



# Nursing Handbook

2025 - 2026

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COMMUNITY COLLEGE  
OF BEAVER COUNTY  
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## **Nursing Program**

The faculty welcomes you as a nursing student to the Community College of Beaver County in Monaca and Washington County, PA. You have been carefully screened for acceptance into a challenging program leading to an associate degree in nursing. The nursing profession requires dedication and commitment, offering varied opportunities to competent and responsible individuals.

Although the College is committed to the success of the student and the program, acceptance into the nursing program does not guarantee successful completion for all students. The College reserves the right to dismiss nursing students who fail to comply with college rules and regulations on campus and at all clinical sites.

This handbook contains information pertinent to the nursing program and supplements information provided in the College catalog. These two resources provide information on general policies and specific details related to the nursing program. Keep them both readily available for reference.

Best wishes.

## **Nursing Administration**

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## Nursing Philosophy

The nursing department supports the mission of the Community College of Beaver County to prepare individuals with knowledge and skills to further their education, acquire meaningful employment, and enhance the quality of their lives in the nursing profession. The goal is to graduate students who are prepared to engage in the art and practice of nursing. Graduates develop a sound theoretical base, use critical thinking in making decisions, and are technically proficient in basic nursing skills.

The faculty believes there are four main concepts related to nursing. These include the individual, nursing, health, and environment.

Everyone presents a unique composite of biological, psychological, sociocultural, and spiritual needs. The individual considers these needs according to the person's comfort level, cultural beliefs, age, sex, socioeconomic status, and religion.

Nurses facilitate and assist individuals, families, and groups to meet identified actual or potential health needs across the lifespan. The three primary roles describing nursing are provider of care, manager of care, and member within the discipline of nursing. The American Nurses Association Code of Ethics guides the practice of nursing.

The role of the provider of care is characterized by critical thinking, therapeutic communication, clinical competence, accountability, and caring for clients across the lifespan. The manager of care role is characterized by collaboration, organization, delegation, accountability, advocacy, and respect for others in providing care for an individual or group of clients. As a member of the discipline of nursing, the nurse practices within the ethical and legal framework of nursing and is responsible for ensuring a safe standard of nursing practice. In addition, the nurse is committed to professional growth, lifelong learning, and personal development.

In each of these roles, the nurse provides a holistic, culturally congruent plan of care based on clinical evidence that maintains the respect and dignity of clients from diverse populations. Cultural Care is critical to meet the complex care needs of a given person, family, or community.

Health is an ever-changing phenomenon, with individuals moving between wellness and illness from conception to death. The perception of wellness results from the individual's satisfaction with their well-being and quality of life, including physical, psychological, and spiritual health. Therefore, the goal of nursing is to promote positive changes directed toward wellness. Wellness promotion becomes the art of helping individuals, families, and communities move toward optimal well-being.

The client is an individual in interaction with the environment. The environment includes all the conditions, circumstances, and influences surrounding and affecting humans. The environment continually changes and impacts each client.

Education is a continuous, student-centered, interactive process that includes guided, planned, purposeful activities to produce behavioral changes resulting from knowledge and experience. Nursing education prepares graduates to practice within the established professional standards.

The nursing program provides opportunities for self-directed learning and progresses from simple to complex concepts. The required academic courses provide knowledge of the biochemical and psycho-social sciences. These include English, anatomy and physiology, microbiology, human growth and development, psychology, and sociology. The content throughout the curriculum assists the learner in developing a cognitive knowledge base that is applied when providing patient care. The faculty does not endorse one nursing theory, but a pluralistic base of theoretical concepts and Maslow's Hierarchy of Needs, identified and integrated into the nursing process to provide client care.

The faculty believes critical thinking and evidence-based practice are essential to nursing care. Critical thinking is defined as a complex process that involves the ability to apply inductive and deductive reasoning grounded in theoretical knowledge in a variety of situations, leading to the solution of problems through a plan of action. Evidence-based practice involves information literacy and the ability to identify current and reliable evidence to support clinical decision-making.

The associate degree graduate nurse is an accountable, adaptable generalist who is prepared to provide efficient, quality nursing care in diverse care settings. The Pennsylvania Nurse Practice Act defines the legal responsibilities of both the practical and registered nurse.

The nursing program is designed using a career ladder approach to nursing education that provides for educational mobility based on the individual's career goals. To this end, the program prepares its graduates to qualify to take the respective licensure exams, to function in their respective roles, and to continue their formal education in pursuit of advanced degrees.

**Reviewed:** 6/25 ,6/22, 8/21, 8/20    **Revised:** 7/24, 6/17, 8/07

## Purpose

The purpose of the two-level nursing program is to prepare safe, competent graduates eligible to write the National Council Licensing Examination-RN. Also, the program serves as the foundation for a baccalaureate degree in nursing.

**Reviewed:** 7/24, 6/22, 8/21 **Revised:**2008

## Outcomes – Associate Degree Nursing

The graduate of the associate degree nursing program, within the scope of the Professional Nurse Practice Act, will be able to:

Outcome #1: Professional Roles and Responsibilities

- Model a professional identity that reflects the values and standards of nursing.

Outcome #2: Patient-Centered Care

- Integrate values, preferences, and patient-specific or family needs when providing compassionate and coordinated care.

Outcome #3: Safety and Quality

- Promote achievement of patient outcomes by providing safe nursing care that protects patients and healthcare personnel.

Outcome #4: Clinical Judgment

- Use nursing clinical judgment to observe and assess situations, identify priority problems, and generate the best possible evidence-based solutions to deliver safe patient care.

Outcome #5: Communication

- Demonstrate effective communication with patients, families, and members of the health care team.

Outcome #6: Nursing Care and Technical Skills

- Develop competency in the performance of entry-level nursing care and technical skills.

Outcome #7: NCLEX Pass Rate above the Pennsylvania state standard.

Outcome #8: Employment-employed in a related field or continuing their education.

Outcome #9: Program Completion at or above the state and national level.

Outcome #10: Graduate Satisfaction >90%

**Reviewed:** 7/24, 6/22, 8/21 **Revised:** 7/23

## Standard Curriculum Plan for the Two-Year Program for Registered Nurses

Code	Curriculum	Credit
<b>Semester One - Fall</b>		
NURS 110	Nursing Foundations	9 credits
BIOL 201	Human Anatomy & Physiology I	4 credits
PSYC 101	General Psychology	3 credits
		Total = 16 credits
<b>Semester Two - Spring</b>		
NURS 120	Acute & Chronic Illness	9 credits
BIOL 202	Human Anatomy & Physiology II	4 credits
HSCI 202	Pharmacology	3 credits
		Total = 16 credits
<b>Semester Three - Summer</b>		
NURS 210	Mental & Community Health	4 credits
BIOL 215	Microbiology	4 credits
		Total = 8 credits
<b>Semester Four (students will be in either Track A or B) Fall</b>		
Track A: NURS 220	Acute & Complex Illness	6 credits
Track B: NURS 230	Family-Centered Care	6 credits
NURS 240	Professional Practice I	3 credits
WRIT 101	English Composition	3 credits
PSYC106	Human Growth & Development	3 credits
		Total = 15 credits
<b>Semester Five (students will be in either Track A or B) - Spring</b>		
Track B: NURS 220	Acute & Complex Illness	6 credits
Track A: NURS 230	Family-Centered Care	6 credits
NURS 250	Professional Practice II	3 credits
LITR 210	Concepts of Literature	3 credits
CIST 100	Intro to Information Technology	3 credits
		Total = 15 credits <b>Program total = 70 CREDITS</b>

Reviewed: 7/24, 6/22, 8/21    Revised: 6/23

## Description of the Nursing Program

The nursing program consists of five semesters, which prepare you to function as an associate degree nurse. The ADN graduate receives an associate degree in applied science and is eligible to take the National Council Licensing Examination (NCLEX-RN) to become a Registered Nurse (RN).

## Admissions Policy

CCBC Nursing Program Admission Requirements – new criteria for fall 2026 enrollment

**Entrance exams are no longer required for admission.**

- All applicants are required to have:
- High school diploma or GED.
- Completion of the following high school courses with a grade of C or better:
- Two years of college preparatory math (including Algebra)
- One year of Biology with lab
- One year of Chemistry with lab

Alternative Coursework (if high school requirements are not met):

Applicants may substitute for the following college-level courses, earning a C or better:

- PREP 024 – Math & Pre-Algebra Concepts *or higher math*
- CHEM 106 – Principles of Chemistry
- BIOL 100 – Principles of Biology

College-level Algebra, Biology with lab, and Chemistry with lab (completed with a C or better) will also meet these prerequisites.

## Additional Considerations

- Preference is given to applicants with completed college-level coursework.
- A minimum GPA of 2.75 is required by the CCBC Nursing Program for all college courses/transferred credits from an accredited institution.

Applicants with No College Coursework (Non-Health Academy):

- Must have a minimum high school GPA of 3.5, or a GPA of 3.25 with either: ACT composite score of 20, or SAT score of 1020

Applicants out of high school for more than 3 years without college coursework are encouraged to complete CCBC courses to establish a GPA of 2.75 or higher.

Guaranteed Early Acceptance into the ADN (RN) Program for **Senior Year Health Academy Students (students who completed 2 years of CCBC Health Academy)**

- A minimum grade of “B” or higher in both BIOL 201 and BIOL 202 (Human Anatomy & Physiology I and II)
- An overall GPA of 3.0 in required nursing support courses.

## Required non-nursing support courses

The non-nursing support courses are considered supportive, required courses for the nursing major. These courses support the nursing major and may be taken **before** or **alongside** nursing courses.

Required courses include:

- Anatomy and Physiology 1 (BIO 201)
- Anatomy and Physiology 2 (BIOL 202)
- Microbiology (BIOL 215)
- Psychology (PSY 101)
- Human Growth & Development (PSY 106)
- Pharmacology (HSCI 202)
- English Composition (WRIT 101)
- Introduction to Literature (LITR 210)
- Introduction to Information Technology (CIST 100)

All required non-nursing support courses must be completed within ten years of entrance into the first Nursing Course (NURS 110) with a “C” or better. For all college courses, the date is calculated from the semester and the year the course was successfully completed.

## Progression Policy

All required non-nursing support courses identified in the table below are prerequisites or corequisites to specific nursing courses. Students may not enroll in a specific nursing course for which there is a prerequisite unless they have achieved a “C” or higher in the prerequisite course. Students will be required to withdraw from the nursing sequence courses if a “C” or higher is not achieved.

Semester/course	Prerequisite(s) requirement to be completed with “C” or better
Semester #2/ NURS 120 Acute & Chronic Illness	BIOL 201 Human Anatomy & Physiology I PSYC 101 General Psychology
Semester #3/ NURS 210 <i>Mental &amp; Community Health</i>	BIOL 202 Human Anatomy & Physiology II HSCI 202 Pharmacology
Semester #4/NURS 220 Acute & Complex Illness, NURS 230 Family-Centered Care and/or NURS 240 Professional Practice I	BIOL 215 Microbiology <b>**Students cannot enroll in NURS 230 without PSYC 106 Human Growth &amp; Development.</b>
Semester #5/ NURS 220 Acute & Complex Illness, NURS 230 Family-Centered Care and/or NURS 250 Professional Practice II	WRIT 101 English Composition PSYC 106 Human Growth & Development
Additional courses to be completed by the end of Semester #5	LITR 210 Concepts of Literature CIST 100 Intro to Information Technology

All required non-nursing support courses must be completed within ten years of entrance into the first Nursing Course (NURS 110) with a “C” or better. For all college courses, the date is calculated from the semester and the year the course was successfully completed.

In the absence of PSYC 106 prior to semester #4 (Fall of Year #2), the students will be placed in NURS 220 and PSYC106 is a required Prerequisite to semester #5 (spring of year #2)

**New:** 7/25

## Program Policy and Procedures

### General

1. Students are required to review the current CCBC Student Handbook and Nursing Program Student Handbook concerning the grievance procedure, academic information, parking, tobacco-free policy, and other general College policies and procedures. Your signature on the signature sheet is validation that you read and reviewed these documents. Note that you will be held accountable to all College and School of Health Sciences policies/ procedures/rules/regulations.
2. Each student represents the nursing program and the College in health care agencies. While there, he/ she is expected to follow the rules and regulations of the agency. Failure to adhere to these rules and regulations may result in dismissal from the nursing program. Also, students are expected to adhere to the dress code of the CCBC nursing department while in health care agencies and behave professionally.
3. Nursing students are required to provide safe, effective, and supportive client care. To do this, the student must be free of chemical impairment. Chemical impairment includes alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, and designer drugs. Please refer to the Substance Abuse Procedure.
4. Nursing students cannot refuse to care for any patient regardless of the patient’s health care needs, illness, or the patient’s race, sex, gender, religion, or sexual identification or preference.
5. Students are not guaranteed specific days/times for lectures/clinical while in the nursing program. These may change from semester to semester. Also, students may be changed from one clinical group to another prior to the start of any rotation. When a change in the clinical group is made, every attempt is made to keep the student on the same day.
6. Students must maintain and protect patient privacy and the security of patient information following the HIPAA Privacy and Security Rule. In part, students are not to read patient files except in the pursuit of information for planning and implementing nursing care as assigned by a nursing faculty member. Students must sign a confidentiality agreement for the clinical area as designated by the faculty member and/or clinical facility.
7. A student is not to conduct personal visits with patients while at the clinical facility for learning purposes. Personal visits are to be carried out during visiting hours only and not while attired in a student uniform.
8. Use of nicotine products—including vapes, cigarettes, and smokeless tobacco—is prohibited during all health care agency activities, including observational experiences.
9. Students must park only in areas designated by the health care agency. Failure to comply may result in loss of facility privileges.
10. Students must obtain prior written approval from the College and the hospital before publishing any material related to the clinical fieldwork.
11. Treatment in emergency situations arising while the student is in the clinical area is obtained in the emergency department of a hospital. All care arising from an emergency in the clinical area or on campus is the student’s financial responsibility. The student may be sent to Employee Health during physician hours or the emergency department if appropriate. Students exposed to blood-borne pathogens (needle punctures, sharps, splashes) go directly to the emergency department.
12. Community College of Beaver County assumes no responsibility for the medical treatment of its students.
13. First aid for minor injuries can be administered. First aid kits are found in most of the buildings on campus. First aid supplies are available in the Nursing Office.

14. Students are not to receive personal calls at either the College or health agencies, except for emergencies.
15. PA criminal record, FBI fingerprint, and child abuse clearances are required for clinical experiences. The nursing student must inform the Dean of the School of Health Sciences immediately if there is a change in the student's criminal background or child abuse history - including pending charges - while the student is enrolled in the nursing program. If changes occur during enrollment in the nursing program, the student's situation will be reevaluated, and this may lead to termination from the nursing program.
16. No eating or drinking is permitted in class or during clinical unless designated by faculty.
17. Students must inform the Administrative Specialist in the School of Health Sciences Office and the Student Records Office of any change in name, address, or telephone number.
18. Students must use their CCBC email accounts for all College and nursing program communication. Email messages from a personal email account are not opened or acknowledged.
19. Cell phones and any other electronic devices must remain in silent or vibration mode during all class and clinical hours. Active use of a cell phone during class or clinical time is strictly prohibited. This includes verbal conversations, text messages, emails, etc. Cell phones may be used ONLY during scheduled breaks. Students who allow their cell phones to disrupt class may be asked to leave the classroom. Failure to comply with the cell phone policy in clinical settings is documented on the clinical evaluation. No electronic devices may be used during any clinical and / or observation site or any other clinical facilities, except as designated by faculty. Failure to satisfactorily meet objectives can lead to clinical failure.
20. No documents from CCBC, clinical, and/or observation site may be printed or screenshot for any reason. This is a HIPAA violation and will result in termination from the program.
21. Students must have reliable transportation for class and clinicals.
22. Computer labs at clinical sites may be utilized by students only if the rooms are not being utilized by the affiliated employees.
23. The School of Health Sciences does not tolerate posts from students that are defamatory, harassing, threatening, libelous, or inhospitable to a reasonable academic/work environment.
24. Faculty, staff, patients, and any clinical or classroom environments may not be videotaped, audiotaped, live-streamed, or photographed at any time.
25. Using the computer during classroom lectures, college labs, or clinical environments (including any personal electronic devices or wearable technology) for purposes other than note-taking and faculty-approved activities may result in disciplinary action by faculty.

**Revised:** 07/25

## Attendance

Student participation and attendance in all scheduled classes, clinical, and laboratory activities are essential to the learning process in all School of Health Sciences programs at the Community College of Beaver County. Regular attendance and punctuality are mandatory for all nursing students.

An absence does not excuse a student from course content or the responsibility to complete assignments on time. If a student is aware of a planned absence, they must notify the course faculty in advance.

## Excused Absences

An excused absence will be granted only for the following circumstances and with proper documentation.

1. Military deployment
2. Jury duty
3. Death of an immediate family member (spouse/domestic partner, child, grandparent, parent, or sibling)
4. In-patient hospitalization; excused with valid verification of admission (Discharge paperwork or physician documentation)

All other absences will be considered unexcused unless otherwise determined by the Dean. Extenuating circumstances requiring an absence will be reviewed individually. Students must meet with the Dean of the Nursing Program for consideration.

Excessive absenteeism may result in administrative withdrawal from the program. Habitual lateness or absence from class, lab, or clinicals may also lead to administrative withdrawal at the discretion of the Dean. Students are responsible for any and all missed theory material and are required to make up any missed lab or clinical time, including but not limited to vSim assignments, case studies, and other online coursework, within the timeframe and in the manner assigned by course faculty. Missed time is cumulative throughout the semester, regardless of whether makeup activities are completed.

## Clinical Attendance Policy

Excused clinical absences will be evaluated individually by course faculty, level facilitators, and nursing program administration.

### Limits on Unexcused Clinical Absences

1. Students may not have more than two (2) unexcused clinical absences in any nursing course.
2. Level 1 students may not exceed two (2) unexcused clinical absences per semester.
3. Level 2 students may not exceed two (2) unexcused absences per course and a total of three (3) unexcused clinical absences per semester.
4. A 12-hour clinical day is equivalent to two (2) standard clinical days. Absence from one 12-hour day will count as two clinical absences.
5. Absence from a 6-hour clinical day will count as one clinical absence.
6. A student may attend the second half of a 12-hour clinical day (with faculty permission), in which case only one absence will be recorded.

### Consequences of Excessive Absences

Students exceeding the allotted number of clinical absences will be unable to meet course outcomes, and failure of the course will result in program dismissal.

### Clinical Makeup Policy

Students are required to complete makeup for missed clinical days at the designated time and clinical site. Clinical makeup days are scheduled by the course faculty, level facilitator, Associate Dean, or Dean.

### Makeup Fees for Unexcused Absences

- Excused absence: \$0
- 1 unexcused absence: \$100
- 2 unexcused absences: \$150 (cumulative total = \$250)
- 3 unexcused absences: \$200 (cumulative total = \$450)

**Excused absences are not subject to makeup fees.**

The student must pay the required makeup fee to the college cashier's office prior to the scheduled makeup day. If the fee is not paid in advance, the student will not be permitted to attend the makeup clinical, resulting in the inability to meet course outcomes and course failure.

Requests for specific clinical sites or rotations for makeup days will not be accepted.

### Tardiness and Clinical Preparedness

1. Students who arrive 15 minutes or more after the designated start time will be sent home and marked with an unexcused absence.
2. Students who arrive unprepared for clinical or who violate the dress code may also be sent home and marked with an unexcused absence.
3. In both cases, clinical makeup will be required, and the appropriate makeup fee will apply.

# Medication Administration Policy and Procedures

## General Guidelines

1. A student must be supervised with medication administration until satisfactory performance is demonstrated. Ongoing supervision is at the discretion of the faculty and/or per agency-specific policies and procedures.
2. Students may be randomly supervised and evaluated during any course/rotation.
3. If a problem is identified:
  - a. The faculty will document the incident on the clinical evaluation record.
  - b. The student will be referred to the nursing lab for remediation.
  - c. Faculty supervision will continue until the student has demonstrated the ability to safely administer medications.
  - d. If the student does not demonstrate consistent progress in meeting the outcomes and behaviors related to safety and/or medication administration, the student is at risk of an unsatisfactory clinical evaluation and course failure.
4. Students must be prepared for all the medications to be given. Students must have a medication resource (e.g., drug guide) with them at clinical.
  - a. Be advised that cell phones and other personal electronic devices may not be used during clinical to access resources.
5. Adequate preparation includes knowledge of each medication's pharmacologic classification, action, patient-specific indication, side/adverse effects, and nursing considerations related to patient assessment and drug administration.

## Dosage Calculation

1. Dosage calculation is introduced in NURS 110 and built upon throughout the program with special populations and advanced concepts. Competency exams are administered in the following courses:
  - a. NURS 110 – Fundamentals
  - b. NURS 120 – Medical/Surgical
  - c. NURS 220 – Critical Care
  - d. NURS 230 – Maternity and Pediatrics (2 exams)
  - e. RN Comprehensive Predictor exam.
2. Students who score below 90% will be required to complete remediation as directed by the course syllabus and/or faculty member.
3. Students are expected to independently calculate dosages with 100% accuracy in the clinical setting. Failure to do so will result in a rating of Needs Improvement (NI) or Unsatisfactory (U) rating on the clinical evaluation record and will require remediation.
4. All dosage calculations must be double-checked with a licensed nurse (faculty or staff Registered Nurse (RN) or Licensed Practical Nurse (LPN)).

## High-Alert and Special Medications

1. Throughout the program, all students must have supervision by a licensed nurse (faculty or staff RN or LPN) with the following:
  - a. Controlled substances
  - b. Parenteral medications
  - c. Insulin
  - d. Anticoagulants
  - e. IV medications and solutions
  - f. Any IV infusion requiring titration (adjustment)
  - g. Other medications, at the discretion of the faculty
2. Students must be directly supervised by a licensed nurse when administering medications to pediatric or neonatal patients.
3. Agency-specific policies and procedures may require additional supervision or restrict student administration of medications (e.g., chemotherapeutic agents).

## Intravenous (IV) Medications

1. Beginning in NURS 120, the student may perform the following:
  - Calculate the flow rate of an IV solution or medication
  - Perform assessment of an IV site
  - Monitor for and recognize signs of IV complications (e.g., infiltration, phlebitis).
  - Flush IV access devices
  - Remove peripheral IV catheters
  - Medication to administer
    - a. Maintenance (primary) IV solutions
    - b. IV piggyback medications
    - c. IV push medications
    - d. Students are expected to verify the compatibility of IV medications before administration.
2. Students may perform central venous access device care under the supervision of a licensed nurse (faculty or staff RN or LPN).
3. Students are not permitted to administer blood or blood products at any time.

## Medication Errors

1. The rights of medication administration include:
  - Right patient
  - Right drug
  - Right dose
  - Right route
  - Right time
  - Right documentation

**\*\*Students are expected to check the "right" three (3) times during the medication administration process.**
2. Definitions
  - a. Near-miss event - an error that occurs in the process of providing medical care that is detected and corrected before a patient is harmed.
  - b. A medication error is defined as any preventable event that may cause or lead to patient harm or inappropriate medication use.

3. If a medication error occurs:
  - a. The faculty (if not present), nurse assigned to the patient, and supervisor or manager must be immediately notified.
  - b. The patient should be assessed for any adverse effects.
  - c. The assigned staff nurse will notify the attending health care provider.
  - d. A written/electronic report of the error should be completed per agency policy.
4. The faculty will document the medication error (including near-misses) on the incident report form and place a copy in the student's file. (See Appendix A)
5. The student is not permitted to administer medications until the faculty reviews the incident with the level facilitator and/or dean and decides on a course of action (e.g., remediation or clinical failure).
6. The student may be dismissed from the clinical site and/or fail the course at any time based on the gravity of any single incident.
7. Failure to complete remediation by the specified due date will lead to a clinical failure.
8. For second-year nursing courses, if a student is enrolled in two courses concurrently, medication errors (including near-misses) within the same semester will be cumulative when determining the student's status in the program.

**New:** 07/25

## Laboratory Attendance Policy

Attendance for assigned laboratory days is mandatory and part of clinical experience. Students are expected to arrive on time and attend at the scheduled time. The student must notify laboratory personnel if they will be absent or late before the designated start time. Students may not have more than two unexcused absences on laboratory days (equivalent to 6 hours) per nursing semester. Absences greater than two unexcused laboratory days (6 hours) in a nursing semester will result in the student being unable to meet the course outcomes and being dismissed from the program. Students arriving more than 15 minutes late to scheduled laboratory time at the start of the assigned lab session will be sent home, considered an unexcused absence, and required to make up the lab day. Departing the nursing lab prior to dismissal by laboratory personnel will count as an unexcused absence. Students must complete all lab prep assignments before the start of lab on their scheduled lab day. Failure to complete any lab prep assignment will result in the student not participating in the scheduled lab session and an unexcused absence. Absences and related assignments must be made up within two (2) weeks. Makeup time is scheduled with laboratory personnel. Unexcused laboratory absences and late assignments will be reflected in the student's clinical evaluation.

## Testing Policy

### Personal Items in the Testing Environment

1. No hoods, hats, or scarves are permitted to be worn on the head except for religious purposes.
2. All personal items must be placed in an area of the classroom designated by the instructor. Upon exam completion, students should quietly gather personal items from the designated area and exit the exam room. Students should make every effort to minimize noise and distraction to prevent disruption in the testing environment.
3. No electronic devices (cell phones, Smartpens, Smartwatches, etc.) are permitted in the testing area during testing. Students may use their cellphones to complete two-factor authentication when logging into the computer. After authentication has been completed, all electronic devices must be turned off or silenced and stowed away in the designated location. Students are not permitted to log into any exam software while still in possession of their cellular device.
4. All personal items must be removed from desks. This includes coffee cups and water bottles. Only materials approved by the instructor, such as a calculator and scratch paper, are permitted to remain on the desk.

## Testing Procedure

1. The course faculty controls the options of seating arrangement, movement, leaving the room, and stopping an exam for any violation of academic integrity.
2. The time allotted for the exam begins at the faculty's specified time. No extra time will be given to those students who arrive late.
3. If a student arrives more than 15 minutes late for an exam, they may not enter the testing room and must reschedule their exam. The student will be subject to an alternate exam and the missed exam policy of a 5% deduction.
4. Should a student need to communicate with the faculty during the exam, they should remain seated and raise their hand.
5. Upon exam completion, the student should turn in any materials provided to the faculty, quietly gather personal items from the designated area, and exit the exam room. Students should not congregate in the hall directly outside the exam room.
6. No re-entry into the testing area is permitted once the student leaves the room.

**\*\*CCBC has the right to record student testing in exam rooms.**

## Missed Exams

1. Students are responsible for notifying the faculty prior to the exam start time if they will be absent for an exam.
2. Makeup exams will be conducted in Tutor Trac. It is the student's responsibility to contact the Access-Ability Center to determine available openings. Students must collaborate with faculty to determine a makeup time that is feasible for both the student and faculty prior to formally scheduling the makeup exam through Tutor Trac.
3. Missed exams must be made up before the next scheduled theory class.
4. The faculty reserves the right to give an alternate exam.
5. Unexcused absence from an exam will result in a five (5) percentage point deduction from the student's exam grade. (Example: Student test score 80% - 5% deduction = 75%)

## Test Review and Grading

1. Test reviews will be conducted according to faculty preference.
2. No test review will be done until all makeup testing is completed.
3. Grades will be posted on Blackboard within 1 week of completing the exam.
4. Grades posted on Blackboard are final.
5. All questions related to examinations must be resolved within 2 weeks of the date the exam was returned.

**After 2 weeks, no further disputes will be accepted, and the test review will be closed.**

## Academic Dishonesty in the Testing Environment

Nursing students are accountable for their behavior and learning in the classroom, exam setting, and clinical environment. This behavior includes courtesy, honesty, ethical actions, and accountability for interpersonal behavior. Academic dishonesty in the testing environment includes, but is not limited to, cheating on exams in any way via auditory, visual, verbal, physical, or electronic means and may be cause for disciplinary action up to and including dismissal from the program.

Examples of academic dishonesty in the testing environment include, but are not limited to:

- Use of test banks or other faculty-designated materials.
- Giving test questions, answers, or simulation scenarios to a student in a later class.
- Receiving test questions, answers, or simulation scenarios from a student in a previous class.
- Removing a copy of the exam from the classroom.
- Using electronic devices to take photos or recordings in the exam setting.
- Using electronic devices, apps, or browser extensions designed to assist with exam answer selection.

- Using electronic means, in any way, to circumvent the lockdown browser.
- Posting, sharing, or selling any documents such as quizzes, exams, or study guides used by CCBC Faculty.

A lack of knowledge of what constitutes academic dishonesty will not serve as an excuse for the behavior. If a student is unsure if a particular behavior constitutes a violation of the honesty procedure, they should seek guidance from the faculty.

### Procedure for Testing Infractions

1. Any information found on or near the individual during a testing situation is grounds for termination of the testing of that student. A grade of zero is recorded and averaged into the final grade.
2. Students found to be in possession of electronic devices, including but not limited to cellphones, smartwatches, thumb drives, browser extensions, etc., at the testing station will be subject to immediate termination of testing and a grade of zero recorded for the exam, which will be averaged into the final grade.
3. Any verbal or nonverbal communication between students during a testing situation is grounds for termination of the testing of the students involved. A grade of zero will be recorded and averaged into the final grade.
4. Infractions of the academic honesty procedure may require the student to be dismissed from the program. (Refer to Academic Dishonesty Procedure in the CCBC student handbook)
5. All judgments as to cheating are the faculty's right and responsibility to make. (Refer to Academic Dishonesty Procedure in the CCBC student handbook)
6. Any student who has knowledge of or permits cheating to occur is as guilty as the student who is cheating and will be subject to the consequences set forth by the Academic Dishonesty Procedure in the CCBC student handbook.

### Online Testing Policy

1. Students must conduct themselves professionally throughout the exam. Your exam session may be recorded and reviewed by faculty. Any inappropriate or illicit behaviors will be reported accordingly, and the Honesty Policy will be enforced in all testing situations. Please review the Honesty Policy in the Nursing Program Student Handbook. Allegations of cheating will be submitted to the Dean of Health Sciences for investigation.
2. The Nursing Student Testing Policy shall still be followed and will remain in effect for online testing.
3. Computerized testing must occur on a computer that meets CCBC technology requirements. Exams are not permitted on a Chromebook, iPad, or any other mobile device.
4. Headphones or earbuds may be required and only used as directed by faculty.
5. No talking or communicating with others is allowed during the exam.
6. Students will see only one question at a time. Students will not be able to backtrack to questions.
7. Exams will automatically be submitted at the end of the time limit indicated, whether or not the student has answered every question.
8. It is the student's responsibility to ensure they are following all exam rules, policies, and procedures for testing infractions. Violation or suspected violation of the testing policy will be subject to the Honesty Policy and will be enforced in all testing situations. Please review the Honesty Policy in the Nursing Program Student Handbook. Allegations of cheating will be submitted to the Dean of Nursing for investigation.
9. All student testing accommodations will be addressed by the faculty on an individual basis.

Reviewed: 6/22, 6/23    Revised: 8/21, 8/20    New: 5/20

## Grading

1. There will be no rounding of percentages used to determine final grades.

Grading Scale - All Nursing Courses:

**Theory:**

92 – 100 A

83 – 91 B

76 – 82 C

60 – 75 D

0 – 59 F

**Clinical:** Satisfactory or Unsatisfactory

2. A student must earn a grade of C or better in each course in the nursing program to continue in the program.
3. An overall “needs improvement” clinical performance evaluation at the end of each course automatically converts to an “unsatisfactory.” There is no opportunity for remediation.
4. A student who performs unsatisfactorily in the clinical or laboratory setting automatically fails the respective course/rotation regardless of the theory grade.
5. Clinical failure may occur at any time in the clinical rotation because of a critical patient safety incident.
6. To be eligible for graduation from the ADN program, an average of 2.0 in the major must be attained, and all makeup time requirements must be satisfied.
7. No grades are posted on bulletin boards.
8. No grades are given over the telephone to a student or anyone else under any circumstances.
9. No indication of grade status, such as pass/fail, is given over the telephone to a student or any other person under any circumstances.
10. All grades are available in Blackboard.

## Procedure for Late Assignments

Submitting course assignments (e.g., PrepU, ATI & written assignments) as scheduled is required in all courses. Failure to complete work on time demonstrates a lack of professionalism and commitment to learning. Theory and laboratory assignments not submitted on the due date specified by the syllabus and/or faculty member will negatively affect the student’s grade and may result in an incomplete “I” or failing grade for the course. Additional guidelines for assignments and consequences for submission of late work will be identified by the faculty in each course syllabus.

New: 6/22 Revised: 7/24; 6/25

## ATI Testing and Remediation

1. Introduction - The CCBC nursing program has adopted the ATI curriculum and testing products to promote the success of students. The ATI products will be used by all students. ATI provides students with resources for active learning, exam preparation, and standardized testing.
2. Purpose - The purpose of ATI testing is to prepare students for success on the NCLEX-RN exam by assessing their proficiency in nursing content and providing remediation for courses as determined by test results. ATI testing also provides the nursing program faculty and administration with information about aggregate performance to inform curriculum development.
3. ATI Testing - Students will take ATI proctored tests throughout the nursing program.
4. Grading - ATI and assignments are individual to each course. Grades and points are addressed in the course syllabus.
5. Remediation - Based on the questions missed on each test, ATI provides a listing of content areas and topics to review. A variety of learning resources can be used in the review process (e.g., content, images, videos). Also, a focused review that is individualized to the questions missed is available. Remediation is mandatory to progress in the Nursing program.

Remediation is a method of evaluation for all courses in the Nursing curriculum. Remediation for all proctored exams will be due as specified by the faculty or course syllabus for each Nursing course. If remediation is not completed as specified by the course syllabus, the student will not meet course outcomes/program requirements to successfully pass the course and receive an “F” in the specified course.

## Withdrawal From Nursing Program

A student who decides to withdraw from the program must meet with the Level Facilitator or another administrator before withdrawal. All withdrawals must be processed through the Counseling Office in accordance with general College procedure. The student is responsible for returning any clinical site identification badges and parking permits to the Nursing and Allied Health office. Students are responsible for completing the withdrawal process and discussing the implications with Financial Aid. Failure to do so may result in failing grades and/or inability to receive refunds. Please see the refund policy for additional information.

## Re-Entry To Nursing Program

### General

The number of readmissions to the Nursing program (inclusive of all levels) will be limited to a maximum of one (1) per applicant, in addition to their initial matriculation. Re-admission is decided on an individual basis. All requests for re-admission should be made via email to the School of Health Sciences, nursing department. Students who do not achieve a “C” or better in a co-requisite general education course must complete the course, achieving a “C” or better, prior to requesting re-entry.

1. Students who fail or withdraw from NURS110 Nursing Foundations must apply for remediation to the program. See the nursing re-entry request for additional information.
2. Students who do not achieve a “C” or better in NURS220 and/or NURS230 in Semester #5 must re-take NURS250 in addition to repeating the failed course upon returning to the 5th nursing semester.
3. If a student does not return in the subsequent academic year following withdrawal or failure, they must restart the nursing program in NURS110.
4. A student who withdraws from the nursing program in good standing (with a score of 76% or higher in the current nursing course) may return to the nursing program at the start of the course they left, if within one calendar year of the withdrawal.
5. Placement into the Nursing program is on a space-available basis.

### Re-Entry Request

Students who have failed or who have withdrawn from the nursing program must meet with a member of the nursing faculty or administration.

1. Submit a request via email to the readmission committee for re-entry into (course Number and Name) in (semester, year).
2. After requesting re-entry, a written exam will be scheduled on the content from all previous successfully completed nursing courses. The re-entry applicant must successfully pass each requirement to move on in the re-entry process. Students must also successfully demonstrate nursing skills and/or medication pass for re-entry. Failure of the written exam or skills will deny re-entry without any further re-entry attempts.
3. Failure of the student to meet re-entry timelines will result in forfeiture of the re-entry request, and the student may not be permitted to re-enter.
4. Submit official transcripts from any other colleges attended after leaving the nursing program to the CCBC Information and Registration Center.

5. The re-entry program may be suspended at any level in the future due to the restructuring of the nursing curriculum. Students will be notified of any pending curriculum changes.
6. Students who have been unsuccessful in two semesters are ineligible to complete the program. However, the student may apply for admission as a new student five (5) years from the original program start date.

## Re-Entry Requirements

### First Semester:

- Students who fail or withdraw from NURS 110 Nursing I must reapply to the program.
- This reapplication will be considered the one re-entry application.

### Second Semester:

- Satisfactory completion (76% minimum score) of the comprehensive examination for NURS 110 content. (1 attempt)
- Satisfactory completion of clinical skill competency and medication administration testing. (Maximum 1 attempt) \*

### Third Semester:

- Satisfactory completion (76% minimum score) of the comprehensive examination for NURS 110 and 120 content. (1 attempt)
- Satisfactory completion of clinical skill competency and medication administration testing. (Maximum 1 attempt) \*

### Fourth Semester:

- Satisfactory completion (76% minimum score) of the comprehensive examination for NURS 110,120,210 content (1 attempt).
- Satisfactory completion of clinical skill competency and medication administration exams (Maximum 1 attempt). \*

### Fifth Semester:

- Satisfactory completion (76% minimum score) of comprehensive exam for Nursing 110,120,210,220/230 & 240 content (1 attempt).
- Satisfactory completion of clinical skill competency and medication administration testing. (Maximum 1 attempt). \*

\*Any skill from the previous semester/semesters may be evaluated at the skill competency testing. The skill evaluation made by the faculty member is final. Failure of the written exam or skills competency counts as a second attempt to re-enter the program. No further re-entry attempt will be granted.

After acceptance into the nursing program, all requirements must be current before returning.

These include:

- Current BLS Health Care Provider card from the American Heart Association
- Child abuse, Pennsylvania, and federal criminal record clearances
- Complete physical examination by a physician or qualified nurse clinician
- QuantiFERON Gold TB Test (required yearly)
- Tetanus vaccine within ten (10) years
- Repeat MMR, Varicella, and Hepatitis B are titers not required if returning within one year
- Substance abuse drug screen through CastleBranch

\*\*All health screening, clearances, CPR, and drug screening documentation will be requested and submitted through Castlebranch.

**New:** 07/25

Re-entry schedule

Semester	Anticipated Start Date	Readmit Request with Student Plan for Success	Written Exam 76% or More	Lab Skills Testing 76% or More
NURS 110 (Level 1)	August	First week of March - Readmit request & plan for success	See page 1 None	None
NURS 120 (Level 1)	January	Fourth week of May	September	October
NURS 210 (Level 2)	May	First week of October	November	December
NURS 220/230 or NURS 240 (Level 2)	August	First week of March	April	May
NURS 220/230 or NURS 250 (Level 2)	January	First week of July	September	October
NURS 2010 (Nursing Enrichment)	March	First week of July	None	None

Revised: 07/25



## Dress Code

### Dress Code General

A dress code has been adopted for clinical, laboratory, and observation experiences to ensure safety, sanitation, and professionalism, as well as to identify nursing students and show respect for patients.

### Uniform Requirements

- a. The Community College of Beaver County (CCBC) nursing program uniform must be worn during both lab and clinical for direct patient care and observation. While in uniform or scrub attire, gum chewing is not permitted.
- b. Uniform Standards: Uniforms must be fresh, clean, pressed, and properly fitted, including appropriate length to ensure pants do not drag on the ground. Uniforms are required to be free of odor and stains.
- c. Undergarments: Solid white or black undershirts or turtlenecks must be worn under the uniform, ensuring they are clean and fit well. Additionally, appropriate undergarments, including underwear and bras for women, must be worn to maintain professionalism and proper coverage.
- d. Footwear: Closed-toe, non-mesh, slip-resistant, clean white or black shoes must be worn. Socks or hosiery should match the shoe color. Above-the-ankle plain socks; "no-show" socks are not allowed. Clogs, sandals, and mesh footwear are not allowed.
- e. Scrub Attire: Scrubs from specialty units may not be worn outside the clinical setting unless covered by a scrub jacket. Sweaters or hoodies are not permitted with the scrub uniform.
- f. Identification Badge: Must always be worn above the waist, on the outermost clothing, with the photo visible. Lost or damaged badges must be reported immediately and replaced at the student's expense. Failure to display the badge may result in removal from clinical and an unexcused absence. Prior to graduation, students are required to submit badges to the Level 2 facilitator or faculty.
- g. Jewelry: Permitted items include a basic watch (no smartwatches), a wedding band, and small, nondecorative stud earrings. Facial and visible dermal piercings are not permitted, except for one small nose piercing, which must be a simple stud. Ear cartilage piercings are permitted. Gauged ears are allowed but must be fitted with skin-tone or clear plugs.
- h. Tattoos: Offensive or inappropriate tattoos (e.g., depicting nudity, vulgar language, or political statements) must be covered. The faculty may request coverage of any tattoo deemed inappropriate.
- i. Hygiene: Students must maintain high standards of personal hygiene, including daily bathing and the use of deodorant.
- j. Cosmetics and Fragrances: The use of perfumes, scented lotions, essential oils, colognes, or aftershave is not allowed due to possible patient sensitivity or allergies. The smell of cigarettes or other strong or unpleasant odors is not permitted. Makeup should be moderate and complement natural tones.
- k. Nails: Natural nails must be clean and not extend beyond the fingertips. Artificial nails, nail polish, gels, acrylics, or stickers are not allowed.
- l. Hair: Hair must be clean, neatly groomed, and secured away from the face, neck, and above the shoulders during clinical activities. Extreme hairstyles or unnatural hair colors are not permitted; hair must be of a natural color. Wigs and hair accessories must adhere to these guidelines. Beards, mustaches, and sideburns must be neatly trimmed and clean. Males without facial hair should be clean-shaven.
- m. Eyelashes: Artificial eyelashes and eyelash extensions, including magnetic types, are not permitted.
- n. Uniform Accessories: A functional watch with a secondhand or digital timer, bandage scissors, a black ink pen, a personal stethoscope, and goggles or face shields, as required by the clinical facility.

## Non-Direct Patient Care Activities at Clinical Facilities Including Preclinical Prep

- a. Students may wear business casual clothing or their CCBC uniform with a scrub jacket and ID badge.
- b. Jeans, shorts, sweats, leggings, hats, caps, and open-toed shoes are prohibited.
- c. Sweaters or hoodies are not permitted with the scrub uniform.

## Dress Code for Psychiatric and Community Experiences

- a. Follow the CCBC uniform dress code with additional requirements as directed by faculty.

## Dress Code for the Pinning Ceremony

- a. The pinning ceremony is a solemn and professional recognition event, and appropriate attire is essential. Attendees are required to wear a white nurse's uniform paired with white, flat shoes, including plain white tennis shoes. This dress code reflects the professionalism and significance of the occasion.
- b. Adhere to the CCBC Nursing Handbook.

*Clinical facilities reserve the right to deny access if the dress code is not followed.*

The dress code guidelines ensure that students present a professional image and maintain safety and hygiene standards in clinical settings. Failure to adhere to the dress code guidelines may result in being dismissed from the clinical setting for the day, which will be recorded as an unexcused absence. Missed clinical hours must be made up, and additional sanctions may apply, up to and including dismissal from the program.

**Revised:** 07/25, 7/24, 6/22, 8/21

## Drug and Alcohol Policy

The Community College of Beaver County (CCBC) Associate Degree Nursing program and the School of Health Science recognize that the misuse of alcohol and/or controlled substances presents serious legal, physical, and social risks to individuals and the school community. As an institution of learning, CCBC is committed to fostering a safe and healthy educational environment and will take all reasonable measures to prevent substance abuse among students, particularly in classroom and clinical settings.

### Policy Statement

The manufacture, use, possession, consumption, or distribution of illegal drugs and/or the misuse of legal substances is strictly prohibited during enrollment in any School of Nursing and Allied Health program. Students must not have alcohol in their system while participating in any school-related activities, whether on campus, off-site, or at clinical locations.

The following provisions support this policy:

#### 1. Definition of Drugs

For the purposes of this policy, "drug(s)" includes:

- Controlled substances that are illegal under Pennsylvania or Federal law.
- Legally controlled substances that were not lawfully obtained.
- Any legal substance that is misused, abused, or used in a way not consistent with medical or legal guidance.

Examples include, but are not limited to, cocaine, marijuana, heroin, opiates, opioids, opium, or related derivatives.

#### 2. Student Expectations

Students are required to report to class and clinical sites on time and in a mental and physical condition that ensures safety, sound judgment, and professional performance.

### 3. Drug and Alcohol Testing

- **Pre-Admission Testing:** All prospective students are required to undergo drug screening prior to final acceptance. Students are responsible for the cost. Admission may be denied based on positive results or refusal to test.
- **Reasonable Suspicion Testing:** Students may be required to submit to drug or alcohol testing if there is reasonable suspicion of substance use or impairment. The student bears the cost.
- **Medication Use:** Students may not attend clinicals while under the influence of any substance that could impair judgment, reaction time, or performance — including prescribed medications. If a student must take such medication, they must not attend clinical that day. See the School of Health Sciences Attendance Policy for guidance.
- **Random Testing:** Students are subject to random drug screenings. The School of Health Sciences will cover the cost of these tests.
- **Positive Prescription Results:** If a drug screen is positive for a legally prescribed medication, further testing may be required to determine therapeutic levels and whether impairment is present.
- **Medical Marijuana:** In compliance with federal law, CCBC does not permit the use of medical marijuana for students in the School of Health Sciences, regardless of state-issued prescriptions.

### 4. Disciplinary Actions

- Violations may result in dismissal from the program and referral to appropriate legal authorities.
- Refusal to submit to drug or alcohol testing will result in denial of admission or dismissal if already enrolled.
- Positive test results will result in denial of admission or immediate dismissal if the student is currently enrolled.
- Students found attempting to alter, tamper with, or substitute a testing sample will be immediately dismissed and permanently barred from re-enrollment.
- Students struggling with substance use are encouraged to seek help. However, a positive drug screen during enrollment will result in dismissal with no opportunity for reinstatement.

### 5. Confidentiality

- Test results and related reports will be kept confidential and disclosed only to authorized personnel within the School of Nursing and Allied Health.

### 6. Ongoing Student Obligations

As a condition of continued enrollment, students must:

- Abide by this policy at all times.
- Report any convictions under criminal drug statutes to the Dean of the School of Health Sciences that occur during enrollment.

### Substance Abuse Screening

Students in all School of Health Sciences programs will be subject to random substance abuse screenings. Positive screenings will result in an inability to enter the program and/or complete clinical experiences or externships, which will result in failure of the program. Students must obtain pre-entrance drug screenings through Castlebranch.

The School of Health Sciences has entered into an agreement with ADMIT Medical Testing to complete randomized screenings. Results will be sent directly to the Dean of the School of Health Sciences.

### ADMIT Medical Testing

3401 Brodhead Rd, Aliquippa, PA 15001

724-770-0710

New: 07/25

## Student Conduct

Admission to Community College of Beaver County carries with it its obligations regarding personal conduct both on and off campus. Students are requested to always conduct themselves as responsible adults. Student members of the College are those who are registered or enrolled in any credit or non-credit course or program offered by the College.

Students, whether in day or evening classes, part-time or full-time, credit or non-credit, are responsible for familiarity with the rules and regulations of the College pertaining to academic affairs, social conduct, and student activities as stated in the handbook or the College Catalog. Each student is responsible for conforming to these rules and regulations.

The primary right of students is to pursue their education by maintaining their eligibility to remain a member of the College by meeting its academic standards and observing the College's regulations and policies. Students who are disruptive in the classroom and/or uncivil to faculty or other students will be removed from the classroom or clinical site and may be subject to dismissal from the program.

As a member of the student body, each student has all the privileges of college services and facilities.

Causes for disciplinary action, procedures for the adjudication of violations of the code of student conduct, sanctions, appeals, and student grievance procedures are detailed in the CCBC student handbook. The CCBC student handbook is available on the College website.

Nursing students are expected to follow the American Nursing Association (ANA) Code of Ethics, which states: "Respect for persons extends to all individuals with whom the nurse interacts. Nurses maintain professional, respectful, and caring relationships with colleagues and are committed to fair treatment, transparency, integrity-preserving compromise, and the best resolution of conflicts. Disregard for the effects of one's actions on others, bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable behaviors." (ANA, 2015) (Code 1.5)

Any individual student or group of students who fail to observe either the general standards of conduct or any specific ruling adopted by the College or who act in a manner not in the best interest of other students at the College shall be subject to disciplinary action.

**Reviewed:** 7/24, 6/22, 2021    **Revised:** 7/17

## Honesty Procedure

Nursing students are expected to uphold the highest standards of academic integrity, ethical behavior, and professionalism, as outlined in the ANA Code of Ethics.

### General Conduct Expectations

Students must demonstrate ethical actions and responsibility in all aspects of their academic and clinical work. Academic dishonesty, including but not limited to cheating, plagiarism, falsification of records, or any unethical actions, is a violation of this policy and will result in disciplinary action. Students are expected to behave with integrity in the classroom, clinical settings, and simulations.

### Promoting Integrity: Preventive Measures and Support

To foster a culture of integrity, the following measures will be implemented:

1. **Orientation on Academic Integrity:** All students receive training on academic honesty at the beginning of the nursing program and the orientation to Level 2.
2. **Peer Responsibility:** Students are encouraged to report any violations of academic dishonesty they observe, using a confidential reporting system. Supporting peers in maintaining academic integrity is a shared responsibility.

## Definitions of Academic Dishonesty

Academic dishonesty includes any form of deceit or misrepresentation in the educational process. This includes in-person classes and online classes. The following actions are considered violations:

1. Cheating on exams, assignments, and papers, including using unauthorized test banks, receiving or sharing test answers, submitting computer-generated work (for example, assignments written by ChatGpt), or removing exam materials from the classroom or copying them from Blackboard or ATI.
2. Plagiarism: Submitting work or ideas not created by the student without proper citation, including papers purchased from commercial services, obtained from the internet, or copied from or written by other students.
3. Unauthorized collaboration with peers when individual work is required.
4. Falsification of records: Any alteration or misrepresentation of patient records, clinical logs, or academic documentation.
5. Using unauthorized electronic devices: Including using personal devices to take photos in the classroom, lab, or clinical settings, or using non-approved calculators or digital tools during tests.
6. Sharing or selling academic materials: Posting, sharing, or selling exam questions, study materials, lecture materials, or class notes in online forums or platforms (such as Course Hero).

## Digital Integrity in E-Learning

With the growth of online education, digital integrity is also emphasized:

1. Online Exams and Assessments: Students are prohibited from using unauthorized digital tools, including web browsers or communication devices, during online exams.
2. Digital Resource Protection: Students are prohibited from sharing, selling, or otherwise distributing any course materials, such as quizzes, case studies, and lecture PowerPoint slides, without permission.

Students must seek guidance from faculty if they are unsure whether behavior constitutes a violation of academic integrity.

## Consequences of Academic Dishonesty

Violations of the academic integrity policy may result in disciplinary action, including but not limited to the following:

1. First Offense: A warning, a mandatory meeting with the instructor, and a zero on the assignment or exam.
2. Second Offense: A failure in the course and placement on academic probation.
3. Third Offense: Dismissal from the nursing program.

## Social Media Policy

The Community College of Beaver County (CCBC) School of Health Sciences recognizes that email, social media sites, etc., have become important communication tools for students today. This procedure will outline the acceptable practices and responsibilities in using social media while enrolled in the CCBC School of Health Sciences.

The CCBC School of Health Sciences is aware of the students' use of social media. To protect patients, clinical sites, fellow students, faculty, CCBC, and the School of Health Sciences, it is the student's responsibility to refrain from the following:

1. Disclosing confidential information about the school, its employees, or its students.
2. Using information and conducting activities that may violate the CCBC School of Health Sciences academic policies, or may violate local, state, or federal laws and regulations.
3. Dissemination of any photographic, live streaming, or audio content from CCBC School of Health Sciences or any clinical facility, including clinical environments, simulation, college lab, and classroom activities.
4. Recording and/or live streaming of faculty or fellow students in the classroom and/or clinical environment for personal or social media use. If recording and/or live streaming for a School of Health Sciences project, written permission must be granted by the faculty prior to posting on a social media outlet.
5. When posting a point of view, students should neither claim nor imply that they are speaking on behalf of or representing any clinical site and/or CCBC School of Health Sciences.

6. HIPAA guidelines must always be followed. NO information concerning patients/clinical experiences/ rotations may be posted in any online forum.
7. Students may not take a picture of any computer screen in the clinical unit, even if the information is being used for patient care/data collection purposes.
8. Casual postings about peers, faculty, School of Health Sciences employees, or employees of any clinical site may be interpreted as incivility and/or libel and are considered unprofessional behavior.
9. Students have sole responsibility for what is posted.

CCBC's School of Health Sciences reserves the right to review social media to investigate student behavior.

Any violation of any part of this procedure may result in academic disciplinary action up to and including dismissal from the program and denial of readmission.

**Reviewed:** 6/25, 7/24, 6/22, 7/21    **New:** 10/18



## Clinical Requirements

Prior to beginning the nursing program, the student must have undergone, at his/her own expense, the following:

- Complete physical examination by a physician or qualified nurse clinician.
- A QuantiFERON-TB Gold test is required. If the result is positive, follow-up, further testing, and documentation are required from the Health Care Provider.
- Rubeola, Mumps, and Rubella (MMR) titers and Varicella (Chicken Pox) titer are required. A vaccine or vaccine booster is also required if the titer result is non-immune unless otherwise indicated in writing by the Health Care Provider.
- Current protection, within 10 years, against tetanus is required.
- Hepatitis B Titer or immunization is required with a physician consultation.
- Substance Abuse Drug Screen. (This is included in the fee for Castlebranch.)

## Immunization Guidelines

Immunization or Test	Appropriate Evidence
1. Rubeola, Mumps, and Rubella	Evidence: Positive titers obtained no more than one year before entering the program. If equivocal or negative, it must provide evidence of booster.
2. Varicella	Evidence: Positive titers obtained no more than one year before entering the program. If equivocal or negative, it must provide evidence of a booster.
3. Hepatitis B	Evidence: Positive titers (no limitations on date) If the titer is negative, dates of repeat injections and follow-up titer results (if applicable) must be provided. The first injection must be received before beginning the course. If all 3 injections have not been completed before entrance into the program, the student must sign the Hepatitis B waiver form while awaiting the additional injections.
4. Diphtheria - Tetanus Toxoid	Evidence: Date of last injection no earlier than 10 years before entering the program.
5. QuantiFERON TB Gold Test	OR: A copy of the CXR report is required if other than negative results or the provider deems it necessary. Repeated prior to the start of Semester #5

## CPR Certification

All nursing students must have Professional CPR certification before the first day of clinical experience. This certification must include one and two-person rescuer, obstructed airway, infant resuscitation, and AED. The only accepted course is CPR/AED for the Professional Rescuer from the BLS Provider from the American Heart Association. Also, please present your signed card when you submit your health forms. If your American Heart Association CPR Card is electronic, you must provide information so your certification may be verified.

## Influenza Vaccine Policy

Per clinical facility guidelines, annual influenza vaccinations are required at the student's expense prior to November 30th of each year unless a clinical site requires the injection at an earlier date. Students who do not provide evidence of receiving an influenza vaccine prior to November 30th will be required to follow the clinical facility policy for staff who do not receive the injection. This may include, but is not limited to, completion of education programs and the requirement of wearing a mask upon entering the facility until departure from the facility. Students who do not comply with clinical facility policies may be unable to meet the program requirements.

## Clearance Guidelines

### Eligibility for All School of Nursing and Allied Health Programs:

Criminal Record Report obtained within 1 year from the first nursing course's start with no history of criminal offenses. <http://epatch.state.pa.us/Home.jsp>

If there is a history of a criminal offense(s), the student cannot register until approval is received from the Dean of Nursing and Allied Health.

Students will not be admitted with any felony charges or convictions.

Child Abuse Clearance Report obtained within no more than 1 year from the beginning of the first nursing course with no history of offenses:

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/>

Federal (FBI) Criminal History Report (CHRI) obtained within no more than 1 year prior to entrance into the first nursing course with no history of offenses:

If there is a history of criminal offense(s), the student cannot register until approval is received from the Dean of Nursing and Allied Health. Students will not be admitted with any felony charge or conviction.

\*Readmissions: Repeat clearances are required if the student does not return within one year.

\*\*Please submit the request for clearances through CastleBranch.

**Reviewed:** 7/24, 6/22    **Revised:** 6/21, 2/20, 9/19

## CastleBranch

All physical forms, Immunization and titer records, drug screen results, clearances, and proof of current CPR card will be completed through CastleBranch. No electronic or hard copy documents will be accepted by the Nursing Office. Failure to upload documents to CastleBranch or provide current documentation of requirements will result in the inability to attend clinical, and the clinical attendance policy will apply.

## LPN Clinical Requirements

LPNs entering as advanced standing students, transfer students, and re-entry students must meet the health requirements of “New students.”

## Student Wellbeing

### Counseling Program

#### General

Counseling is one of the essential services provided for students at the Community College of Beaver County. The Counseling Office is sensitive to the needs of all students and endeavors to provide services to help the students meet their individual needs or problems. All counseling problems are explored freely and confidentially. Counseling and guidance efforts may be initiated by either faculty or students.

#### Services

The Counseling Office can provide the following support systems:

- Academic Counseling – Most academic counseling occurs prior to admission into the nursing program. A review of the high school transcripts and identification of individual needs and problems with the counselor enabled students to develop an academic plan. Some students may have completed tutorial work or started coursework prior to entering the nursing program, based upon individual assessment.

The Orientation Day provides general information about the College. Feel free to seek further information about any of the College’s programs and services.

A counselor meets with any student on academic probation and/or any student withdrawing from the nursing program.

- Academic Advising – A meeting with a faculty advisor or counselor is available as needed. The counselors also help select the proper nursing course options. For those planning to continue their education at a four-year institution, the counselor helps in determining which courses at Community College of Beaver County best serve the bachelor’s degree being pursued.
- Personal Counseling – The counseling staff sees a direct relationship between personal/social problems and academic success. The counselor can provide personal counseling at your request or upon the nursing faculty's recommendation. The counselor refers to appropriate sources within the College or to community social agencies when assistance is beyond the College counseling program's scope.
- Group Counseling – Small group workshops can be organized for students with previous limited academic success. Such sessions attempt to provide supportive reassurance and attitude improvement. Workshops can also be employed to explore issues such as value clarification, decision-making, and job placement, to name a few.
- Testing – As necessary, the counselor uses tests, inventories, and task-oriented exercises to provide students with opportunities to explore questions of personal potential, enhance self-understanding and motivation, and assist in adjustment to college life in general.
- Placement – available through the Career Services Center, which is in the Student Services Center.

## Student Success Center

- The Student Success Center (on the upper level of the Library Resource Center) provides professional Academic Coaches in many subject areas. CCBC students can tap into the tutoring services available, which include test preparation and review, expansion or review of class material, and special assistance in grammar, usage, reading speed, and comprehension. Strategies for academic success, such as note-taking, time management, and study techniques, are also available. Students may schedule an appointment with an Academic Coach at student.success@ccbc.edu, by calling 724-480-3438 as needed, or may be referred by instructors to develop individual academic skills.
- A Student Success Lab is next to the Academic Coaches in the Learning Resources Center. The Lab is equipped with PC workstations and some software programs that interact with current textbooks and course-related resources. Students are encouraged to use the word processing program to prepare research papers. Students may contact the Student Success Lab by calling 724-480-3581.
- Student Success Coach

**Reviewed:** 7/24, 8/19 **Revised:** 6/22, 8/21

## Equal Opportunity Statement

- Community College of Beaver County is an equal opportunity education institution and will not discriminate on the basis of race, color, familial status, sex, religion, ancestry, national origin, age, disability, or veteran status in its programs, activities, or employment practices as required by Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the American With Disabilities Act of 1990, and all other applicable laws.
- For information regarding civil rights or grievance procedures, services, activities, programs, and facilities that are accessible to and usable by individuals with disabilities, contact the Vice President for Human Resource Development, Administrative Services Center, 724-480-3364.

**Reviewed:** 7/24, 6/22, 2021, 8/19 **Revised:** 2009, 8/07

## Family Education Rights and Privacy Act

Under the Family Education Rights and Privacy Act (F.E.R.P.A.), the College has designated the following student information as public or directory information. Therefore, this information may be disclosed upon request to a third party for any purpose.

- Name
- Address
- Major Field of Study
- Dates of Attendance
- Degrees and Awards Received
- Previous Institutions Attended
- Participation in Officially Recognized Sports and Activities
- Weight and Height of Members of Athletic Teams

Students currently enrolled, however, may withhold disclosure of the above category of information under the Family Education Rights and Privacy Act of 1974. To withhold disclosure of this information, the students complete and sign the necessary forms with the Student Records Office.

**Reviewed:** 7/24, 6/22 **Revised:** 8/10

## Student Organizations

There are several campus organizations available to students at the College. Refer to the College Catalog and Titan Talk for specific information. Within the nursing department, there are five functioning groups:

1. Student-Faculty Committee – A standing committee of the Nursing Faculty Organization whose purpose is to provide a means of communication between students and nursing faculty. Problems of mutual concern are to be handled by the committee. Student membership is made up of one representative elected from each section in Level I and one representative from each of the sections in Level II.
2. SEP (Systematic Evaluation Plan) – A standing committee of the Nursing Faculty Organization whose purpose is to provide for the systematic appraisal and analysis of each operational aspect of the nursing division of the College. Student membership includes one representative from Level I and one from Level II.
3. Curriculum Committee – A standing committee of the Nursing Faculty Organization to coordinate all aspects of curriculum development for the College's nursing division. Student membership includes one representative from Level I and one from Level II.
4. Library Committee – A standing committee of the Nursing Faculty Organization whose purpose is to ensure that the library holdings of CCBC are appropriate and sufficient to support the nursing program's needs. Student membership includes one representative from Level I and one from Level II.
5. Students may serve as representatives to only one committee at a time.

**Reviewed:** 7/24, 2019    **Revised:** 2022, 2021

## Financial Aid

Several types of financial aid are available to students attending the Community College of Beaver County. Loans, scholarships, grants, and the College work-study program are specific kinds of available programs. Students requiring financial assistance should contact the Financial Aid Office in the Student Services Center. The College Catalog provides an overview of the financial aid available at the College. The Financial Aid Office

The telephone number is 724-480-3501. The email address is [financialaid@ccbc.edu](mailto:financialaid@ccbc.edu).

**Reviewed:** 7/24, 6/22, 8/19    **Revised:** 2021

## Employment Procedure

The College recognizes that part-time employment may be necessary for some students while they are enrolled in the nursing program. For patient safety, the nursing faculty recommends that students not work during the eight hours before reporting for clinical experience. Students may not be dismissed early from class or clinical for employment purposes.

A student employed in the health care delivery system shall not accept those responsibilities normally assigned to a practical or registered nurse unless he/she is licensed to carry out those functions. The student shall not represent himself/herself as a nursing student in his/her employment capacity by wearing any part of the uniform of the nursing program.

All students, whether employed or not, are expected to maintain satisfactory academic and clinical achievement to remain in the nursing program.

**Reviewed:** 7/24, 6/22, 8/21    **Revised:** 8/19

## Addendum A – Med Error Incident Report Form

### Medication Error Incident Report Form



COMMUNITY COLLEGE  
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**CCBC.EDU**

Date/Time of Incident:		Facility/Department:	
Student Name:		Faculty Name:	
Facility incident report filed.		Name/Title of Notified Person/s:	
<b>Type of Medication Error</b>		Description of the error:	
Wrong patient/resident			
Wrong medication			
Wrong dose			
Wrong route			
Wrong time			
Documentation not accurate/ did not use BCMA			
Inadequate patient/resident assessment			
Medication omitted			
Report on meetings with students:			
Action taken:			
Faculty Signature:		Date/Time:	
Student Signature:		Date/Time:	

## Appendix B – Nursing Student Transfer Between Educational Sites Request Form



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### Community College of Beaver County School of Health Sciences

#### **Nursing Student Transfer Between Educational Sites Request Form**

Purpose: This form is for students requesting a transfer from one educational site to another. All transfers are subject to institutional approval and seat availability, and may have financial implications.

#### **Student Information**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Program of Study: \_\_\_\_\_

#### **Current and Requested Site Information**

Current Site: \_\_\_\_\_  
Requested Site: \_\_\_\_\_  
Course(s) Affected: \_\_\_\_\_  
Term/Start Date of Course: \_\_\_\_\_

#### **Student Acknowledgements (Initial each box)**

- I understand that my request must be approved by the Dean and is not guaranteed.
- I acknowledge that this request must be made prior to the start of the course.
- I am aware that my request is subject to seat availability at the requested site.
- I have consulted (or will consult) with the Financial Aid Office regarding any potential impact on my financial aid package.

#### **Required Signatures**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Financial Aid Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Dean/Designee Decision:**

Approved  Denied

Comments (if any): \_\_\_\_\_

Dean/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix C – Academic Dishonesty Form



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**Community College of Beaver County**  
**Academic Dishonesty Form**

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Address \_\_\_\_\_ Today's Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Name \_\_\_\_\_ Course No. \_\_\_\_\_  
Instructor \_\_\_\_\_  
Semester \_\_\_\_\_ Date of Incident \_\_\_\_\_

Charges \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sanctions Imposed \_\_\_\_\_  
\_\_\_\_\_

**Student's Choice of Action**

I understand that I have been charged with the above violation (s) and that I have two options regarding my case:

\_\_\_\_\_ I contest the charges and request to have the charges reviewed at the next level.

\_\_\_\_\_ I do not contest the validity of the above charges and request that the faculty impose the proper sanctions.

Student Signature \_\_\_\_\_  
Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_

Revised 8/2007

## Appendix D – Clinical Return to Functional Abilities



**Student Name:** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

Community College of Beaver County  
Nursing Program Functional Abilities for Nurses

Certain functional abilities are essential for the delivery of safe, effective nursing care. Students must be able to perform the functional abilities with or without reasonable accommodation. **To be considered for accommodation, students must declare with the Supportive Services Office that they have a disability and provide the required medical documentation.**

1. Visually observe changes in the patient’s status as well as unsafe environmental conditions. Must possess visual acuity of a) near clarity of vision at 20 inches or less and b) far clarity at least 20 feet or more.
2. Hear sounds of spoken verbal communication, as well as sounds that indicate changes in the patient’s physiological condition (i.e., breath sounds, blood pressure, apical pulse).
3. Sufficient speech/language ability to convey oral messages in English to assigned patients and to other health team members.
4. Smell odors that indicate changes in the physiological status of the patient, or unsafe environmental conditions.
5. Read and cognitively comprehend written course materials, patient care documents, and health care institution policies and procedures.
6. Write utilizing a legible and concise documentation style that is readable and in the English language.
7. Move freely to observe and assess patients and perform emergency patient care; this includes having full manual dexterity of the upper extremities, including neck and shoulders and unrestricted movements of the lower extremities, back and hips in order to assist in all aspects of patient care, and the ability to touch the floor to remove environmental hazards (i.e. patient hygiene, application of restraints and nursing procedures such as urinary bladder catheterization and parenteral injections).
8. Sensory ability to perform physical assessment, such as patient pulses and changes in skin temperature, edema, etc.
9. Lift and/or support 50 or more pounds to transfer, ambulate, and/or reposition patients safely.
10. Emotional stability is sufficient to transfer knowledge from one situation to another, to solve problems, prioritize tasks, and use long-term and short-term memory.

**To be completed by Physician, Physician’s Assistant, or Nurse Practitioner:**

I have reviewed the functional abilities requirements and certify that the above-named student has no physical or mental limitations which could affect full participation in hospital clinical, laboratory, or classroom activities. The above-named student has no limitations.

**Print or Type: Physician/Physician’s Assistant/Nurse Practitioner**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Physician/Physician’s Assistant/Nurse Practitioner Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed by the student:**

I understand that I must comply with the CCBC Nursing Department Absentee Policy. I can miss no more than two (2) clinical days per semester and must make up absences as scheduled. If I am unable to abide by the policy, I must either withdraw from the program or receive a failing grade, clinically. Completion of the clinical days requires full participation in all scheduled activities.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed: 2/23 Revised: 4/24**



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