



**Dorsey
College**

**ASSOCIATE OF APPLIED SCIENCE in
NURSING (AAS)**

REGISTERED NURSE PROGRAM

STUDENT HANDBOOK



TABLE OF CONTENTS

MISSION, PHILOSOPHY AND CONCEPTUAL FRAMEWORK	2
Mission	2
Philosophy and Conceptual Framework	2
Program Outcomes	3
PROGRAM STANDARDS	6
Program Progression Policy	6
Satisfactory Academic Progress	7
Registered Nurse Curriculum Progression	7
ASSESSMENT/EVALUATION OF LEARNING	8
Grading Policy	8
Exams/Tests/Quizzes	8
Course Progression	9
Make-Up Work.....	9
Weekly Assignments	9
Math Competency Exam	10
Examination Review	10
NCLEX Preparation**	11
Assessments.....	11
Remediation.....	11
Remediation Policy	12
Testing Misconduct (anomalies)	12
Program COMPLETION	13
PROGRAM GUIDELINES	14
Attendance Expectations	14
Distance Education Attendance Policy.....	14
Clinical Assignment of Students	14
Compliance with Clinical Agency Policy	15
Transportation to Clinical Sites	15
Student Responsibilities.....	16
Tips for Successful Completion of each Clinical Experience	16
Ethical Code of Behavior	17
Title IX Information	19
Dress Code Policy.....	19
Etiquette Rules for the Distance Education Classroom.....	20
Practice Lab.....	21
Student Resources	21
Student Representation/Organization.....	21
Additional Resources	22
Addendum for the Virtual Clinical Environment	23
ACKNOWLEDGEMENT OF RECEIPT OF DORSEY COLLEGE NURSING STUDENT HANDBOOK	25



MISSION, PHILOSOPHY AND CONCEPTUAL FRAMEWORK

Mission

Dorsey College is committed to providing quality career education and positive reinforcement to enable the development of self-esteem, self-reliance, professionalism, and confidence in all students, coupled with an obligation to support the diverse communities in which they live and work.

Coupled with the organization's mission, the RN program's faculty will demonstrate and cultivate the development of self-esteem, self-reliance, and accountability; to practice with integrity in all aspects of the graduates' nursing career, thereby making a positive contribution to the advocacy and safety of the individuals, families, and communities in which they live and work.

Philosophy and Conceptual Framework

The nursing faculty, along with the nursing leadership team, have adopted the American Nursing Association's philosophy statement on nursing: Nursing is the protection, promotion, and optimization of health and abilities; the prevention of illness and injury; the facilitation of healing; the alleviation of suffering through the diagnosis and treatment of human responses; and advocacy in the care of individuals, families, groups, and communities.

Dorsey College's Associate Degree Nursing Program is founded on the belief that nursing is a dynamic, evidence-based profession that requires the integration of clinical reasoning, ethical practice, and compassionate care. The program's conceptual framework guides students from novice learners to competent entry-level registered nurses through a progressive, student-centered curriculum.

The framework is anchored in the End-of-Program Student Learning Outcomes (EPSLOs), which reflect the essential domains of nursing practice. These outcomes are informed by:

- The American Association of Colleges of Nursing (AACN) Core Competencies for Professional Nursing Education, which emphasize knowledge integration, clinical judgment, and interprofessional collaboration.
- The Quality and Safety Education for Nurses (QSEN) competencies, which (although the QSEN initiative formally ended in 2022 and is no longer being updated) remain embedded within the AACN's current competency framework and continue to influence nursing education standards.
- The Michigan Board of Nursing Rule R 338.10307, which mandates growth in clinical judgment, ethical practice, and the application of nursing science.

This framework ensures that nursing content is organized around the development of critical thinking, ethical behavior, and safe, evidence-based care, preparing graduates to meet the demands of modern healthcare and licensure requirements.



Program Outcomes

Nursing education is a dynamic, interactive process that requires understanding and caring engagement between the learner and the educator. There must be mutual respect and mutual responsibility in the relationship. The nurse educator is a mentor and role model for the student and must guide the student in developing enhanced logical-critical thinking skills, both in the classroom and in the clinical setting. These enhanced logical-critical thinking skills form the basis of competency in nursing. The student is responsible and accountable to themselves and to the school for achieving course and programmatic outcomes, including logical-critical thinking skills, clinical competence, accountability, problem solving, and commitment to the art and science of nursing as a profession.

The faculty of the Dorsey College registered nurse program recognizes that there are common experiences and core knowledge shared across all levels of nursing education. This core nursing knowledge expands, and professional consciousness evolves within each RN student as the individual progresses academically and experientially. The novice student begins with simple concepts and moves to more complex learning as he or she progresses through the program. Upon completing the program, the registered nurse graduate enters the workforce as a novice practitioner of the art and science of nursing and, as such, is expected to be competent in the end-of-program student learning outcomes outlined below.

End-of-Program Student Learning Outcomes (EPSLOs):

1. Use clinical reasoning and knowledge based on the associate degree nursing program of study as the basis for decision-making in nursing practice.
2. Apply quality improvement principles in the delivery of safe, quality care and to the culture of patient and work environment safety.
3. Participate in collaborative relationships with members of the interdisciplinary team, the patient, and family.
4. Demonstrate evidence-based principles in promoting and coordinating safe care within the patients' environment.
5. Apply principles of altruism, excellence, caring, ethics, respect, civility, communication, and accountability in oneself and nursing practice.
6. Utilize information and technology to manage, coordinate, and monitor outcomes of care of patients and their families.

The EPSLOs' statements are consistent with contemporary practice. They are learner-oriented and outline the knowledge, skills, and behaviors that graduates should be able to demonstrate upon completion of the nursing program. The EPSLOs embody elements of the American Association of Colleges of Nursing (AACN) Core Competencies for Professional Nursing Education and the Quality and Safety Education for Nurses (QSEN) National Patient Safety Goals, which remain embedded in the AACN's current competency framework and continue to influence nursing education standards and the Michigan Board of Nursing (BON) General Rules and the National Council of State Boards of Nursing (NCSBN) NCLEXPN test plan, which guide the curriculum's direction in meeting the EPSLOs.



The table below shows how professional competencies, BON regulation, and NCSBN test plan apply to and support the EPSLOs.

Associate of Applied Science in Nursing – Practical Application of Criterion 4.1			
EPSLO	Professional Competencies	Michigan BON Regulation	NCSBN RNCLEX
#1. Use clinical reasoning and knowledge based on the associate degree nursing program of study as the basis for decision-making in nursing practice.	Knowledge of Nursing Practice: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes professional nursing practice and forms the basis for clinical judgment and innovation in nursing. Nursing Judgment: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.	R 338.10307. The course content and other learning experiences must promote student growth in: The understanding of health, including the manifestations of disease and the initiation, organization, and application of the principles underlying the nursing care provided. The recognition of physical, psychosocial, and spiritual needs of diverse patient/client populations in the provision of nursing care. Developing skills and abilities in the administration of all aspects of nursing care using the nursing process including critical thinking, clinical reasoning, and problem solving.	Health Promotion and Maintenance Psychosocial Integrity Basic Care and Comfort Physiological Adaptation Safety and Infection Control
#2. Apply quality improvement principles in the delivery of safe, quality care, and to the culture of patient and work	Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.	R 338.10307. The course content and other learning experiences must promote student growth in: Developing skills and abilities in the administration of all aspects of nursing care using the nursing process including quality and safety	Management of Care Safety and Infection Control Reduction of Risk Potential



environment safety.			
#3. Participate in collaborative relationships with members of the interdisciplinary team, the patient, and family.	Interprofessional Partnerships: Intentionally collaborate across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes	R 338.10307. The course content and other learning experiences must promote student growth in: The understanding of effective human relations and demonstrating the ability to use these principles in nursing situations. Developing skills and abilities in the administration of all aspects of nursing care using the nursing process, including inter-professional relationships with other health care providers.	Management of Care
#4. Demonstrate evidence-based principles in promoting and coordinating safe care within the patients' environment.	Evidence-based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. Systems-Based Practice: Responds to and leads within complex systems of health care by effectively and proactively coordinating resources to provide safe, quality, and equitable care to diverse populations.	R 338.10307. The course content and other learning experiences must promote student growth in: The application of the principles of nursing and the sciences which are basic to nursing practice in the development of plans of care for the patient or client. Developing skills and abilities in the administration of all aspects of nursing care using the nursing process, including evidence-based practice	Management of Care Safety and Infection Control Health Promotion and Maintenance
#5. Apply principles of altruism, excellence, caring, ethics,	Personal/Professional Development: Operate within the boundaries of practice, demonstrating knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that	R 338.10307. The course content and other learning experiences must promote student growth in:	Management of Care Psychosocial Integrity



respect, civility, communication, and accountability in oneself and nursing practice.	are gleaned from a situation, awareness of patient needs, and other contextual knowing.	Understanding and protecting the rights of patients or clients. The understanding of the roles and responsibilities of the members of the nursing profession. Developing skills and abilities in the administration of all aspects of nursing care using the nursing process, including communication.	
#6. Utilize information and technology to manage, coordinate, and monitor outcomes of care of patients and their families.	Informatics and Healthcare Technologies: Use information and communication technologies and informatics processes to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.	R 338.10307. The course content and other learning experiences must promote student growth in: The application of the principles of nursing and the sciences which are basic to nursing practice in the development of plans of care for the patient or client.	Management of Care Reduction of Risk Potential

PROGRAM STANDARDS

Program Progression Policy

The purpose of the student progression policy is to outline the process for advancing through the Registered Nurse program. Program progression is vital to your success; therefore, failure to meet any component of the progression policy may result in dismissal from the program.

All enrolled students must:

1. Follow the nursing course sequence as described in the Registered Nurse Program of Study and Program Progression outlined in this handbook.
2. Meet and maintain a minimum overall GPA of 2.5 and meet all Standards of Satisfactory Academic Progress per Dorsey College policy.



3. Pass each individual NUR course with a grade of “C” (78% or greater), **(please see additional course requirements listed below)**.
4. **Note that passing all classes with the minimum grade of “C” (2.0) will not equate to successful completion of the program, as a CGPA of 2.5 or higher is required to earn an associate degree.**
5. To help you stay on the right academic track, academic advising should take place for every C grade you receive in a course, before you fail to meet SAP requirements (see policy below).
6. Math Progression Policy: **Please see** Math Competency Exam, page 10.
7. A course may be attempted no more than three times. If a course is not successfully passed within three attempts, the student will be terminated from the program.
Mandatory remediation is REQUIRED after the second attempt
 - a. *Note: Withdrawal Pass (WP) and Withdrawal Fail (WF) count as an attempt*

Students should seek assistance upon receiving the first C in any NUR course to avoid failing to meet SAP requirements

Satisfactory Academic Progress

Registered Nurse students must meet Dorsey College Standards of Academic Progress (SAP) as outlined in the school catalog received upon admission. Failure to meet SAP will result in dismissal from the program.

Registered Nurse Curriculum Progression

COURSE NUMBER	COURSE NAME	CREDIT HOURS	CONTACT HOURS
QUARTER ONE			
ENG201*	English Composition	4	42
BIO201*	Anatomy and Physiology I	4	42
MTH201	Mathematical Concepts	4	42
	Quarter One Totals	12	126
QUARTER TWO			
BIO202*	Anatomy and Physiology II	4	42
NUR200	Fundamentals of Nursing I	7	84
SOC201*	Introduction to Ethical Principle	3.5	36
	Quarter Two Totals	14.5	162
QUARTER THREE			
NUR202	Fundamentals of Nursing II	7.5	128
NUR203	Nutrition and Health	4.5	48
	Quarter Three Totals	12	176
QUARTER FOUR			
NUR204	Beginning Medical Surgical Nursing	10	180



COURSE NUMBER	COURSE NAME	CREDIT HOURS	CONTACT HOURS
PSY201*	Introduction to Psychology	3.5	36
Quarter Four Totals		13.5	216
QUARTER FIVE			
NUR206	Intermediate Medical Surgical Nursing	10	180
NUR205	Pharmacology for Nurses I	4.5	48
Quarter Five Totals		14.5	228
QUARTER SIX			
NUR208	Advanced Medical Surgical Nursing	7.5	108
NUR207	Pharmacology for Nurses II	4.5	48
Quarter Six Totals		12	156
QUARTER SEVEN			
NUR212	Nursing for Childbearing Families	6	96
NUR214	Nursing for Childbearing Families	6	96
Quarter Seven Totals		12	192
QUARTER EIGHT			
NUR216	Transition to RN Practice	3	96
NUR209*	Nursing Leadership	6	60
NUR210	Mental Health and Nursing	4.5	78
Quarter Eight Totals		13.5	234
PROGRAM TOTALS		104	1490
An asterisk (*) next to the course name indicates that the course is delivered online utilizing distance education delivery.			

ASSESSMENT/EVALUATION OF LEARNING

Grading Policy

The following represents the Registered Nurse grading system and equivalency:

Percentage Earned	Letter Value	Points Earned
93% - 100%	A	4.0
85% - 92.99%	B	3.0
78% - 84.99%	C	2.0
Below 78%	F	0.0

Exams/Tests/Quizzes

Students will be asked to spread out (possibly in alphabetical order) and to remove everything from the desk and surrounding area. You may even be asked to take your test in another classroom. If this is the case, please take all your belongings with you to that location. There will be no breaks during an exam or quiz; please use the facilities beforehand. If you must leave during an exam, you will turn in your test/quiz as completed to the instructor and receive further direction. Cell phones are to be turned off and placed with your belongings. If your cell phone rings or vibrates during an exam or quiz, your test or quiz will be removed, and you may receive a grade of 0 for that exam or quiz. Calculators are to be used instead of



cell phones for questions requiring calculations. There is absolutely no talking during a quiz or exam. If you have completed your exam/quiz, please refrain from talking and remain in the assigned classroom.

Course Progression

In courses NUR204, NUR205, NUR206, NUR207, and NUR208, the following criteria must be successfully met **before** any other course materials will be added to the student's final grade to pass the course:

- Students must earn an average score of 78% or higher on weekly quizzes AND achieve an average score of 78% or higher on the final exam, **before any other assignments will be considered.**
- Students must have a minimum final course grade of 78% or higher to successfully complete the course. (this will be calculated after the above-mentioned requirements have been successfully met).

Failure to meet the above requirements will result in course failure.

Make-Up Work

Make-ups for missed exams will be approved only by the Director of Nursing for mitigating circumstances. It is the student's responsibility to schedule a meeting with the Director of Nursing within 48 hours of the original exam to request approval to make up a missed exam. Make-up exams/tests/quizzes may not be in the same form as the original exam/test/quiz. These cannot be made up during class times and may be subject to the late assignment policy, which includes a 20% grade deduction.

Students should not be late for class. If a student arrives after the test/quiz has been handed out, the student will not be permitted to enter the classroom until all students have completed their test/quiz. This policy minimizes disruptions that prevent students from performing at their highest potential during tests and quizzes. A student who is late or absent must contact the Director of Nursing to determine whether a make-up test/quiz will be permitted. If permitted, the make-up test/quiz may not be in the same format as the original test/quiz. If permitted, the make-up test/quiz may be subject to the late assignment policy, which includes a 20% grade penalty (for example, if you obtain a score of 100% on the test/quiz, you will receive only an 80%). Students are responsible for contacting the instructor about missed exams or quizzes before class begins on the day of the exam/quiz. If the instructor is not contacted, there will be NO possibility of a make-up, and the student will receive a "zero". A student must notify the instructor before a scheduled exam/quiz if they will be absent.

Weekly Assignments

Sherpath assignments that are submitted after the due date will be assessed as a grade of zero. Only the first attempt will be accepted for grading. Students are expected to read and study the material prior to



taking the quizzes. Only mitigating circumstances with the approval of the Director of Nursing will be considered to amend this policy.

Math Competency Exam

Students will take a math quiz each quarter, starting in quarter two, to determine eligibility for clinicals in quarters three through eight, as outlined in the course syllabus. Students are expected to score at least 90% on their first attempt. Those who score below 90% must attend remediation and retake the quiz. If a student fails to score at least 90% on the math quiz after three attempts, they will be ineligible to attend the next course that includes a clinical component. Students who do not pass the math competency must successfully complete math remediation, as determined by the Director of Nursing or campus designee, before enrolling in clinical courses. *This process may be repeated for each quarter, depending on successful completion of the math competency quizzes*.

***Alumni Students Only**

Alumni students who have received transfer credits for math course MTH107) must attend a ***mandatory six-week (4 hours per week) math refresher course on campus, during the first quarter of the program.*** Each student must successfully complete the course and/or pass the math competency exam before being eligible to enroll in the Beginning Medical Surgical Nursing course (NUR204). A math competency exam will be administered each subsequent quarter for the remainder of the program. Students who do pass the math competency must successfully complete math remediation, as determined by the Director of Nursing or campus designee before enrolling in clinical courses. This process may be repeated for each quarter, depending on successful completion of the math competency quizzes.

***Alumni Students Only**

Alumni students must attend a mandatory six-week (4 hours per week) skills refresher course during the first quarter of the program. Each student must demonstrate competency in foundational skills to be eligible to enroll in the Beginning Medical Surgical Nursing course (NUR204). Failure to demonstrate competency will result in the student being enrolled in remediation, as determined by the Director of Nursing or campus designee.

Examination Review

Examinations may be reviewed upon request. Exams may not be removed from the room, and no notes may be taken during the review. Contact the faculty to request an exam review.



NCLEX Preparation** 1

The Dorsey College Registered Nurse program uses multiple resources to prepare students for the NCLEX-RN® exam. HESI (Health Education System Incorporated) is fully integrated throughout the curriculum as a comprehensive review of all core nursing course content and as NCLEX-RN® preparation toward the end of the program. Dorsey College reserves the right to use additional NCLEX readiness resources, including, but not limited to, PassPoint and other tools, to support students throughout their program and enhance their NCLEX preparation.

The comprehensive NCLEX review program offers the following to students:

- An assessment-driven comprehensive review program designed to enhance student NCLEX-RN® success.
- Multiple assessments and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These tools, in combination with the nursing program content, assist you in preparing effectively, increasing confidence and familiarity with nursing content.
- Orientation for all resources will be available to all students. It is highly recommended that time be spent navigating the provided orientation materials to make maximum use of any assigned platform.
- Upon completion of the program and prior to challenging the NCLEX-RN® examination, nursing students will be required to obtain the benchmark score set by Dorsey College on an NCLEX-RN® predictor examination, which will determine each student's readiness to challenge the NCLEX-RN® examination. **Graduates who have not met the HESI-recommended benchmarks are encouraged to continue working with the campus designee to improve their readiness for the NCLEX-RN.**

Assessments

Practice and standardized proctored assessments are available to students and can be scheduled at any time during a course. These assessments are designed to identify what you know and areas that require remediation.

Remediation

Remediation is the process of reviewing content in areas that were not learned or not fully understood (as determined by a proctored assessment). Remediation tools are intended to help students review key information needed to succeed in courses and on the NCLEX-RN®. The student's individual assessment report will list areas of deficiency.

The instructor has online access to detailed information on the timing and duration of each student's time spent on assessments, focused reviews, and tutorials. Students may be required to provide

¹ ****Please note any student who is caught cheating on any NCLEX preparation assignment, e.g., the unauthorized use of AI, ChatGPT, Meta Glasses, (remote) proxy-test-taker, etc., copying another student's work, working as a group, or allowing the assigned testing platform to run unattended to accumulate time, or using an unauthorized platform, will be dismissed from the RN program for academic dishonesty****



documentation that their work was completed and could serve as a “ticket to ride” for entry into additional courses as required.

Remediation Policy

RN students must meet a minimum individual score benchmark on the HESI proctored assessments. If the benchmark is not met, the student will remediate in one or more of the following ways, as outlined in a plan developed with the instructor:

1. Complete assigned modules in order to strengthen the student's critical thinking/ problem solving skills as they are identified individually.
2. Attend mandatory tutoring/workshops as directed by your campus, **which may be scheduled outside of class hours.**
3. Complete remediation templates based on missed topics on the proctored assessment or other applicable exams.
4. Retake the proctored assessment, if applicable.

The remediation plan will be documented in the student’s official file. Students must provide the instructor with proof of completion of assigned modules and the remediation templates before retaking the proctored assessment. Students who do not achieve the expected benchmark score on the retake of the proctored assessment are at risk of failing the course.

Students could potentially fail the course (regardless of grade in course) when the following occurs:

1. The student does not complete remediation successfully or within the timeframe agreed upon in the documented plan.
2. The student does not achieve the expected benchmark score on the retake assessment. This will be based on the type and extent of students’ identified weaknesses as determined by the proctored assessment.
3. The student does not complete the retake assessment within the timeframe agreed upon in the documented plan.

Decisions regarding program progression are made by the Director of Nursing after considering several factors, including the student’s GPA, academic history, demonstrated willingness to remediate weaknesses, and the ability to do so based on performance.

Testing Misconduct (anomalies)

Dorsey College, as well as any additional NCLEX platform used throughout the program, screens assessment data for anomalous student responses. Your responses to assessment questions will be statistically analyzed for potential test misconduct. If test misconduct is identified, you will be notified, and appropriate disciplinary measures will be implemented, up to and including failing a course and/or termination from the program.



PROGRAM COMPLETION

Once program completion has been achieved and verified by the campus Director of Nursing (DON), the DON's designee will send the student's Michigan Nursing School Certification to the Michigan Board of Nursing. Each student who has successfully completed the program will receive an Associate of Nursing degree.

NCLEX-RN Testing Fees

Dorsey College will pay the LARA registration fee one time for graduates of this program to challenge the NCLEX-RN (National Council Licensure Examination), contingent upon the graduate meeting Dorsey College's exam preparation requirements as outlined in the most recent Registered Nurse Student Handbook. Graduates are responsible for Pearson Vue and fingerprinting fees. Upon passing the NCLEX-RN on the first attempt, a one-time fee of \$250 will be awarded. Awards will be disbursed twice a year.

- Must complete all registered nurse program requirements.
- Must achieve 900 or greater on the HESI Exit A or B.
- HESI Compass Engagement: Modules 1 to 10 must be completed.
- Pass all courses in Quarter 8 (NUR209, NUR210, NUR216) and attend the 3-Day Live Review.
- Meet attendance requirements for the entire quarter, 8 per the Dorsey calendar.
- Cannot receive any anomaly reports from any NCLEX-RN preparation resources.

HESI Scoring Interval	Performance Level
> 1050	Recommended Performance
1001 – 1050	
950 – 1000	
900 – 949	
875 – 899	Acceptable Performance
850 – 874	
800 – 849	Below Acceptable Performance
750 – 799	
700 – 749	Needs Further Preparation and Retesting
≤ 699	



***RN Program Requirements**

See NUR216, Transition to Practice, Syllabus

PROGRAM GUIDELINES

Attendance Expectations

Dorsey College is dedicated to preparing individuals for promising career opportunities and to fostering self-esteem, self-reliance, discipline, and confidence in all graduates. We have found that good attendance is clearly linked to successful completion of all coursework and to preparation for a successful career; therefore, students are expected to attend at least 90% of their scheduled course contact hours to earn a passing grade. Lecture/lab classroom absences in excess of 10% may result in failure of the course(s). Mitigating circumstances or documentation do not supersede the attendance policy. If any student is found in violation of the attendance policy as outlined in each individual course syllabus, the policy will be enforced regardless of mitigating circumstances.

In addition to the standard requirements for lecture/lab/classroom attendance, students are required to complete ALL clinical practical hours as scheduled. Missed clinical hours are made up only for approved mitigating circumstances. Make-up hours must be completed under the supervision of nursing faculty and are scheduled based on the availability of the clinical site and nursing faculty. These may be scheduled on weekends, during school breaks, and/or on second or third shifts. There is no guarantee that make-up hours will be available. If all clinical hours are not met, the course will be failed.

Please note that four instances of being tardy² are equal to one hour of absence.

Distance Education Attendance Policy

Students must attend at least 90% of scheduled course contact hours to earn a passing grade. Excessive absences beyond 10% may result in a failing grade in the course. Attendance in online classes is based on the submission of a Discussion Board post.

Clinical Assignment of Students

The clinical setting provides real-life opportunities to apply classroom theory to practice. Individual clinical sites may require any or all of the following: a physical (health) screening; a negative TB test, indicated by a negative skin test or a physician-confirmed negative chest X-ray; proof of immunity against

² Tardy is defined as arriving to class 15 minutes late or departing from class 15 minutes early. Students absent from all classes for 14 consecutive calendar days including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in consecutive days absent.



communicable diseases; hepatitis B vaccinations; health insurance; forms documenting compliance with universal precautions, policies and procedures, and confidentiality. At any time upon entry or during a clinical assignment, registered nurse students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hiring, or the granting of clinical privileges in a health care setting, as required by Michigan Public Acts 27, 28, and 29 of 2006; and that they do not use illegal drugs or abuse prescription medications, as verified by drug testing. Consistent with the laws of the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require additional or random drug screening and/or a criminal background check at any time. It is the student's ethical responsibility to immediately report any potential issues that could affect clinical placement eligibility to the clinical instructor or the director of nursing. Any student who fails a criminal background investigation or drug screening is ineligible for clinical placement and therefore ineligible for continued participation in the Dorsey College registered nurse program.

Registered nurse students are placed in a variety of clinical settings throughout their academic program, providing a range of experiences with diverse populations, organizations, and agencies. Cooperating agencies are located in both urban and suburban settings throughout Metropolitan Detroit and Southeastern Michigan. Clinical rotations begin early in the program and continue throughout on a rotational basis. The clinical locations and meeting times vary according to the site and school scheduling demands. **If classes are canceled at a Dorsey College campus, students in clinical courses should still report to the site if it is open.** Clinical students may wish to call their assigned clinical instructor in advance to ask whether they should report to their site.

ACEMAPP Requirements

- Not completing ACEMAPP requirements by the assigned deadline may result in not being assigned to a clinical rotation, which will result in clinical failure.

Compliance with Clinical Agency Policy

Compliance with clinical agency rules and regulations, including the use of agency resources and materials, is required. Failure to return materials to the agency may result in a "hold" on the student's eligibility to transition to the next quarter. Students are responsible for complying with all clinical requirements, including up-to-date immunizations, current BLS certification, and the physical ability to meet the demands of working in a clinical setting. Failure to meet these requirements will result in removal from the clinical site and may result in a failing grade for the course.

Transportation to Clinical Sites

Dorsey College does not provide transportation to and from clinical sites. Students are responsible for arranging their own transportation to and from their assigned clinical site. The lack of transportation cannot be considered in clinical site placement decisions, nor will it be treated as a mitigating circumstance for missed clinicals.



Student Responsibilities

Students are responsible to the clinical instructor and the clinical nursing staff for:

- Reporting to the clinical site, returning from lunch/scheduled breaks on time, properly attired, and fully prepared with stethoscope, blood pressure cuff, and any other equipment identified by the clinical instructor as mandatory;
- Care provided to the clients;
- Reporting urgent needs of each client promptly, including abnormal assessment findings;
- Reporting on the condition of the clients before leaving the clinical area, and leaving the unit (for lunch, break, etc.) only according to procedures identified by the faculty;
- Attending pre- and post-clinical conferences scheduled to discuss the care of selected clients, to determine the adequacy of your planning, and to share experiences;
- Compliance with evaluation tool benchmarks developed for each course, which will be used to evaluate your clinical performance and a grade assigned based upon the performance behaviors outlined in the evaluation tool; (Students will receive a copy of the evaluation tool at the beginning of each clinical course.

Tips for Successful Completion of each Clinical Experience

1. Maintain car in good condition.
2. Review directions on the map prior to leaving for first visits in new areas.
 - a. Getting lost is not considered a mitigating circumstance.
3. When arriving or leaving a clinical site, be alert and aware of your surroundings.
4. Allow extra travel time on each scheduled clinical day, during inclement weather conditions, and in anticipation of rush hour, construction, rideshare issues, train delays, etc.
5. Keep car doors locked at all times.
6. Personal valuables should be kept in a safe location identified by the clinical instructor and should not be carried with the student during clinical rotations. Valuables and personal belongings are your responsibility.
7. Report any concerns about safety, security, or client assignment to the clinical instructor.
8. Do not at any time transport clients and/or family members.
9. Obtain and retain contact information of clinical instructor and clinical agency.
10. Dorsey recommends that each student obtain and retain a cellular phone (for communication with instructor before and after clinical). NOTE: Use of wireless communication (i.e., cell phones, Palm, MP3, Bluetooth, etc. is not permitted; therefore, such devices must be turned OFF during clinical time.
11. Ensure cell phone is fully charged
 - a. Uncharged/dead cell phones are not considered a mitigating circumstance.
12. Report any absence and/or anticipated tardiness to the clinical faculty personally in a timely manner.
13. Be familiar with clinical agency safety policies.
14. **Clinical assignments should be completed in a thorough manner and be submitted on time to receive credit.**



Ethical Code of Behavior

Students in any of Dorsey College's nursing programs are expected to adhere to the same ethical code of conduct that governs nurses' actions, regardless of time or circumstance. Among the attributes identified in this code is the responsibility to "follow policies of the organization and guidelines outlined by the profession." Dorsey College believes that cheating, in any form, is a serious violation of our Student Code of Conduct and the code of ethics for nurses, and it will not be tolerated. Consequences for cheating include failing the course and possible termination from the program.

****Please note that any student who is caught cheating on any NCLEX preparation assignment, including but not limited to the following: copying another student's work, working as a group, or allowing the assigned testing platform to run unattended to accumulate time, will be dismissed from the PN program for academic dishonesty. ****

Cheating can take many forms, including but not limited to plagiarism; obtaining or giving away exam questions or answers; copying another person's work; allowing another person to copy one's written work; and obtaining quiz or test answers from any unauthorized website.

1. **Cheating can** include:
 - a. Submission of work that is not the student's own for papers, assignments, or exams,
 - b. Submission or use of falsified data,
 - c. The use of unauthorized material including textbooks, notes, cell phones/technical devices or computers during an examination,
 - d. Supplying or communicating, in any manner, unauthorized information to another student for the preparation of an assignment or during a quiz or examination,
 - e. Collaboration in the preparation of an assignment (Unless specifically permitted or required by the instructor; collaboration will usually be viewed by the school as cheating)
 - f. Obtaining or retaining partial or whole copies of examinations, tests, or quizzes before these are distributed for student use,
 - g. Securing, giving, or exchanging information during examinations, tests, or quizzes, and/or
 - h. Cooperating with another student to do any of the above.
2. **PLAGIARISM: "Plagiarize"** means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the original source of the ideas, words, or works. Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes, where appropriate, if any of the following are reproduced in the work submitted by a student:
 - a. A phrase, written or musical,
 - b. A graphic element,
 - c. A proof,
 - d. Specific language, and/or
 - e. An idea derived from the work, published or unpublished, of another person or persons.



3. **CONSEQUENCES:** Any student deemed in violation of this policy is subject to academic consequences. An instructor may take the following actions in response to **the very first** instance of cheating and/or plagiarism.
 - a. The student who has violated the policy is subject to receive a “zero” on the assignment(s), quiz(ze)s, exam(s), or project(s) and will be reported in writing to campus administration (Director of Nursing, Academic Dean, or Managing Director).
 - b. Failure of the course could result from the zero obtained, **or as a first-choice consequence for the initial occurrence.**
 - c. Documentation of the infraction using the “Violation of Professional Code of Conduct” form will be placed in the student’s permanent academic file. The instructor or the administration shall keep all evidence of cheating or plagiarism in a secure place and provide it to any administrator upon request.
 - d. **Any additional instances of cheating and/or plagiarism will be reported to Campus Support Administration and may be grounds for termination from Dorsey College.**

Drugs and/or alcohol will not be permitted, and any suspicious behavior will be investigated by a Dorsey College staff member. Immediate expulsion from the nursing program will occur if a student is under the influence of drugs and/or alcohol on the premises.

The following list is illustrative and not meant to be an exhaustive enumeration of inappropriate behavior:

1. Obstruction or disruption of teaching on Dorsey College property.
2. Physical abuse, assault or battery, or unauthorized detention of any person on Dorsey College property or at affiliated sites, and/or conduct or expression, verbal or written, which threatens or endangers the health or safety of any such persons.
3. Theft of or damage to property.
4. Unauthorized entry or use of Dorsey College facilities.
5. Falsification of any official records.
6. Interference with the proper educational functions and the appropriate educational climate of Dorsey College by obscene actions or language or disorderly conduct, including aiding or abetting another to breach the climate of Dorsey College.
7. Illegal use, possession, or distribution of alcoholic beverages, narcotics, controlled or illicit substances, or public intoxication.
8. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or improper use of fire extinguishers on Dorsey College property.
9. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose
 - b. Unauthorized transfer of a file
 - c. Unauthorized use of another individual’s identification or password
 - d. Use of computer facilities that interfere with the work of another student, faculty member or staff member
10. Discrimination, harassment and offensive conduct against any person, student, or staff member on the basis of race, creed, color, sex, age, socioeconomic status, marital status, handicap, disability and/or national origin



11. Bullying: Written, verbal, physical conduct or any electronic communication that is intended to place one or more students or other persons in fear of harm or cause substantial emotional distress by directly or indirectly doing the following:
 - a. Substantially interfering with educational opportunities;
 - b. Adversely affecting the ability of a student(s) to participate in or benefit from school programs;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health;
 - d. Causing substantial disruption of the orderly operation of school.
12. Cyber Bullying: The use of any electronic communication (i.e., internet, personal digital assistant (PDA), smart phone, or wireless handheld device), network or technology, including social media (e.g., Facebook, Twitter, Tumblr, Instagram, etc.), to bully is cyber-bullying. Bullying and cyber-bullying are prohibited against all students, educators, employees, contractors, agents, or volunteers.
13. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of which:
 - a. Substantially interferes with the student's educational opportunities; or
 - b. Creates an intimidating, hostile, or offensive educational environment; or
 - c. Otherwise adversely affects a student's educational opportunities.

Title IX Information

Dorsey strives to ensure equal access to educational programs and activities in compliance with Title IX, which prohibits sex discrimination, including accommodations for pregnancy and pregnancy-related conditions. Dorsey College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be directed to Dorsey College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Dorsey College's Title IX Coordinator is Ann Victoria Thomas, 31799 John R Road, Madison Heights, MI 48071, athomas@Dorsey.edu, Ph: 248.585.9200, ext. 11228. Dorsey College's nondiscrimination policy and grievance procedures are available at <https://www.dorsey.edu/policies-and-plans/>. To report conduct that may constitute sex discrimination or to file a complaint of sex discrimination under Title IX, please also refer to <https://www.dorsey.edu/policies-and-plans/> and select "Report an Incident" under the Title IX heading.

Dress Code Policy

A well-groomed appearance significantly contributes to an individual's self-esteem and overall performance; therefore, Dorsey College asks all students to maintain a healthy, clean, and well-groomed appearance. The following is the required dress code for RN students and must be maintained at all times in the classroom, lab, and clinical setting unless otherwise stated below.

- Students are required to be in a scrub uniform. Scrubs must be appropriate and presentable (with a proper fit, no wrinkles, tears, lint, etc.).
- **Campus setting:** (lecture and lab classes): solid, ceil blue scrubs (top and bottom) are to be worn. A solid blue lab coat (provided by your campus) may be worn over the scrub top. Male students should wear a T-shirt under the scrub top at all times.



- **Clinical setting:** solid, navy-blue scrubs (top and bottom) are to be worn. Lab coats are to be worn over the scrub uniform whenever a student is off the patient care unit. The clinical uniform may change for maternal-child and clinical rotations according to clinical agency policies and/or preference. One set of clinical scrubs (top and bottom) and one lab coat will be provided to you by your campus.
- Shoes appropriate for a medical professional must be worn. Shoes must be **clean and cover the entire foot**. Open-toed, backless, mule-style, and shoes with holes are not permitted. Shoes must be made of a material that will not allow liquids to seep through or needles to penetrate. **Shoes must be black, blue, or white and kept clean at all times.** Winter boots may not be worn in class. Students must change their boots to an acceptable shoe as mentioned above. Shoes may be stored under the desk during class.
- A Dorsey name badge is to be worn on the uniform at all times.
- Hats and headdresses (including headbands) of any type are not allowed except for those that are required for religious or health reasons and as approved by Dorsey College.
- Hair must be a **professional natural color at the discretion of the campus**. Hair that is shoulder length or longer must be tied back and pulled up off the shoulder. A clean-shaven face is preferred. If a beard is worn, the length must be kept close to the face.
- Nails must be clean, trimmed, and must not be visible beyond the fingertip. To promote infection control, nail polish, artificial nails, acrylics, gels, tips, wraps, and similar products are not permitted.
- Jewelry such as earrings, necklaces, bracelets, and rings is to be kept minimal so as not to cause injury to the client, student, or others. Ornate jewelry, including hoop earrings, bars, chains, etc., is not to be worn.
- All facial piercings such as nose, tongue, eyebrow, cheek, tragus, and lip must be removed. Earrings are limited to one earring per ear.
- Artificial eyelashes are prohibited.
- All visible tattoos must be covered.

As stated above, the dress code must be followed in all settings. No exceptions will be made. Students found in violation of the dress code may be sent home from class or clinical, as determined by the instructor. Absence/tardy policy will apply.

Etiquette Rules for the Distance Education Classroom

- Sit up, as you would in a physical classroom; no lying in bed.
- Make sure you are using your legal name as your screen name.
- Camera should be on unless you've received permission from your instructor to turn it off.
- Clothing is NOT optional. Remember that, even though you may be alone at home, your professor and classmates can see you; make sure you present yourself in the best possible light, at least from the waist up.
- Be aware of your surroundings. Your instructor and classmates can also see behind you. Make sure that there is nothing in the background (traffic, other people, a pile of laundry) that may distract from the class. While it is not necessarily the best choice to attend class from your bedroom, it may be the only place you can find peace and quiet away from roommates or family members. If that is the case, you can use it to hide what you don't want seen.



- Mute is your friend. Once you log in to the virtual classroom, be sure to mute your microphone; this will help to eliminate background noise that could distract others.
- Raise your hand and wait to be called upon. If you wish to speak, either raise your hand or use the "Raise Hand" button (usually located at the bottom center of your screen, depending on the platform you're using). Once the teacher calls on you, unmute yourself and begin speaking. When you have finished speaking, do not forget to mute your microphone again.
- Most videoconferencing platforms have a chat feature where you can make comments and ask questions without interrupting the speaker. Note: your comments may be public and included in the session recording.
- Finally, be patient, be courteous, and anticipate unexpected outcomes such as physical or technical interruptions.

Practice Lab

The practice laboratory will provide students with opportunities to practice psychomotor skills, communication (verbal and nonverbal), clinical interventions, and interpersonal skills in a simulated clinical setting. The lab also provides audiovisual learning aids, patient simulators, computer-assisted instruction, and access to the internet, interactive videos, and opportunities to study special nursing topics. Integral to the laboratory's philosophy is an emphasis on self-paced learning and on presenting materials that reinforce classroom instruction.

Student Resources

Tutoring Services

Dorsey College provides free in-seat and online tutoring for students in most courses. Nursing faculty can be reached during posted office hours or by appointment to assist with questions or concerns about nursing courses, clinical requirements, grades, professional nursing issues, or future goals.

Resource Center

Dorsey College's library resources can be accessed at the following website:

<https://www.mel.org/welcome>

Personal and Family Problem Referral Information

Information to assist students with personal and family problems, such as referrals to mental health clinics, family counseling, homeless shelters, and legal aid, is available via WellConnect. Note that community services may also be available and vary by campus location.

Health

In the event of an injury on campus or at sanctioned school events, Dorsey College has affiliations with Concentra Medical Centers and First Choice Medical Centers.

Student Representation/Organization

Registered nursing students will have the opportunity to represent their class as class representatives on the RN Student Council. All class participants are eligible. Students are recommended or nominated by



instructors and administration and then elected by the student body. Class representatives serve as a line of communication between the student nurses and the Director of Nursing.

Additional Resources

The Dorsey College catalog contains information including, but not limited to, student policies. All students enrolled in the Dorsey College Registered Nurse program are expected to abide by all policies as outlined in the catalog. Examples of policies that are in the catalog are listed below:

- Alcohol and Substance Abuse
- School Closure
- Attendance
- Smoking
- Campus Safety Plan
- Standards of Professional Appearance
- Campus Security
- Student Grievance
- Copyright Infringement
- Student Code of Conduct
- Electronic Communication Devices
- Tutoring and Clinical Workshops
- Food and Drinks
- Weapons
- Non-Discrimination and Non-Harassment



Addendum for the Virtual Clinical Environment

Should clinical courses be delivered in a virtual clinical environment, this document outlines additional applicable requirements.

Clinical Attendance Expectations

All students and instructors are expected to be available for the entire 8 hours of clinical time.

In order to pass your clinical course, you must:

1. Be visually and verbally present with participation in all scheduled web-based conferences, and
2. Complete all assignments by scheduled due dates and obtain at least an average grade of a C or greater

During this clinical time frame, students and instructors will interactively participate in videoconferencing for a **minimum of 4 hours**, which will include, but is not limited to:

1. Student completion of clinical assignments, discussion posts, and skills
2. Instructor assisting students in developing therapeutic communication and critical thinking skills in order to successfully fulfill assignment requirements
3. Instructor and student dialogue on course content as it relates to the implementation of the nursing process
4. Instructor demonstrates and explains skills, tasks, and assignments
5. Direction and guidance on clinically related concepts and skills
6. Participate in group discussions to incorporate the physiologic and psychosocial aspects of nursing care

During the remainder of the clinical time frame, students are to:

1. Complete course requirements (Ex., assignments, posts, videos and/or discussions)
2. Communicate with instructors for understanding of expectations

To be counted as present on your assigned clinical day, you must participate for at least 4 hours with your instructor via videoconferencing. Video and audio are both required for a student to be marked present. At your instructor's discretion, a conference may include, but is not limited to, interactive formats such as online, face-to-face, or verbal. Your instructor will notify you of your assigned meeting times.

A clinical scrub top is MANDATORY for video conferencing.

Clinical Assignments

Students are responsible for all assignments, postings, and/or videos required to pass this clinical course. Clinical assignments count toward the clinical time required by the Board of Nursing. Assignments are due by midnight the day after your assigned clinical day. For example, if your assigned clinical day is



Wednesday, your assignment(s) will be due no later than midnight on Thursday. Extenuating circumstances must be discussed, communicated promptly, and approved by your clinical instructor for any late or missed assignments. Failure to meet the above expectations in any virtual or simulated clinical course may result in a failing grade.

Clinical Absence

Students are required to complete ALL clinical practical hours as scheduled. Missed clinical hours are only made up for approved mitigating circumstances. Make-up hours may be scheduled on weekends, during school breaks, and/or on second or third shifts. There is no guarantee that make-up hours will be available. If all clinical hours are not met, the course will be failed.

Students absent from all classes for 14 consecutive calendar days, including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks of fewer than 5 consecutive days must be counted as part of the consecutive days absent.



ACKNOWLEDGEMENT OF RECEIPT OF DORSEY COLLEGE NURSING STUDENT HANDBOOK

(Issue Date: September 2026)

Please read this handbook carefully, then sign below and return this page to the Director of Nursing on the first day of class. Keep this handbook in a place where you can refer to it throughout the program. If you have any questions, please contact the Director of Nursing.

I have read the student handbook and agree to comply with all rules, regulations, policies, restrictions, and requirements contained therein, as well as any future amendments or modifications to this handbook that are provided to me in writing. I understand that this handbook applies to all coursework in this Nursing Program. I further understand that graduating from the Registered Nurse program does not permit me to practice nursing and that I must pass the NCLEX-RN® State Board Examination to practice nursing.

I, _____ certify that I have read,
(Print Name)

understand, and will abide by the content of this Student Nursing Handbook.

Signature: _____ Date: _____