing interventions.

Demonstrate competence in the safe and effective administration, monitoring, and management of pharmacological and parenteral therapies to promote optimal patient outcomes across diverse populations and healthcare settings across the lifespan.

Demonstrate the ability to identify, assess, mitigate, and effectively communicate risks in healthcare settings to promote patient safety and prevent adverse events.

Demonstrate advanced proficiency in assessing, planning, monitoring, implementing, and evaluating complex nursing care and interventions that support and manage the physiological adaptations of individuals and groups across various healthcare settings and diverse populations.

Handbook Overview

This Nursing Student Handbook is provided in addition to the school catalog with specifics related to the nursing program and expectations from nursing students. It is the student's responsibility to keep abreast of the material presented here and stay up-to-date with the most current information published on the ATA website through catalog updates, addendums, supplements, and other literatures.

Level II Background Check Procedure

All newly enrolled nursing students must agree to a Live Scan Fingerprint Level II background check. ATA holds the right to withdraw a student who, in ATA's sole opinion, may have difficulty finding employment in their field of application as a result of issues disclosed on their background check. ATA may deny admission to an otherwise qualified candidate.

If student has any type of criminal background, they will be required to provide the following information in order to apply to sit for their NCLEX:

- Offense
- Jurisdiction
- Date of Offense
- Final Disposition
- Applicant Statement
- Self-Explanation
- Documentation supporting final disposition
- Arrest records for all offenses
- If charge has been sealed, expunged, dropped, etc. and there is no record of the offense, student must prove unavailability of these records in the form of a letter from the Clerk of the Court.
- Completion of sentence documentation
- Three letters of recommendation.

Nursing Program Academic Progression Requirements

All nursing courses designated by the NUR prefix must be taken in sequence. If a student taking co-requisite courses is dropped or withdraws from one or more of the co-requisite courses, the student will be dropped from the other co-requisite courses.

A passing grade must be earned in each course to advance to the next course in the sequence. A passing grade in all NUR prefixed courses is 80%.

In addition to all institutional Satisfactory Academic Progress (SAP) policies stated in the catalog, nursing students must comply with the following program specific academic progression requirements for completion.

- A minimum of a B (80%) is required to pass all courses with a NUR prefix.
- Clinical and skills courses are graded on a Pass/Fail basis. To earn a passing grade (P) in any clinical or skills course, students must demonstrate competency and achieve a minimum performance equivalent to 80% or higher as determined by course evaluation criteria. A grade of P (Pass) will be recorded on the student's transcript for successful completion of the course. Students who do not meet the minimum performance standard will receive an F (Fail) and will not progress in the nursing program.
- A student is allowed one F or WF grade in NUR prefixed courses and/or nursing core courses. A student who fails or is assigned a WF in a second NUR prefixed course and/or nursing core course, or who fails or receives a WF a second time in the same NUR prefixed course and/or nursing core course will be dropped from the program.
- An exception to this is the NUR 280 Seminar for Beginning Nursing Practice course. A student may be allowed a second attempt at this course even if the student has failed or been assigned a WF in another NUR prefixed course.
- Students who fail the NUR 280 course a second time because of not achieving the required score on the final comprehensive exam will be required to meet with the DON and perform remediation before a third attempt is approved at the final exam.
- In life altering circumstances, a student who is **dismissed** for a reason listed above may submit an appeal for readmittance into the program in the subsequent quarter. The appeal must be submitted and approved prior to the start date of the subsequent quarter. It must include a thorough explanation, with **supporting documentation**, of what caused the academic deficiencies and what remedies have been put into place to address the deficiencies. The appeal must be approved by both the Director of Nursing (DON) and the Executive Director. Appeals will be granted only if there is overwhelming evidence provided by the student that leads the DON and Executive Director to believe that the student has more than a reasonable chance of success.
- Students **may be** granted approval for only **one appeal** during their enrollment in the program.
- Students who are granted approval of an appeal are required to meet with the Director of Nursing to make an action plan for success and discuss the auditing requirements if applicable.

Nursing Program Course Attempt and Withdrawal Policy

Purpose

The purpose of this policy is to clearly define the allowable number of course attempts within the nursing program and to outline expectations regarding course withdrawals and progression.

Policy Statement

Students enrolled in the nursing program are permitted a maximum of three (3) total attempts per course, regardless of the outcome of each attempt. This includes all grades of Pass, Fail, Withdrawal (W), or Withdrawal Failure (WF).

Course Attempt Limitations

Any combination of three attempts in a course will result in dismissal from the nursing program, including but not limited to the following examples:

- Withdrawal, Withdrawal, Withdrawal → Program Dismissal
- Withdrawal, Withdrawal, Fail → Program Dismissal
- Withdrawal, Fail, Withdrawal → Program Dismissal
- Fail, Withdrawal, Withdrawal → Program Dismissal
- Fail, Fail, Withdrawal → Program Dismissal
- Any combination totaling three attempts → Program Dismissal

Important: A withdrawal (W) is considered an official course attempt and is counted equally with a failing grade. A Withdrawal Failure (WF), including withdrawals occurring after Week 8, is also considered a course attempt and is counted toward the maximum allowable attempts.

Appropriate Use of Withdrawal

A course withdrawal is intended to be used only under significant or unavoidable circumstances, such as:

- Personal or family emergencies
- Medical issues
- Significant life events or changes in circumstances that prevent academic success

Withdrawal is not to be used for reasons such as:

- Wanting to remain in the same cohort as a friend
- Avoiding academic challenges without valid cause
- Poor planning or lack of engagement in the course

Students are expected to use withdrawals cautiously and responsibly, as each withdrawal counts toward the total number of allowed attempts.

Progression and Re-Entry into the Program

Students who withdraw from or fail a course are not guaranteed placement in the next term.

Re-entry into a course is dependent upon:

- Seat availability within the cohort
- Program capacity and enrollment numbers

If a cohort is full, the student may be required to:

- Sit out for one or more terms until space becomes available, or
- Enroll in alternative or online coursework, if applicable, until re-entry is possible

- If the student is accepted and has been out of school for more than 3 months, the student will meet with Director of Nursing to create an action plan for the student's success in the nursing program.
- All students who are reentering the nursing program, following a withdrawal or drop and have been out for longer than 3 months are required to audit a course and the connecting skills laboratory course as if applicable from the previous term when the withdrawal or drop occurred. The student is not charged for the audited courses, and the original grade remains on official transcripts. The student is required to fully participate in the courses and achieve a grade of 80% or higher in each audited class. In the event the student does not successfully pass the audited courses, the student will be required to meet with the Director of Nursing and didactic instructor and revisit the action plan for success. The student will be required to continue auditing the same course or courses but limited to two attempts each. Once the student has successfully passed the audited course or courses, the student will progress to the next term of the program.

Student Responsibility

It is the responsibility of each student to:

- Contact the admissions department requesting reentry into the nursing program
- Contact the Director of Nursing to discuss reasons of withdrawal and desire for reentry
- Understand and comply with this policy
- Make informed academic decisions regarding withdrawals
- Seek guidance from faculty or administration when facing challenges that may impact course success

Nursing Program Grade Rounding Policy

Purpose

To establish a consistent and fair approach to rounding final grades in the nursing program.

Policy Statement

In the nursing program, the only instance in which grades will be rounded is for the final course grade. Rounding of the final course grade will occur only under the following conditions:

- The final course grade will be rounded to the nearest whole number if the grade is 79.5 or higher.
- For example, a final grade of 79.5% or higher will be rounded to 80%.
- A final grade of 79.4% or lower will not be rounded and will remain at 79%.

Guidelines

1. **Applicability:** This rounding policy applies exclusively to the final course grade in all nursing courses within the program. No other individual assignment, exam, quiz, or assessment grades will be rounded.
2. **Implementation:** Final course grades will be calculated based on the student's cumulative performance across all assessments and assignments in the course. The final grade will be determined and rounded according to the policy above before being recorded as the official course grade.
3. **Communication:** Faculty members will communicate this policy to students at the beginning of each course, ensuring that students know the rounding policy and its implications for their final grade.

Integrated Course Structure

The Didactic, Clinical, and Laboratory courses within the nursing program are designed to form a cohesive and integrated educational experience. These components are interdependent and collectively contribute to the comprehensive learning and skill development of nursing students.

Due to the integrated nature of the curriculum, courses that are paired together must be treated as a single unit of learning. If a student elects to withdraw from a didactic (theory) course that is paired with a clinical and skills (laboratory) course, the student is required to withdraw from all associated co-requisite courses, including the didactic, clinical, and skills courses. Failure to withdraw from all co-requisite courses may result in administrative withdrawal from the remaining courses.

In the event that a student is unsuccessful in the didactic (theory) portion of a course, the student is required to repeat the didactic course and the corresponding skills (laboratory) course. The student is not required to repeat the clinical course, provided that the clinical course was successfully completed and all clinical competencies were met. This requirement supports continuity of learning and reinforces the integration of theoretical knowledge with clinical skill development.

Notification

A student who receives a failing grade in a course with an NUR prefix will be advised by the Director of Nursing or designee. The advising session will include a review of the academic progression requirements, notification that continued unsatisfactory academic progress including a second course failure will result in withdrawal from the program, and information on strategies and resources available to the student to help achieve success. This advisement will be documented on the Academic Advising Form and will be signed by the student and by the designated advisor.

A student who is withdrawn from the program for not meeting nursing academic progression standards is not eligible for return.

NCLEX-RN Examination and Nursing Practice Readiness Assessment

Standardized testing is used to prepare and assess student readiness for the NCLEX licensure exam and beginning nursing practice. Specialty testing is conducted in most nursing courses. The benchmark score on these exams is achievement of a Level 2 score. Students will be allowed one attempt at the specialty proctored exams. The student will receive three practice attempts before receiving the graded proctored exam. Students will be required to remediate between attempts regardless of their score.

Specialty ATI exam scores constitute a percentage of the course grade and will be determined as follows for the exams that use ATI levels of achievement:

- Level 3 — 100%
- Level 2 — 85%
- Level 1 — 75%
- Below Level 1 — 30%

End of program NCLEX and nursing practice readiness will be assessed via the NUR 280 final comprehensive exam. The benchmark score for the final comprehensive exam is 72%. Students have two attempts to achieve the benchmark score, if a student is unsuccessful after their second attempt at the final

exam, a student will be required to repeat NUR280. Students will also be required to complete ATI's VATI, which includes achieving greenlight status. Achieving VATI greenlight status is a graduation requirement.

ADA, Mental Health, and Accommodation Policy

In accordance with the *Americans with Disabilities Act (ADA)* and *Section 504 of the Rehabilitation Act*, the College provides equal opportunity for qualified individuals with disabilities. Reasonable accommodations are defined as adjustments that allow a student to participate fully in the educational experience. The College will make reasonable accommodations to support access to programs, services, and activities.

The Nursing Program recognizes that mental health and anxiety may impact academic performance. Students are encouraged to seek support as needed; however, professional accountability and program standards must be maintained.

Policy Statement

Experiencing stress, anxiety, or test-related nervousness does not constitute a valid excuse for:

- Missing a scheduled examination
- Requesting an unscheduled exam retake
- Appealing a failing exam grade or course outcome

All students are expected to attend and complete examinations as scheduled.

Accommodation for Documented Conditions

Notifying the College of a disability or special need is voluntary; however, students are responsible for initiating the accommodation process.

All requests for reasonable accommodation must be submitted in writing using the Accommodation Request Form and provided to the Director of Nursing. The Director will consult with appropriate College personnel and accommodation must be approved by the Executive Director, Vice President/Chief Operating Officer, and Compliance Manager.

Students are encouraged to submit requests prior to the start of a course to allow time for review and approval.

Documentation from a licensed healthcare provider must be submitted and include:

- Diagnosis and relevant testing results
- Description of functional limitations and need
- Recommended accommodations and duration
- Provider credentials, contact information, and signature

NCLEX-RN Examination

Upon successful completion of the program requirements, graduates' names will be submitted to the Florida Board of Nursing for eligibility to sit for the National Council Licensure Examination (NCLEX-RN). The Florida Board of Nursing has up to 30 days to approve graduates' names.

Nursing Course Attendance Classroom and Nursing Skills Lab

Full attendance is required in all classroom, skills lab and clinical activities.

- Students must arrive on-time for class.
- A student will be considered present only if, at the discretion of the instructor, the student attended substantially all of the class time.
- More than two absences within a lecture or lab course may cause a failing grade in the course. Continuing with the course will require a meeting with the DON or designee prior to the next class date.
- All laboratory skills must be evaluated and passed in order to pass the clinical course.
- Homework assignments are due on the due scheduled date. Late assignments will not be accepted and will receive a grade of zero.
- Students must attend their scheduled class day and time. Only under extenuating circumstances and the approval of the DON may a student attend a different shift.
- Final exams are given during week 12 at a time outside of the students scheduled class time. This time is given to students on the first day of class.

Make-Up Examinations

One make-up exam may be permitted at the discretion of the instructor. The student must contact the instructor within 24 hours of the missed exam to schedule a make-up exam. Make-up exams will have 10% deducted for each day that passes after the exam was initially administered. The make-up exam will not be the same version as the original exam.

The student must provide documentation to the instructor that substantiates the reason for the absence in order to be granted an opportunity for make-up.

Safe Medication Administration

The safe administration of medications is a key responsibility of registered nurses and nursing students. Students must have a clinical instructor present in the client room to administer any medications. Students enrolled in all clinical courses must successfully complete a medication calculation quiz and achieve a score of 100% prior to administering medications. Students are permitted to make three (3) attempts to achieve a passing score. Failure to achieve 100% on the third attempt will result in clinical failure. This requirement applies to all clinical courses. A structured retake process is in place, and review of exam content will be conducted by the instructor during class.

Classroom/Clinical Physical Requirements

All nursing students are required to have a calculator, stethoscope, pen light, and a small note pad.

Clinical Courses

Attendance is required at all clinical activities. Failure to complete all clinical hours will result in failure of the clinical course. Should a student experience a serious emergency, or other serious life event, that prevents attendance at a scheduled clinical experience, the DON, or designee, may allow one makeup day, at their discretion. In those circumstances, the student must inform the DON, the clinical instructor, and the Nursing Program Manager within 24 hours of incident. Additionally, the student must provide official documentation that substantiates the reason for the absence. Availability of makeup experiences is not guaranteed and may be outside the normal student's schedule. A second absence in clinical for any reason will result in failing the clinical portion of the course. An absence from a clinical make up day will be considered as a subsequent absence. This failure may cause prolonged consequences due to site availability, and restrictions, as well as course sequence and scheduling challenges that may require the student's temporary withdrawal from the program.

Students may be required to travel outside their local area, county or the state to attend clinical rotations. Students are responsible for making travel arrangements.

Students are not allowed to work an overnight shift prior to a clinical experience. Sleep deprivation can be the equivalent to alcohol intoxication, and puts the student and clients at risk for harm. Students may not be financially compensated for clinical or practicum experiences.

Clinical Site Incident Reporting

Should an unexpected event occur during a student's clinical rotation, the student should inform the clinical instructor immediately and the clinical coordinator within 24 hours of the incident. Such incidents include, but are not limited to: blood or body fluid exposure, student accidents, client harm involving a student, and medication errors. The clinical coordinator will acquire all pertinent information to complete an incident report. Students must adhere to the medical facility's rules and guidelines regarding a work-related incident and may consult with the clinical coordinator and/or program director on additional action to be taken. Appropriate follow up will be initiated by the program director upon receipt of a written incident report. Any costs incurred by the student in relation to a clinical site incident are the student's responsibility.

Exposure to Blood Borne Pathogens and Communicable Diseases

Precautions to reduce the risk of exposure to pathogens:

Hands must be washed between every direct client contact.

Non-sterile gloves must be used if contact with blood, body fluids, secretions or excretions are anticipated. Gloves must be changed between clients.

Gown and facial protection must be worn when doing procedures which may cause splatter and/or aerosolization of body fluids.

Disposable needles and syringes should be placed in rigid puncture resistant containers. To prevent needle stick injuries, needles should not be recapped, bent, or broken before disposal.

Strictly observe all contact, airborne, droplet, and enteric precaution protocols.

Students must comply with all clinical site requirements for the prevention of blood and body fluid exposures.

Immunization Policy

Prior to enrollment, students will be required to provide results of the following, by a specified due date. Students are responsible for keeping their required clinical information up to date.

- Influenza vaccine: Annually during flu season (October to March)
- Diphtheria/Tetanus Booster: Required within the last ten (10) years.
- Varicella/Rubella: All students are required to have Varicella/Rubella titer screening. Students who are not immune to Rubella or Varicella are required to receive the vaccine (MMR). Students are advised to keep a copy of the test results for future use. The College will not keep these records after the student graduates.
- Hepatitis B: The Hepatitis B immunization is required for clinical rotation. If a student does not have this immunization, the first immunization should be administered prior to entering the nursing program. Documentation of the series of three immunizations should be submitted as proof of immunization to the clinical coordinator upon completion.
- Tuberculin Screening: A yearly screening for TB is required. All students must be asymptomatic to participate in the nursing program. Students are responsible for submitting the results and treatment plan to the Nursing Department for placement in the student file.
- For students with a positive TB test, the following applies:
 - One documented chest X-ray within the past 5 years;
 - Physician's documentation that student is asymptomatic; and
 - Annually, a follow up assessment by the student's personal physician with above documentation.

The costs associated with the above requirements are not covered by the College and are not included in tuition. Clinical partners may have requirements above and beyond those listed here. All clinical partners, for example, may require proof of vaccinations or an approved request for exemption. Failure to meet the requirements of the clinical partner may result in an inability of the student to attend the associated clinical course that term.

Cardiopulmonary Resuscitation Policy

CPR-BLS (Basic Life Support) is required and must be actively maintained throughout the program of study. This must be Healthcare Provider certified through the American Heart Association. Current certification must be maintained from the onset of clinical courses to program completion and are not covered by the College and are not included in tuition.

Annual Physical Exam Policy

Prior to commencing clinical rotations and as required by clinical partners, students are required to provide results of a current physical examination performed by an MD, DO or ARNP. Students who do not meet the standards of good physical and mental health, as required by clinical facilities for safe client care, may not continue in the program until a resolution of the health problem is reached. The costs associated with this requirement are not covered by the College and are not included in tuition.

Criminal Background Checks

All nursing applicants are required to be screened through the Florida Department of Law Enforcement (FDLE) or comparable checks from state or states of prior residence and the Federal Bureau of Investigation (FBI) prior to commencing clinical rotations. The background check, drug screen, titers and TB test results will be released to a facility if required for participation in a clinical experience. Not all required tests are paid for by the College. If a clinical partner is unwilling to take a student due to an offense on their background, or dismisses a student for any reason, this may be grounds for failure of the clinical course and/or dismissal from the program.

Criminal Offenses

Prior criminal offenses, or offenses that occur while enrolled in the nursing program, may limit a student's ability to attend clinical sites, progress through the nursing program, or sit for the NCLEX licensure exam. Students are advised to familiarize themselves with the board of nursing requirements in regard to criminal offenses when making decisions about pursuing a nursing education. All offenses must be disclosed to the Director of Nursing or designee within 72 hours of the incident. The student is responsible for notifying the Director of Nursing of any arrests, regardless of adjudication, that occur after beginning the program. Failure to notify the program director within 72 hours of the incident may result in expulsion from the program.

Drug Screening Policy

All students are required to be screened for drug use, prior to attending clinical courses. Positive drug test will result in dismissal from the nursing program. Additional testing may be required at the discretion of the DON and tests must be completed within 24 hours. Clinical partners may also require random drug tests while students are attending clinical experiences at the site.

If a clinical partner is unwilling to take a student, or dismisses a student for any reason, this may be grounds for failure of the clinical course and/or dismissal from the program.

If tested by a clinical partner site, the student shall provide the Director of Nursing or designee with a copy of all test results. Failure to promptly do so will be grounds for dismissal from the program.

Pregnancy Policy

Students have the option to disclose pregnancy to the Director of Nursing or designee, and are encouraged to do so. A pregnant student must meet all programmatic requirements without modification. The student may also opt to withdraw from the program until delivery or such a time when the student is able to return. While pregnant and active in the program, the student must comply with institutional policies of the health care agencies where the student receives clinical experience.

Nursing Student Dress Code Policy

The dress code applies to all lecture, laboratory and clinical settings. Students are required to wear ATA scrubs during all residential general education, nursing core didactic, laboratory and clinical courses. Student uniforms must always be clean and neat, properly maintained and appropriately laundered and pressed.

- Students must wear an approved ATA logoed scrub top, in the approved color, and black scrub pants.

- For clinical experiences students are required to wear a black scrub top with black scrub pants.
- White or black closed toe, closed back, impervious leather shoes are required. They are to be clean and in good repair.
- Students may wear a long sleeve, black, fitted undershirt if needed for warmth.
- A clean white lab coat or white or black cardigan may be worn at the instructor's discretion or based on hospital policy. Nothing with a hood may be worn. No coats, cardigans, or jackets are permitted during testing.
- Pants length must be to the top of shoe and must not touch ground.
- Students may wear either white or black socks.
- Variances from uniform policy may occur during specific clinical experiences. Students will be informed of these changes on the first day of class.
- Two sets of scrubs will be ordered and distributed to students. Students may order additional scrubs at their expense at any time throughout the program.
- Light make up is allowed.
- Females must wear a brassiere.
- Fingernails must be kept clean and clipped short. No polish, false nails or tips are permitted.
- False eyelashes of any kind are not permitted.
- Perfume, strong colognes or aftershave lotions should not be used, and offensive body odor is not permitted.
- Hair is to be neat and clean, a natural color, up off the neck and pulled back from the face. A one-inch black headband may be worn if needed. No other headwear, such as hats, or hair adornments are to be worn with the uniform.
- Men should be clean shaven daily. Mustaches or beards, if worn, must be neatly trimmed to a short length. If facial hair compromises Respirator Fit Testing, the student may be denied certain client care opportunities.
- Only one small stud earring per ear is acceptable. Facial or mouth jewelry including piercing is not considered professional and should not be worn. One ring on the hand is permitted. No necklaces are permitted.
- When assigned to a clinical education site, a student must also follow that facility's dress code, in addition to the program's policy.
- Students are required to have a stethoscope and penlight while on clinical sites.
- Students must wear their ATA badge at all times – to lab, class, clinical, and when attending campus outside of class hours.

If a student comes to a class or lab not dressed in proper uniform, the student will have points deducted from their daily grade. If a student comes to clinical and is not dressed in proper uniform, they will be sent home, and will be considered absent. All exams, assignments and laboratory skills are required to be made up, per the policies outlined above. The scheduling of laboratory makeup activities with the course instructor are the responsibility of the student.

Medical Record Confidentiality Policy

Nursing students must maintain the confidentiality of all client protected healthcare information, in accordance with facility, state and federal statutes. Failure to do so can result in course failure, program dismissal, or prosecution. Confidentiality laws extend to social media platforms, and students are encouraged

to familiarize themselves with the National Council of State Boards of Nursing Guide to the Use of Social Media.

Student Telephone Policy

Students must turn off cell phones and other electronic devices while attending classroom or laboratory activities. Any unauthorized use of cell phones during class may result in a loss of participation points. Cell phones may be collected at the discretion of the instructor during class time to ensure a focused and distraction-free learning environment. Unauthorized use of personal devices during an exam will result in a grade of zero on the exam.

Students are not permitted to have a cell phone or watch that can call or text in their possession during any class or clinical activities. Any student who is found to have a cell phone in their possession during a clinical or class activity will be subject to disciplinary action up to and including dismissal from the program.

Recording Device Policy

The use of recording devices is prohibited in all classes, labs and clinical experiences, including smart watches.

Academic Dishonesty

The Nursing department adheres to the college's academic dishonesty and student code of conduct policies and procedures. In addition, students must understand the following:

- Program leadership may nullify exam results if anomalous or irregular activity is detected.
- Program leadership may administer faculty written exams, electronic exams, or exams from a variety of vendors.
- Any assignment, exam, or quiz found to have been compromised will be assigned a failing grade, and all parties involved will be required to meet with the Director of Nursing or designee for further evaluation. Such incidents may lead to dismissal from the nursing program.
- The transmission from one student to another of any test material or test information is considered cheating.
- Peer-to-peer communication during an exam may be considered cheating.
- Unauthorized access to the test materials is considered cheating.
- Plagiarism is defined as the conscious or unintentional use of words, phrasing, or ideas of another person without acknowledging the source, thereby attempting to receive undeserved credit. One must put others' words in quotation marks and cite the sources and must give citations when using others' ideas, even if those ideas are paraphrased in your own words.
- Self-plagiarism is also considered to be a form of plagiarism and is not accepted unless acknowledged and approved.

Artificial Intelligence (AI) Use Policy

Policy Statement

The use of artificial intelligence tools, including but not limited to generative AI platforms such as ChatGPT or similar technologies, to complete academic work is strictly prohibited unless explicitly authorized by faculty.

Prohibited Use

Students may not use AI tools to:

- Complete or generate assignments, discussion posts, care plans, or written work
- Create or assist with remediation activities
- Answer quiz or exam questions
- Paraphrase or rewrite content for submission as their own work
- Copy and paste AI-generated responses into any academic submission

Submission of AI-generated or AI-assisted work as original work is considered a violation of academic integrity.

Rationale

Nursing education requires the development of clinical judgment, critical thinking, and decision-making skills. Reliance on AI-generated content undermines the student's ability to safely and effectively function as a future nurse and does not reflect competency.

Detection and Enforcement

The Nursing Program reserves the right to utilize AI-detection tools, evaluate writing patterns and inconsistencies, and require students to verbally validate submitted work.

Consequences

Violation of this policy may result in:

- A grade of zero on the assignment
- Course failure
- Disciplinary action
- Dismissal from the nursing program

Chain of Command

A chain of command system helps to ensure that students understand where to turn when they are having issues with their courses, and helps to ensure that communication flows in a systematic and productive manner. Instructors are the most familiar with their particular courses and are uniquely positioned to provide guidance and support to students in their courses. For that reason, any student having course problems must first approach the course instructor.

If the student feels the problem was not resolved appropriately, the student should then make an appointment to see the Director of Nursing to discuss the issue.

If an issue is still not resolved after speaking with the Director of Nursing, the student should then make an appointment to meet with the Executive Director.

Any student failing to follow this chain of command without valid reason will be sent back to the instructor in accordance with the policy.

Any student who has a concern related to discrimination or harassment that involves the instructor should immediately contact the Director of Nursing or the Executive Director as is outlined in the college catalog.

Nursing Student Code of Ethics

The following applies to all premises and facilities of ATA College and their affiliates at all times:

- All students, while enrolled in ATA College's Nursing Program, will behave in such a manner so that no persons shall be embarrassed, harassed, endangered or upset by the student's behavior.
- Students must adhere to the ATA code of conduct at all times.
- Students will not direct disrespectful or abusive behavior toward anyone while participating in college sponsored activities. Instructors and health care facility employees will be treated with the respect their positions deserve, and the student will abide by any rules governing a facility's staff.
- Students will not make false statements to faculty or college administrators.
- In the event of a dispute or observed incident between a student and a facility employee, students are to contact the clinical instructor, who will attempt to resolve the problem. Students are not to become involved in or attempt to resolve such conflicts independently.
- Any student who is asked to leave a class, lab or clinical site must do so immediately and without protest. Failure to do so may result in disciplinary action up to and including dismissal from the program.
- No student shall engage in sexual harassment.
- No student shall use foul or vulgar language while in the lab or clinical setting or during class.
- Students are expected to always communicate in English while in the classroom, laboratory, and clinical settings to ensure clear, safe, and inclusive communication and to align with professional standards and licensure requirements, including the NCLEX examination, which is administered in English.
- Students are not permitted to speak another language in these settings unless directed or approved by faculty for educational purposes.
- Students are not permitted to interpret or translate for another student at any time.
- No student will leave his or her assigned area unless authorized by the instructor.
- No student shall have in their possession guns, knives or other lethal weapons, at the school or while participating in college sponsored activities.
- Nursing students may not practice nursing outside the College's approved clinical setting and without an instructor present. Observational experiences do not constitute nursing practice.
- Nursing students are responsible to keep confidential the identities and identifying information of all clients. No student shall divulge the names of any client orally, or in writing, during group discussions, presentations, seminar projects, or other activities related to clinical experiences. Nursing students must not reveal to any person or persons, except authorized clinical staff, and associated personnel, any identifying information regarding any such client. This requirement extends to all client records.

- Photocopying, taking pictures of, audio taping or in any way reproducing medical records, and/or removing medical records from any clinical setting is strictly prohibited.
- A student who has a conflict or complaint regarding an instructor should first try to resolve the matter with the instructor. If the issue is not resolved, the student should follow up with the Director of Nursing or designee.
- Students must check their school email daily and respond within 24 hours.
- Any violation of the foregoing code of ethical behavior may result in the student's dismissal from the clinical, lecture, or laboratory setting and referral to the appropriate person in accordance to the chain of command as set forth in the Nursing Student Handbook. In addition, the student may receive a failing grade based on the clinical evaluation and a failure to meet course requirements.
- If a student is suspended or otherwise formally disciplined by ATA College, the student may be subject to permanent dismissal from College.
- No student shall have in their possession, or be under the influence of any controlled substance or alcohol, except for those substances prescribed by a physician. Students who appear intoxicated or impaired will be dismissed from the clinical, lecture, or lab setting and sent for drug testing. Testing must occur within 1 hour of being dismissed from the clinical, lecture, or lab setting. Students who do not complete the required testing within the allotted time may be dismissed from the program.
- Any violations of the Nursing Student Code of Ethics will be evaluated by members of the Nursing program faculty and administration. A recommendation for disciplinary action will be submitted to the campus administration and the college's main office for review and final determination.

Student Acknowledgment

I acknowledge that I have received, read, and understand the Nursing Student Handbook. I understand that I am responsible for complying with all policies, procedures, requirements, and expectations contained in this handbook, as well as any future revisions or official addendums issued by the College or Nursing Program.

Student Name: _____

Student Signature: _____

Date: _____

Witness: _____