

**MAUI COMMUNITY COLLEGE
CAREER LADDER IN NURSING PROGRAM (PN/ADN)**

STUDENT HANDBOOK

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MAUI COMMUNITY COLLEGE
Career Ladder in Nursing Program (PN/ADN)
August 2006 - August 2007

NURSING PROGRAM POLICIES

(Nursing Program Policies are revised annually. At the beginning of each academic year, a copy of the current policies is made available to each student. It is each student's responsibility to read and clarify his/her understanding of the policies and to acknowledge agreement by signing and submitting the attached sheet to the Instructor during the first week of instruction.)

The Maui Community College Nursing Program prepares nursing graduates for the nursing profession. The program requires mastery of knowledge and skills and standards of professional behavior of the profession as stated in the rules of the Hawaii Board of Nursing, Hawaii health care facilities and the National League for Nursing. Required knowledge and skills and rules of professional behavior form the framework of the academic competencies in both the theoretical and clinical courses which make up the certificate and degree requirements.

While strictly adhering to the mastery of knowledge and skills and high professional standards, the nursing faculty provide students with every opportunity to achieve success in the program. Students are responsible for adhering to the MCC Student Conduct Code.

A. PROFESSIONAL BEHAVIOR EXPECTATIONS

Students are expected to meet the academic and behavioral performance standards set forth in this section. These standards are academic requirements of the MCC Nursing Program. Failure to meet these academic standards could result in sanctions, such as dismissal from the MCC Nursing Program.

1. Professional Codes and Standards

Students are required to conform their conduct to the following professional codes and standards.

“A professional code of ethics provides a framework for making ethical decisions and sets forth professional expectations. Nursing codes of ethics inform both nurses and society of the primary goals and values of the profession.” (Source: Fundamentals of Nursing, Carol Taylor et. al., p 98; 5th ed., 2005)

Universal moral principles are reflected in the codes and include moral values such as autonomy, or the right for patients to be self-governing; beneficence, or the patient; nonmaleficence, or the obligation to minimize or prevent harm; veracity or truthfulness; confidentiality, or respecting

privileged information; fidelity, or keeping promises; and justice, which embraces the concept of fairness. Guided by these principles, along with societal mores and laws, the nurse is able to determine the best course of action.

Codes that guide practice include the American Nurses Association Code of Ethics for Nurses, and the International Council of Nurses Code for Nurses (see Fundamentals of Nursing, Carol Taylor et. al., p 100; 5th ed., 2005). The ANA Code of Ethics for Nurses with interpretive statements is available at <http://www.nursingworld.org/ethics/code>.

Maui Community College Nursing faculty define unprofessional behavior using the following standards based on the Rules of the Hawaii Board of Nursing. Hawaii Revised Statutes, Chapt. 457, August 1995; Hawaii Administrative Rules, Title 16, Chapt. 89, July 1997

- a. Fraud or deceit in procuring or attempting to procure a license to practice nursing as a licensed practical nurse;
- b. Gross immorality;
- c. Unfitness or incompetence by reason of negligence, habits or other causes;
- d. Habitual intemperance, addiction to or dependency on alcohol or other habit-forming substances;
- e. Mental incompetence;
- f. Unprofessional conduct is defined, but not limited to the following:
 - (1) Performing unsafe or unacceptable client care or failing to conform to professional standards required of a nurse which poses a danger to the welfare of a client which shall include:
 - (a) Intentionally or negligently causing physical or emotional injury to a client;
 - (b) Administering medication and treatment in a careless or negligent manner;
 - (c) Failing to take appropriate action or to follow policies and procedures in the practice setting designed to safeguard the client;
 - (d) Failing to take appropriate action in safeguarding a client from incompetent health practices;
 - (e) Performing nursing techniques or procedures without proper education and training.
 - (f) Violating the confidentiality of information or knowledge concerning the client or failing to safeguard the client's dignity and right to privacy; and
 - (g) Leaving a nursing assignment or abandoning a client without properly notifying appropriate personnel.

- (2) Engaging in any act inconsistent with the practice of nursing which shall include:
 - (a) Engaging in conduct which evidences a lack of ability or fitness to discharge the duty owed by the student nurse to a client;
 - (b) Practicing nursing when physical or mental ability to practice is impaired by alcohol or drugs, or because of other physical, psychological, or mental impediment;
 - (c) Willfully, or deliberately, falsifying or altering a client's health care facility's or employee's record;
 - (d) Unauthorized use or removal of drugs, supplies or property from a client or health care facility, institution or other work place location, or diverting or attempting to divert drugs or controlled substances for unauthorized use or appropriating money, supplies or equipment;
 - (e) Possessing, obtaining, furnishing or administering prescription drugs to any person, including self, except as directed by a person authorized by law to prescribe drugs; and
 - (f) Failing to supervise persons to whom nursing functions have been delegated under one's supervision.
- g. Conviction, whether by nolo contendere or otherwise, of a penal offense substantially related to the qualifications, functions, or duties of a nurse, not withstanding any statutory provision to the contrary.
- 2. "Zero Tolerance" for Substance Use or Abuse
 - a. For purposes of this policy "using or abusing substances" shall mean use of any substance that impairs physical, psychological or mental ability.
 - b. A student is prohibited from attending nursing class or clinical when using or abusing substances.
 - c. A student is to inform nursing faculty when he/she is taking a therapeutic prescriptive drug or over-the-counter drug that could alter mental or behavioral performance in class or clinical.
 - d. The following procedures shall apply when a nursing faculty determines that a student is using or abusing substances.
 - (1) If a student's behavior in class or clinical leads faculty to suspect substance use or abuse, the student can voluntarily submit to a substance assessment and screen. This process allows the student to contest faculty assessment of substance use. The substance assessment and screen must be done immediately. Nursing faculty will determine the specific substance assessment and screen and inform the nurse practitioner of the MCC Campus Health Center, who will coordinate the assessment and screen for the student with the clinical laboratory. The student shall sign a release to allow the clinical laboratory to provide the results to nursing faculty. If the student tests negative, the cost of testing will be paid by the

Nursing Program. If the student tests positive, the student will be billed for the testing.

- (2) The student will not pass the course and will receive an immediate NC (No Credit) for the course and will be dismissed from the Nursing Program if one of the following applies:
 - (a) The student admits to substance use or abuse.
 - (b) The student decides not to voluntarily submit to a substance assessment and screen, or
 - (c) The result of the student's substance assessment and screen is positive.
- (3) The student can apply for readmission (See Section G.5).

3. Liability for Patient Safety

- a. Each student assumes legal responsibility for his/her own actions
- b. If a nursing faculty member finds evidence of a student being dishonest and/or posing a danger to patient/client safety, the faculty member will immediately remove the student from the clinical area. The student may be subject to sanctions, including dismissal from the Nursing Program. Some examples of dishonest conduct or actions that pose a danger to client safety are: failure to acknowledge a clinical error, intoxication or being under the influence of drugs, mentally impaired, verbally and/or physically threatening or verbally and/or physically abusing any person.

B. HEALTH CARE/MAUI COMMUNITY COLLEGE AGENCY POLICIES

1. The student is expected to observe all of the policies of the nursing program, school and/or clinical agencies. See attached "Summary of Student Conduct" Maui Community College.
2. Each student giving client care is to be certified annually in Basic Life Support in the following five areas:
 - a. Adult CPR by One-Person
 - b. Adult CPR by Two-Person
 - c. Child CPR
 - d. Infant CPR
 - e. Obstructed Airway: Conscious & Unconscious Victim

It is the student's responsibility to take a course CPR-BLS for Health Care Providers and present to the instructor a card verifying current certification prior to direct client care.

3. No eating in the clinical setting except in designated areas.
4. Smoking is permitted only in designated areas.
5. The student is to give direct physical care only when instructor/preceptor is in the clinical facility, and the instructor/preceptor is aware of the student's clinical objectives.
6. When in the clinical area outside of scheduled clinical hours, professional attire is required, including name pin and full uniform. Preferred attire will

be defined in those instances when uniforms are not required. No mini-skirts, shorts, bare midriffs or open-toe or heel shoes are allowed when uniforms are not required. Name pins are to be worn in the clinical setting, and removed when the student is not in a student nurse role.

7. The student must have the instructor's consent to:
 - a. Meet assigned clients.
 - b. View records of assigned clients only.
 - c. Attend special experiences, i.e., psychiatric conferences, nursing audit or other agency activities. (Students may attend community activities open to the public).
8. Clinical facility phones shall NOT be used for personal calls.
9. Interactions with clients, their families, staff, faculty and peers must be professional, courteous and diplomatic at all times.
10. When in the clinical setting, students are not to have visitors or phone calls at any time. If an emergency occurs, significant others should call the agency and ask for any MCC instructor if the student's instructor is not known. The instructor will contact the student.
11. If on rare occasion an item is to be delivered to a student, it is to be left at the front desk and the operator will notify a MCC instructor. A student is not to leave the unit to meet visitors or pick up deliveries.
12. Children will not be allowed in theory or clinical classes.

C GRADING POLICIES

1. Grading

Nursing students are required to work toward letter grades in ALL courses. All students must achieve at least a "C" in ALL required non-nursing courses in order to remain in the program. Nursing students enrolled in support courses are required to notify the Program Coordinator when having difficulty in support courses and/or prior to withdrawal from support courses. This is to assure that the student is aware of Nursing Program requirements for graduation.

There will be separate nursing grades given for each nursing theory and clinical course.

To remain in the program, a first-year student must achieve a "C" for each required course of the major and all required non-nursing courses. A second-year student must achieve a "B" for each required course of the major. All major courses have the NURS course alpha.

Grading Scale

A = 91.5 - 100%

B = 83.5 - 91.4%

C = 73.5 - 83.4%

D = 63.5 - 73.4%

F = Below 63.5%

Specific Program Requirements

First Year (PN) - 73.5% or higher

Second Year (ADN)-83.5% or higher

2. **Late Papers**

When papers are submitted late, 10% will be deducted from the score for each school day that the paper is late. Any late clinical papers will reduce the student's clinical score. For example, if the highest possible score for the paper is 20 points and the paper is one (1) school day late, then 2 points will be deducted because the paper is late. If the maximum possible score is 10 and the paper is 2 school days late, then 2 points will be deducted because the paper is late.

3. **Theory Grading**

A student cannot pass a nursing course and a student cannot continue in the course **if these two (2) conditions occur:**

- a. The student scores below the minimum passing score in more than 1/3 of the course tests,
AND
- b. The student's overall academic percent is less than the minimum passing score.

If these two (2) above conditions occur, the student will earn below the minimum passing score (First Year – 73.5%, Second Year – 83.5%), does not meet the prerequisite for future courses, and cannot continue in the program or may not meet the requirements for graduation.

If a student fails a clinical course he/she will be required to withdraw from the theory course.

4. **Clinical Grading**

If a student fails a theory course with a clinical component, he/she will be required to withdraw from the clinical course.

5. **Withdrawal**

If a student has made the decision not to continue in a nursing course, he/she is encouraged to formally withdraw. Failure to complete a withdrawal form available at Student Services will result in the student transcript reflecting the grade earned as opposed to a W and would adversely affect grade point average. Students may drop a course with a W up to one month prior to the last day of instruction.

D. **THEORY**

1. **Attendance:** It is the student's responsibility to be early or on time to all planned learning experiences.

If a student is absent, it is the student's responsibility to obtain all class information (i.e., content, handouts and announcements) from a classmate. If a student is ill and had been scheduled to give a class presentation, the student will make new arrangements with the instructor for the presentation.

Students are encouraged to attend class to enhance the learning experience.

Each instructor is responsible for the classroom environment and will set the standard for behavior in his/her classroom. See Student Conduct Code.

2. **Theory Examination**

Math will be included in every exam or a separate math test for each course or semester will be given. At least 90% of each exam after NURS 153 will test knowledge of theory or skills, and at a maximum 10% of each test will require mathematics knowledge and accuracy. The student must answer ALL math questions correctly. Students must retake the math portion in order to achieve 100% accuracy; however the original grade does not change.

3. **Absence Related to Testing**

If a student is physically or emotionally ill, he/she should not test at the scheduled time. The student must give notice to the instructor prior to the test and obtain a medical or counseling excuse within twenty-four hours of the test.

If a student is absent on a scheduled testing day, he/she will be given a make-up test, and the grade will be lowered ten (10) percentage points unless the student brings in a written statement verifying an excused absence. The make-up test will be a modification of the original test. A student who tests late will be required to provide brief written rationales for 5% to 10% of the questions on the test. Faculty administering the test will choose these questions. Both the answer selected and the rationale must be correct in order for the student to receive credit for the answer. The make-up test must be taken within one week of the student's return to school unless the student has a medical statement testifying of illness.

4. **Post-test Discussion**

After unit exams, a post-test discussion may be provided. The student may not write down or tape record exam questions. If the student disagrees with the instructor's answer to a question, the student will need to submit professional literature to support his/her answer. This discussion is held to promote additional learning and mastery of the skills and information. If additional discussion is required the student will meet privately with the instructor. If a student requests reconsideration of an answer, the request is to be submitted in writing within 48 hours of the post-test discussion. If a student is unable to attend the post-test discussion, the student is to notify the instructor prior to the discussion and provide the reason. If the instructor determines that there is a valid reason for the absence, the instructor will provide a specific time for the student to review the exam.

5. **Knowledge Assessment**

If a student's percentage score on a test is below the minimum passing score (73.5% first year, 83.5% second year), the student must pass a knowledge assessment on material answered incorrectly in order for the test score to be counted. This is done to assure that the student has a level of knowledge equal to other students in the course. The final grade for the course is based on an average of the percentage scores for each test.

6. **Testing Difficulties**

If a student is having problems in theory class, faculty can recommend that a student temporarily withdraw from clinical until the theory problem is resolved.

A student who has special accommodations for test is responsible for contacting the Level Coordinator/Nursing Counselor to discuss the accommodations.

7. **Theory Support Evaluation**

Anytime a student scores below the minimum passing score on a test, a Theory Support Evaluation will be written. A discussion document containing specific plans to remedy the theory deficiency, and the timelines will be completed by the student and attached to the Theory Support Evaluation. A Theory Support Evaluation precedes a Theory Notice in most situations.

8. **Theory Notice**

If at any time it appears that a student may not have a high enough score to pass the course, a Theory Notice will be written and signed by the student and instructor. The Theory Notice meeting can be audiotaped to provide a verbatim record. A discussion document containing specific plans to remedy the theory deficiency, and the timelines may be attached to the Theory Notice.

E. **CLINICAL**

1. **Attendance:**

It is the student's responsibility to be early or on time to all planned learning experiences. Lateness in the clinical learning situation poses an imposition upon the instructor, the staff of the clinical agency and ultimately disrupts the care of the client(s) to whom the late student has been assigned. Scheduled starting times vary depending on the clinical assignment.

If absent, the student must notify the instructor, and call the assigned unit or agency and leave a message of absence at least one (1) hour prior to the beginning of the clinical assignment. The student should obtain the name of the person to whom the message is given.

An "excused absence" may be granted due to physical illness or mental health issues with written verification from a health care provider or a counselor (including the Nursing Counselor, a MCC counselor, a psychiatrist, a psychologist, or a Master's level professional counselor working with a community agency). If a student is absent due to a child's illness, he/she needs to obtain written verification from the child's health care provider.

Examples of mental health issues that may qualify for a counselor's excuse are unexpected, sudden life and family changes such as changing homes, death or serious illness of a family member, personal or family abuse, and other situations that may impair or impede performance.

If an excused absence is given, the student will meet with Nursing Counselor or other mental health care provider within 24 hours to begin to develop a plan to address the situation. The student will be expected to meet with the counselor in follow up appointments. Inability to attend follow-up counseling appointments will determine whether further excuses for clinical assignments will be given.

The student may return to clinical if the student and counselor/health care provider have developed a plan of action to help the student cope with the crisis, and the student can successfully attend to his/her clinical responsibilities. A letter from the health care provider verifying the existence of a plan of action must be provided to the Nursing Program Coordinator.

Based on Level faculty consensus, the student may be placed on a Clinical Support Evaluation or Notice. -Additional clinical time may be granted by the faculty if necessary for the student to meet the clinical objectives of the course.

The student must attend pre-conference unless excused by the instructor. The clinical pre-conference is the student's opportunity to share pertinent information on her/his client/assignment. If the student does not attend pre-conference, the student may be unable to attend clinical at the discretion of the clinical faculty member or the clinical assignment may be changed.

The student is required to remain on the assigned unit during clinical hours unless he/she is excused by the clinical instructor.

The nursing student is to attend ALL scheduled skills labs and clinical assignments, unless other arrangements are made with the clinical instructor.

When a student nurse is employed as an aide or LPN, the student nurse will benefit from the work experience, but client care and skills as an employee do not earn credit for student nurse clinical points.

2. Clinical Evaluations

Evaluation is an on-going process, and the student or faculty member can at any time request an evaluation conference. Each student will receive a clinical evaluation form at the beginning of each clinical course. It is the student's responsibility to keep an account of examples of his/her own clinical performance in the clinical evaluation form. The clinical evaluation form must be legible and written in blue or black ink.

The evaluation form provides the documentation of student performance and is the property of the Nursing Program. It is the student's responsibility to keep the evaluation form secure. Loss or destruction of the clinical evaluation form will result in a reduction in clinical grade, at the discretion of the clinical instructor.

Nursing clinical learning is sometimes stressful and students may require additional assistance to cope with anxiety and focus on improving theory and clinical learning. If referred by the clinical instructor due to emotional or behavioral difficulties that could impact clinical performance, the student is required to see the nursing counselor, or a counselor of choice before returning to the clinical setting. Written verification of counselor visits may be requested.

If a student feels he/she cannot perform with a particular instructor, he/she can request a change to another instructor. The nursing faculty will consider the student's request with the intent to promote the student's success in the program.

3. Unsafe Practices

Unsafe practices are actions which potentially or actually jeopardize the safety of clients, students or others, or may be actions which demonstrate poor judgment in areas in which the student has had previous opportunities for learning. Upon identifying an unsafe practice, the instructor will inform the student of the unsafe practice as soon as possible in an appropriate setting and the student will have the opportunity to explain his or her action. Students who have demonstrated unsafe practices will be required to explain and complete a safe practice paper.

Unsafe practices include, but are not limited to, FAILURE TO:

1. Follow standard precautions. (Examples: failure to wash hands or failure to wear gloves appropriately; recapping contaminated needles; incorrectly disposing of body fluids.)

2. Maintain client privacy/confidentiality. (Examples: not utilizing curtains appropriately for privacy; unnecessary exposure of the client during care or procedures; discussing client information inappropriately or outside of the clinical setting.)
3. Properly identify client. (Examples: not using identibands and/or ID cards appropriately.)
4. Complete client care in assigned time and/or report to instructor and staff.
5. Know status of client and/or report significant change in condition.
6. Validate therapy rationale with instructor when contrary to classroom instruction.
7. Recognize and report any error or unsafe condition.
8. Accurately record information or observations in client's chart. (Examples: not signing your name; incomplete charting.)
9. Notify faculty and staff of clinical absence at least 1 hour prior to beginning of clinical so that patient care can be adequately planned.
10. Notify faculty and staff prior to leaving nursing unit. (Examples: abandonment of client.)
11. Properly monitor I.V. therapy.
12. Administer medications correctly.
13. Recognize break in sterile technique.
14. Respond to faculty guidance based on rationales for safe nursing practice.
15. Follow policies of the nursing program, school and/or clinical agencies.

If a student believes the determination of unsafe practice is unfair, the student can follow the process outlined in the Academic Grievance Procedures. (See attached)

4. Clinical Support Evaluation

A Clinical Support Evaluation is a document used by a faculty member to assist a student in identifying areas of difficulty and developing a plan for success.

If a student demonstrates unsatisfactory clinical performance or has had frequent absences, a Clinical Support Evaluation is written and signed by the student and the instructor. The Clinical Support Evaluation assesses the problem and sets evaluative expectations to assist the student to be successful in the program. A discussion document prepared by the student containing specific plans and timelines may be attached to the Clinical Support Evaluation. The student may consult nursing faculty and/or the Nursing Counselor for help or suggestions. If the Clinical Support Evaluation expectations are not met, the student can be placed on a Clinical Notice.

5. **Clinical Notice**

A Clinical Notice provides a student notice that, based on clinical performance, the student is in danger of clinical course failure. A Clinical Notice can be written when a student demonstrates serious deficiency in clinical performance or when a student has failed to meet the terms of the Clinical Support Evaluation. A serious deficiency is defined as any behavior or act that endangers the safety and welfare of others.

The student will meet as soon as possible with two faculty members to develop a plan of action to meet the required evaluative expectations. The Clinical Notice must be signed by student and faculty members. Clinical Notice meetings can be audio-taped to provide a verbatim record. A discussion document containing specific plans and timelines prepared by the student with assistance of faculty and/or counselor may be attached to the Clinical Notice.

If a student fails to meet the evaluative expectations of the Clinical Notice, the student will not pass the course, and will receive the letter grade earned or F in the nursing course. The student will be required to withdraw from the theory course with the same number as the clinical course. The student may complete other concurrent courses, but cannot continue in the Nursing Program as the prerequisite for subsequent courses will not have been met or may not meet the requirements for graduation.

A student who completes a course on a clinical notice may continue into the next clinical course(s) on a Support Evaluation.

F. **ADMISSION, ENROLLMENT, CONTINUATION AND READMISSION**

1. **Admission:** Admission to the Career Ladder Nursing Program is competitive. The process is described in the Maui Community College catalog. Nursing faculty serve on the selection committee. Application deadline is January 31 for fall semester and September 15 for spring semester.
2. **Enrollment:** All nursing students are expected to report to class on the first day of instruction.

In order to participate in Theory and Clinical classes, the student must

- a. Sign the agreement to the Nursing Program Policies
- b. Pay for student nurse liability insurance.

A student will not be allowed to attend client-contact clinical, and will have an unexcused clinical absence if the student has not satisfactorily met the program requirements for:

- a. Technical Standards
- b. Tuberculosis clearance, and
- c. Positive titers for Rubella, Rubella (German Measles), varicella (chicken pox), Hepatitis B, or currently completing requirements.

- d. Hepatitis A series is strongly recommended.
- e. CPR certification for Healthcare Providers.
- f. MMMC background check and drug screening

Withdrawal from support courses may impact graduation requirements; therefore, when a student registers after a course has begun, or changes sections or withdraws from a nursing or support course, the student will submit a copy of the fee slip to the Program Coordinator within two days. This is to assure that the student is aware of Nursing Program requirements for graduation. Continuous enrollment in nursing courses is required to maintain liability insurance.

3. Continuation Practical Nursing Program

To continue into subsequent courses, the student must achieve a minimum of 73.5% in all nursing courses and meet all course requirements.

If a first year student earns a “C” in any second semester nursing course and is one who is aspiring to continue immediately to the ADN level, the student will meet with nursing faculty and/or counselor regarding the factors predictive of immediate progression to ADN. Positive factors predictive of a student’s success in the ADN program are:

1. A strong academic and clinical base as evidenced by earning “Bs” in NURS 156/156L and NURS 240/240L, and
2. Completion of all ADN support courses. This discussion will be part of the final clinical conference for both NURS 156/156L and NURS 240/240L, and will be documented in the spring clinical evaluations.

4. Continuation to Associate Degree in Nursing Program

a. MCC PN Graduate who continues immediately to ADN level.

The MCC-PN graduate may continue to the ADN level if all of the following conditions are met.

- (1) Students must meet Math requirements: Completion of Math 23 with a C or better or place at Math 25 within two years of admission.
- (2) The student must achieve a minimum of 83.5% for NURS 157 and NURS 157L, and meet all course requirements for immediate progression to ADN.
- (3) The student applying for ADN must score 71% or better on the HESI PN Exit exam.
- (4) The student applying for ADN must score 83.5% or better on the ADN Admission Math Exam. No repeat exam will be given.
- (5) NCLEX PN Exam:
 - The student planning to continue immediately to ADN must submit to Nursing Program Coordinator a copy of the certified mail receipt for application to

Board of Nursing (BON) for NCLEX-PN exam one week after classroom discussion of the application process.-

- On the first day of fall semester, the ADN student must present ADN Level Coordinator with a copy of the certified mail receipt for application sent to NCLEX testing vendor.
 - NCLEX-PN testing must be completed within one month of the beginning of the semester. Extenuating circumstances will be evaluated by the Nursing Program Faculty.
 - The student who is unsuccessful on the first attempt with NCLEX-PN testing will be required to withdraw from ADN courses. The student must submit intent to re-enter by the deadline for admission. Re-admission will be dependent upon passing the NCLEX PN exam, meeting current requirements and is based on the evaluation and decision of the Nursing Program Selection Committee.
- (6) To remain in the ADN program, the student must achieve a minimum "B" (83.5% or better) in all required nursing courses.
- (7) Requirements for the student to graduate from the ADN program will include, but are not limited to, completion of designated computerized testing (such as HESI tests) with a satisfactory score. The student who fails to complete the computerized testing with a satisfactory score will be required to complete a designated NCLEX-RN review course at his or her own expense prior to graduation in order to meet that graduation requirement.

b. Admission Requirements for MCC PN graduate who does not continue immediately to ADN Level

- (1) Any MCC practical nursing graduate who works as an LPN before continuing to the ADN level must demonstrate theoretical and clinical competency in NURS 157 and NURS 157L with grades of "B" or better. Each applicant will be individually considered in terms of readiness to succeed at the ADN level. Re-entry is based on the evaluation and decision of the Nursing Program Selection Committee.
- (2) Application deadline for admission into the Nursing Program is January 31 for fall semester and September 15 for spring semester. Each applicant shall:
- Meet all MCC nursing admission requirements. This

includes the NLN Pre-Nursing Exam, transcript review, counseling session, PHRM 203, Math 23 with C or better or placement at Math 25 (within two years of admission), English placement (within two years of admission), CPR, program health requirements, and meet MMMC background check and drug screen.

- Work full-time as a fully licensed practical nurse, preferably in an acute care hospital, prior to March for fall admission and October for spring admission.
- Submit above average/excellent work evaluations and recommendations from the senior charge nurse, team leader, and head nurse or nursing supervisor.
- Enroll in NURS 157L and complete with a grade of B or better.
- The student applying for ADN must score 71% or better on the HESI PN Exit exam.
- The student applying for ADN must score 83.5% or better on the ADN Admission Math Exam.

In addition, other recommendations/requirements can include:

- (1) NURS 157 will be REQUIRED if the applicant:
 - a. Received a grade of "C" in NURS 157, OR;
 - b. Received a grade of "C" in NURS 157L.
- (2) NURS 157 will be recommended rather than required if the applicant:

scores 83.5%
competency test, focused on

Received a grade of "B" for NURS 157L and
or better on a faculty developed
the NUR 157 didactic content.

c. **Admission requirements for LPN from a program other than MCC**

The application process should be completed by January 31 for fall admission or September 15 for spring admission-and includes the following:

- (1) The applicant must meet all Maui Community College nursing admission requirements,-This includes the NLN Pre-Nursing Exam, transcript review, counseling session, PHRM 203, Math 23 with C or better or placement at Math 25 (within two years of admission), English placement (within two years of admission), CPR, program health requirements, and [meet MMMC background check and drug screen.
- (2) The applicant must be currently licensed as a LPN in Hawaii.
- (3) The applicant must have worked at least 6 months full-time employment as a fully licensed practical nurse, preferably in

an acute care hospital. Also required are two above average/excellent work evaluations and recommendations from the senior charge nurse, team leader, head nurse or nursing supervisor.

- (4) The applicant may be required to enroll in course NURS 158, Issues and Trends in Nursing I.
- (5) The applicant will be required to enroll in NURS 157/157L and pass with a minimum of "B" preceding ADN admission. The applicant will be required to enroll in NURS 254 (Family Health Nursing II)/254L (Family Health Nursing II Lab) and pass with a minimum of "B".
- (6) The student applying for ADN must score 71% or better on the HESI PN Exit exam
- (7) The student applying for ADN must score 83.5% or better on the ADN Admission Math Exam. [No repeat exam will be given.]
- (8) Selection is based on the evaluation and decision of the Nursing Program Selection Committee.

5. Readmission

Any student who does not meet minimum requirements or who withdraws from the program, and subsequently wishes to re-enter, must provide in writing a plan of action and satisfactory evidence that the conditions precipitating failure or withdrawal are no longer present or have been altered sufficiently to no longer interfere with academic pursuits. Re-admission requirements will be defined by faculty at the time of withdrawal and placed in the student file. Whenever possible, the nursing program coordinator will meet with students at the time of their withdrawal to review re-admission requirements. A student may request a meeting with the nursing program coordinator at any time to review re-admission requirements. Request for readmission must be submitted by January 31 for fall admission or September 15 for spring admission.

The Maui Community College policy regarding repeating courses, "A student may repeat any MCC course once with the instructor's permission, then may repeat a course only with permission of the Dean of Instruction (MCC Catalogue)."

G. STUDENT HEALTH

Initially the student is to meet all vaccine requirements as outlined for admission to Maui Community College. In addition to the college's basic requirements, the Nursing Program requires specifically defined technical standards, two-step tuberculosis testing and special lab testing. These Nursing requirements may seem more stringent than that of the general campus population because of the need to protect the nursing student from contagious disease exposure while caring for the ill or injured. Nursing Program requirements may also be revised at any time to meet changes as dictated by the current requirements of Maui's clinical sites and

cooperating facilities. **Students must meet minimum immunization requirements prior to registration for course or admission to the clinical setting.**

1. **Health Costs:**
Each student is responsible for his/her own individual health requirement cost. Enrollment in a health insurance program is strongly recommended. Health insurance may not cover all the costs of titers and immunizations. The student is urged to question several facilities to compare costs. The MCC Student Health Center provides many services.
2. **Pre-Enrollment Drug Testing**
 - a. Purpose: 1) to promote a drug-free workforce and environment; 2) to provide a safe, healthy and productive environment for students, faculty and clients, and 3) to implement policies consistent with health care agencies on Maui.
 - b. Policy: All applicants who have been selected for admission to the PN/ADN Career Ladder Nursing Program will be required to pass a Pre-enrollment drug-screening test as a condition of enrollment.
3. **Technical Standards Form:**
Before entering the MCC Nursing Program a student shall provide documentation of sensory and mobility standards that support the student's ability to perform basic nursing functions. The technical standards assessment must be current and performed within twelve months prior to the first day of instruction. At any given time, reassessment of the student's ability to perform basic technical standards may be required at the discretion of the nursing faculty. Continued evidence of minimal function standards is required to safeguard the student, the patient, fellow classmates and other health care agency staff. **It is the student's responsibility to inform the nursing faculty of any change in physical or mental status which may alter basic sensory/mobility functions.**
4. **Tuberculosis Clearance:** Certification of a negative Two-step P.P.D. intradermal test or a negative chest x-ray is required within one year prior to the first day of instruction. Subsequent One-step P.P.D. intradermal testing shall be done one year or less from two-step. If greater than one year, even if by a few days, a two-step must be repeated.
5. **Proof of Immunity:** All students entering the Nursing Program must present evidence of positive protection titers for Rubeola, Rubella, Varicella (chicken pox) and Hepatitis B. The titers may be obtained from the Student Health Center or from your personal healthcare provider. After immunization, you must obtain quantitative titers for Hepatitis B, Rubeola, Rubella and Varicella. Some immunizations may not be obtained during pregnancy, but a letter from a healthcare provider is required. If Hepatitis B immunization is incomplete at time of admission, the student shall provide current documentation of the injection dates and will then be expected to complete the series according to the recommended scheduling. A follow-up

titer is further required one month after completion of the series. Other exceptions are considered by nursing faculty on an individual basis.

6. **Hepatitis A Protection:**
Recent development of a safe Hepatitis A vaccine has prompted the Nursing Program to recommend additional protection against the Hepatitis A virus. Students are encouraged to obtain the Hepatitis A series of injections
7. **Pregnancy:**
A student who is pregnant will be permitted to register and attend all educational activities provided a medical statement is submitted. The medical statement must be signed by the student's personal physician verifying that the student is able to continue to attend class and perform nursing functions in the clinical setting as described in MCC Nursing's basic sensory and mobility technical standards. **It is the pregnant student's responsibility to inform the nursing faculty of any change in physical or mental status, which may alter basic sensory/mobility functions.**
8. **Illness/Injury:**
A student with any deficit in sensory or mobility functions, which may affect the safety of self or those around them, cannot attend class or the clinical area. The student shall inform the instructor of any such deficit (which may be related to a physical or mental concern). If the student demonstrates an unreported sensory or mobility deficit (unusual behavior), the attending instructor may remove the student from the classroom or clinical area for safety reasons. The student may then be asked to report for emergency care as indicated and if necessary the personal physician will be informed. A written medical clearance may be required prior to the student's return to class or clinical, based on the circumstance and the faculty's professional nursing judgment.
9. **Injury While in the Clinical Area:**
In case of an accident, needle-stick, exposure to body fluids or injury in the clinical area, the student shall inform the instructor in charge, report for emergency care as indicated and, if necessary, the personal physician will be informed. The student must comply with the policies of the clinical facility by reporting the incident to the charge/supervisory nurse and completing any facility forms as requested. In the case of an injury, MCC requires the submission of an UH incident report form. The report form is obtained from the faculty instructor and is collaboratively completed by the student and instructor. A follow-up visit to the MCC Health Center is required to complete the documentation. Treatment costs and subsequent testing for infectious disease are the responsibility of the student. (In the case of injury, tetanus immunization within the last five years is recommended.)
10. **Alcohol/Drug Addiction:**
Students who are recovering from alcohol and drug addiction will submit documentation demonstrating one year of continuous sobriety, preferably in a 12 Step Program as recommended by the HNA (Hawaii Nurses

Association) Impaired Practice in the Nursing Profession guidelines, prior to entering the Nursing Program. Recovering students shall maintain sobriety while in the Nursing Program to ensure safety for themselves and those around them.

11. Immunization and Health Records:

Immunization records are kept at the MCC Health Center. Students are encouraged to keep their own records of immunization. A courtesy copy of all records may be obtained upon graduation. At any other time, there will be a minimal charge for copies of the record.

H. REASONABLE ACCOMMODATIONS

It is the student's responsibility to request reasonable accommodations because of a learning disability or a physical challenge. A student requesting reasonable accommodations is required to consult with **Lisa Deneen, Special Needs Coordinator**, and provide documentation of the disability in order to develop an individualized accommodation plan. 1) Reasonable accommodations will be available to students who have been evaluated or are in the process of being evaluated. 2) Students are responsible for having assessments completed as soon as possible.

1. If you have a disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact counselor **Lisa Deneen, Special Needs Coordinator at 984-3227** whose office is in the Ho'okipa Building.
2. Please contact Lisa Deneen also if you have a documented disability and would like to discuss your academic accommodations.
3. Extended time in a distraction-free environment may be an appropriate accommodation based on a student's disability and the recommendations from the assessment.
4. The student is responsible to inform a counselor or faculty [member] of a learning disability or a physical challenge, if the student wishes to have reasonable accommodations.
5. Special accommodations are not provided for clinical courses.

I. UNIFORM REGULATIONS

Students in uniform represent the MCC Nursing Program; therefore, students must only wear COMPLETE uniform (see #6).

1. Uniforms and underclothing must be neat and clean at all times. Students will wear white or neutral underwear under their uniforms. Students will not be permitted to enter the clinical area if they do not present a neat, clean and well-groomed appearance.
2. An appropriate hairstyle is required when in uniform. Hair must be neat and clean, and if long (past your collar), must be tied back from the face and put up if it is flowing. It is expected that male students without beards or mustaches be clean-shaven. Beards and/or mustaches must be clean and neatly trimmed. A clinical instructor can ask the student to modify appearance when indicated.

3. Conservative use of make-up shall be used in the clinical facility. Perfume and flower scents (ornamental or leis) can be very irritating to some clients and should not be worn. Personal hygiene (bathing, oral care and the use of non-scented deodorant) is essential to avoid unpleasant body odor.
4. Only wedding rings, engagement rings, or small inconspicuous earrings may be worn in the clinical facility. Bracelets must be removed before clinical.
5. Remove tongue and facial piercing and cover tattoos, if possible, prior to clinical.
6. Student Uniform (see Maui Memorial Medical Center Dress Code attached):
 - a. Student uniform regulations will include a teal uniform top with matching teal or white long uniform pants.
 - b. Shoes and laces must be kept clean and in good condition. White shoes (athletic shoes are acceptable) with closed toes and heels.
 - c. Beige or white hosiery. Support hosiery is strongly recommended. White socks may be worn with slacks.
7. Required Clinical Supplies
 - a. Name badges worn on left bodice of uniform at all times while in the clinical area.
 - b. Watch with seconds indicator.
 - c. Bandage scissors.
 - d. Clipboard, if desired.
 - e. Black ballpoint pen - no felt pens for charting.
 - f. Stethoscope.
 - g. Penlight (beginning second semester of PN year)
 - h. Kelly (mosquito) clamp (recommended)

Individual instructors may establish minimum dress guidelines to avoid distractions in the classroom.

J. ON CAMPUS SUPPLIES/PHONES

Equipment/supplies may leave campus lab only with the instructor's consent for unusual circumstances.

Students are not to use Nursing Office supplies and equipment (computers, typewriters, Xerox machines, paper clips, pens, scissors, etc.). An instructor's office and instructor's bookshelves are private (off limits for students), except with instructor's permission.

Students are to use the pay phones on campus and health care facilities and are not to use any of the staff phones in the Nursing Building or agency. Incoming calls should be for emergencies only. Non-emergency messages cannot be taken due to limited staff.

Cell phones and pagers are not to be audible during instructional classes. Cell phones are NOT to be brought to the clinical area.

K. PARKING/TRANSPORTATION

Students will be responsible for arranging their own transportation to and from scheduled educational activities. Maui Community College assumes no liability for accident or injury while traveling to or from scheduled activities.

Parking at Maui Memorial Medical Center is not permitted at this time (August 2002). **Students are required to park in areas designated by nursing faculty for all theory and clinical experiences. Students must comply with parking rules as defined by faculty.**

L. LIABILITY INSURANCE

Students are required to purchase malpractice liability insurance at the time of college registration. The coverage is provided by the insurance company for claims arising out of real or alleged malpractice when the injury being claimed is the result of error, accident, or omission. Coverage is for malpractice related to normal curriculum, studies and assignments 24 hours a day.

M. SAFETY

In college labs, and in the clinical areas, personal safety for students and instructors is extremely important. Safety lectures, demonstrations, and other activities are a regular part of the Maui Community College instructional program. In addition, certain types of personal protective equipment are required for participation in many activities taking place in classrooms, labs, and clinical areas. Students are required to fully participate in safety related instruction, furnish their own personal protective equipment when required and utilize facility personal protective equipment when provided.

Failure to act in a safe, responsible manner may result in an Unsafe Practice and may result in the immediate removal from class, lab or clinical area.

N. FINANCIAL ASSISTANCE

To qualify for financial assistance, the student must establish eligibility by filing a Free Application for Federal Student Aid (FAFSA). You may apply online at www.fafsa.ed.gov or contact the Educational Opportunity Center for assistance in this process (984-3286). All students are encouraged to submit a FAFSA. Students may also qualify to receive a nursing loan, supplementary educational grant, or Basic Educational Opportunity Grant.

Maui Nurses Scholarship Foundation provides a limited amount of emergency funds to assist nursing students. To obtain this emergency assistance, see the Nursing Counselor, your instructor, or the Nursing Program Coordinator.

A limited amount of emergency loan money (up to \$200 per student) is available through MCC Student Services to assist students on a temporary basis. Repayment must be made within 30 days. For further information on financial assistance, contact the MCC Financial Aid Officer.

O. COLLEGE LIBRARY

The Nursing Program is limited in funds to replace any learning materials, which are taken from the MCC Library and not returned. This jeopardizes other students' ability to be successful. All learning materials are to be signed out by the student. Journals are not to be taken out of the library.

Library items should be returned promptly. If overdue notices are received by nursing faculty, the student's "Dependability" score is reduced. Until the library items are returned or the Library is compensated for lost items, the student will not be allowed to register for courses and will not be granted a certificate/degree (MCC Policy).

Professional and community members are encouraged to utilize our learning resources housed in the MCC Library. However, because nursing students shall have primary access to all references and programs, borrowed items are subject to recall if needed for nursing student instruction. Community health agencies may borrow items for a prolonged period with written clearance from the nursing faculty.

P. USE OF MAUI MEMORIAL MEDICAL CENTER LIBRARY

While the Medical Center Library primarily serves staff physicians, nurses, and hospital technicians, Maui Memorial Medical Center has extended this privilege to MCC nursing students. The Medical Librarian is able to assist students on Monday through Fridays between 0800 and 1630.

Procedural instructions for borrowing materials are posted in the Maui Memorial Medical Center Library. Books from the circulating collection can be borrowed for 2 weeks. Journals and pamphlets can be borrowed for 1 week. Do not remove journals from the racks. When borrowing materials, sign S.N. after your name, and write your home telephone number.

Library items should be returned on time. If overdue notices are received by the Nursing Faculty, the student's score will be lowered on the clinical evaluation.

Q. ACCESS TO MEDICAL RECORDS

Access to medical records will comply with current Hawaii State patient privacy regulations.

When reading records on currently hospitalized clients, students are to remain in the designated hospital area. Students are not to congest the chart area or be disruptive to the flow of processing new orders. Health team professionals have priority

access to clients' charts. All medical records are confidential and may be discussed only with appropriate health team professionals. Confidential medical records must not be discussed with the public, classmates (except in clinical conference), friends or family. Chart information should never be duplicated, faxed, or scanned. Students must wear name badges and be in uniform or wear a lab coat when reviewing medical records.

R. STUDENTS' EVALUATIONS OF FACULTY

Students are expected to objectively and professionally complete evaluations of faculty performance after each period of theory and clinical instruction within twenty-four hours after distribution of evaluation forms. The evaluations are important to promote continuous improvement of nursing instruction and the Nursing Program. The instructor will receive a compiled summary of the student evaluation and will never see the individual evaluations.

S. GRADUATION

Pinning ceremonies are traditional events accepting graduates into the profession of nursing. The nursing pin is placed on the nursing uniform. The ceremonies are organized by faculty with student input. **Required attire is a white uniform. Uniforms for graduation Pinning Ceremony will be prescribed and the dress code for the pinning ceremony will be enforced.**

The ADN graduate is expected to attend the MCC campus graduation to receive the Associate in Science Degree. Practical Nursing graduates from the previous year are allowed to attend the MCC graduation to formally receive the Certificate of Achievement.

NOTE:

Policies must sometimes be changed during the school year. Any change will be discussed with students, and presented in writing. The student will sign a statement of having read and agreeing to follow the policy.

MAUI COMMUNITY COLLEGE STUDENT CONDUCT CODE

I. INTRODUCTION

The purpose of the University of Hawai'i is to pursue knowledge through teaching, learning, and research in an atmosphere of physical and intellectual freedom. In order to fulfill this purpose, members of the academic community on all campuses engage in teaching, learning, research and service and assist one another in the creation and maintenance of an environment that supports these activities.

Members of the academic community may not violate the rights of one another nor disrupt the basic activities of the University. Students who are disruptive are subject to a variety of academically related penalties that may include reprimand and probation, restitution, suspension for a definite period of time, or expulsion.

Members of the academic community have the same privileges and responsibilities with respect to the law, as do members of our society. In addition, they must also adhere to the University's special interests that are reflected in its policies and regulations and are addressed herein. These special interests are embodied in the unique purpose of the University, and are essential for its institutional well-being and day-to-day functioning.

Therefore, in accordance with the "Statement on Rights and Responsibilities of the University of Hawai'i Community" adopted by the Board of Regents on June 4, 1971, as Administrative Rule Chapter 21-2, the following student conduct code and hearing procedures are adopted by Maui Community College.

II. CATEGORIES OF IMPERMISSIBLE BEHAVIOR

The following categories and specific examples of impermissible behavior are subject to disciplinary sanctions because they conflict with the fundamental purposes and special interests of the University and its constituent campuses. While these impermissible behaviors are described as clearly as possible it should be recognized that any determination as to whether a given act constitutes a violation of the University's special interests will necessarily involve the institution applying some degree of judgment to the facts and circumstances as they are presented.

Category 1 -- Interference with the Rights of Others

A student may not behave towards another member of the University community even in the name of conviction or under a claim of academic freedom, in a manner that denies or interferes with another member's expression of conviction, academic freedom, or performance of legitimate duties or functions.

A. Interference with Freedom of Speech and the Right to Peaceful Assembly

Freedom of speech and the right to peaceful assembly are possible only in an orderly environment in which individuals are not endangered by force or violence and are free from coercion and interference. Consequently, behavioral restrictions are considered necessary to preserve both the orderly functioning of the campus and the right of freedom of speech.

1. Demonstrations

Demonstrations, which coerce individuals, present a hazard to the safety of any person, or threaten the destruction of property, are not permitted. Institutionally authorized speakers and approved public demonstrations may not be disrupted by individuals with intent to physically injure or silence either the speaker or members of the audience.

2. Interference with campus operations

Conduct which disrupts the holding of classes, the carrying out of university business, the holding of campus events, or any other normal functioning of the University including the discharge of responsibility by an university officer, employee or student is not permitted. Demonstrators may not physically obstruct access to University facilities nor may they engage in obstructive noise.

3. Non-compliance with campus behavioral restrictions on demonstrations

Persons engaging in disruptive behavior or in demonstrations, which coerce individuals or advocate the use of force will be requested to cease by University authorities. In the event the alleged disruptive behavior or demonstration does not end within a reasonable length of time, temporary sanctions, as described in this code may be imposed by the Chancellor or his/her designee. If the use of discussion methods of temporary sanctions are not effective in ending the disruption or demonstration, or when alleged violators are not members of the University community, or when the gravity of the situation requires it, the Chancellor, or his/her designee may resort to calling in law-enforcement authorities.

Category 2 - Interference with University Processes

Impermissible behavior, as described in this category, includes that which directly or indirectly interferes with or disrupts the processes of teaching, learning, research, service, and for the administration of those processes or conditions furthering or facilitating such college functions.

A. False or Fraudulent Information

1. Furnishing false information or academic credentials with the intent to deceive or mislead when applying for admission to any campus of the University or for any of its programs and services.
2. Forging, altering, misrepresenting, or misusing any University or campus document, record, or identification.
3. Failing to provide required and legally appropriate information to University officials.
4. Misrepresenting facts in connection with any request for any University programs or services or for an exception to any official campus policy or regulation.
5. Assisting anyone in the commission of any acts in this section.

B. Personal Misconduct

1. Intentionally, recklessly or negligently causing physical harm to any person on university premises or at university sponsored activities. This includes engaging in any form of fighting.
2. Placing any person under mental duress or causing any person to be in fear of physical danger through written or verbal abuse, harassment (including repeated phone calls), sexual harassment, hazing, intimidation, threats or other conduct which threatens or endangers that person's emotional, mental or physical well-being.

Reports of sexual harassment will be investigated and addressed under complaint procedures that are separately established by each unit of the University.

3. Criminal sexual behavior, including but not limited to the implied use or threatened use of force to engage in sexual activity against a person's will and/or engaging in such behavior with a person.
4. Theft of or willful damage to property of any person on the campus.
5. The unauthorized use of, or entry into any University facility, including both indoor and outdoor facilities.

6. Possessing, producing, manufacturing or having manufactured any key or unlocking device for use on University facilities or locks, without proper authorization.
7. Use or possession of dangerous or deadly weapons on University premises or at University sponsored events, unless expressly authorized by the University. Dangerous “weapon” includes, but is not limited to, all firearms, ammunition, knives, explosive fuels, dangerous chemicals, billy clubs, and pepper spray.
8. Use or possession on campus or at campus events of bombs, explosives, incendiary devices, or fireworks.
9. Activating a fire alarm without cause; damaging or misusing fire safety equipment or initiating a false report, warning or threat of fire, explosion, or other emergency on University premises; or setting any fire on University property.
10. Intentionally obstructing or delaying a police officer, fire fighter, campus security officer, or University official including, but not limited to, faculty or administrators in the performance of his/her duty.
11. Failure to comply with the directions of university officials including, but not limited to, campus security, faculty or administrators acting in the performance of their duties; failure to present identification upon request to university personnel in the performance of their duties.
12. Being contemptuous or disorderly at any hearing of a campus judicial or review board.

C. Theft or Mutilation of University Property

1. Possessing or having under one's control any materials or property belonging to the University without proper authorization.
2. Mutilating or vandalizing University property.
3. Unauthorized or fraudulent use of the University facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by this Student Conduct Code or other regulations established by the University or campus related to student use of specific facilities or equipment, e.g., computers, dormitory rooms.

D. Abuse of Controlled Substances

1. Intoxicants: The purchase, distribution, possession, or consumption of alcoholic beverages is regulated by state law. Students are expected to know

and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

2. Drugs: Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. University knowledge of possession or use of illegal drugs on campus may subject the students involved to investigation.

E. Off-Campus Behavior

A student's off-campus behavior must comply with applicable federal and state laws. Off-campus behavior shall not be subject to the University's disciplinary procedures unless such behavior indicates that the student represents a danger to the health or safety of members of the University community. In addition, off-campus behavior that is violative of professional standards of conduct, which are an integral part of a professional discipline, may be subject to formal hearing procedures and sanctions. Academic or professional programs that require students to abide by such professional standards shall secure the endorsement of the Chancellor and shall clearly set forth this requirement to all affected students. Off-campus behavior charged as violative of such standards shall be adjudged pursuant to hearing procedures to be established by the program and approved by the Chancellor. The hearing process afforded any student so charged must be consistent with the procedural requirements provided herein.

F. Academic Dishonesty

Because the University is an academic community with high professional standards, its teaching, research and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes cheating and plagiarism as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

1. Cheating includes but is not limited to giving or receiving unauthorized assistance during an examination; obtaining or distributing unauthorized information about an examination before it is given; using inappropriate or unallowable sources of information during an examination; falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying any official University record; or misrepresenting the facts in order to obtain exemptions from course requirements.

2. Plagiarism includes but is not limited to submitting, in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or drylabbing, which includes obtaining and using experimental data and laboratory write-ups from other sections of the course or from previous terms, or fabricating data to fit the desired or expected results.
3. In cases of suspected or admitted academic dishonesty, the instructor shall attempt to discuss the matter with the student. If appropriate, the instructor may bring it to the attention of the departmental chairperson and the student's advisor. Additionally, an instructor may refer such case of academic dishonesty to the Vice Chancellor of Student Affairs for action under this code. In cases where the student admits that an act of academic dishonesty was committed, the instructor may, within the context of the course require the student to re-do the assignment, give the student a failing or reduced grade for the assignment, or give a failing or reduced grade for the course. If the student contests his or her liability, the instructor may not take action against the student but must refer the case to the Vice Chancellor of Student Affairs for hearing and disposition under this code. The Vice Chancellor of Student Affairs may pursue such matters as disciplinary actions under this code if after a preliminary investigation, it is his/her determination that probable cause exists to establish that acts of academic dishonesty took place.

G. Violation of Other Existing University Regulations

Violations of other existing University regulations or policies may subject the affected student to disciplinary actions under this code. The decision as to whether such action will be initiated will be made by the Vice Chancellor of Student Affairs after a preliminary investigation and after a determination as to whether probable cause exists to establish that there was a repeated or serious violation of University regulations or policies.

III. SANCTIONS

One or more of the following sanctions may be imposed as hereinafter provided whenever a student is found to have violated any of the rules contained in this code:

A. Warning

Written or verbal notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action. This sanction may be

imposed by the Chancellor after a Conduct Committee hearing or it may be imposed by the Vice Chancellor of Student Affairs as part of the administrative disposition of any case. If a student, after being warned, is found guilty of further violating this code, the student will be subject to more severe disciplinary action.

B. Probation

A written notice placing the student on disciplinary probation for a specified period of time. The terms of the probation will be decided in each case. This sanction may be imposed by the Chancellor after a Conduct Committee hearing or it may be imposed by the Vice Chancellor of Student Affairs as part of the administrative disposition of any case. If a student, while on disciplinary probation and after a hearing, is found guilty of further violating this code, the student will be subject to more severe disciplinary action.

C. Restitution

Reimbursement for damage to or misappropriation of property which may take the form of direct financial compensation, of service, or other forms of indirect compensation. This sanction may be imposed by the Chancellor after a Conduct Committee hearing or it may be imposed by the Vice Chancellor of Student Affairs as part of the administrative disposition of any case provided that the student admits that s(he) was responsible for the damages or loss. Any student who does not make restitution as required will be deemed to have a financial obligation, and will be subject to the provisions of the University's policy regarding delinquent financial obligation.

D. Temporary Suspension

In an emergency, the Chancellor or his/her designee is authorized to alter or suspend the rights of a student to be present on campus or to attend classes for an interim period during an investigation and/or prior to a hearing; provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter. An emergency will include such situations as when the student threatens campus property, poses a danger of inflicting bodily harm on himself or others, or of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities including classroom instruction.

E. Suspension

Exclusion from classes and from other privileges or activities or from the campus itself, for a specified period of time. This sanction may only be imposed by the Chancellor after a Conduct Committee hearing.

F. Expulsion

Termination of student status for an indefinite period. This sanction may only be imposed by the Chancellor after a Conduct Committee hearing. Conditions for readmission, if any, shall be stated in the notice of expulsion. The Vice Chancellor of Student Affairs will determine if the conditions for readmission have been met.

G. Rescission of Grades or Degree

The cancellation of grades or the revocation of an awarded degree as the result of academic dishonesty or the discovery of a material misrepresentation relating to the completion of course or degree requirements. This sanction may only be imposed by the Chancellor after a Conduct Committee hearing.

IV. COMPLAINT PROCESS

The following procedures are designed to afford certain procedural protections to any student alleged to have committed an infraction of the Student Conduct Code warranting disciplinary action. The procedures described herein shall not affect other non-disciplinary student matters.

For the purposes of these procedures, the term Vice Chancellor of Student Affairs shall mean the Vice Chancellor or the Vice Chancellor's designated representative.

A. Temporary Suspension in Emergency Situations

In an emergency, the Chancellor or his/her designee is authorized to suspend a student during an investigation and/or prior to a hearing; provided that a hearing pursuant to these rules is conducted within 25 days. An emergency will include such situations as when the student threatens campus property, poses a danger of inflicting bodily harm on himself or others, of inflicting serious emotional distress on others, or creating a substantial disruption of normal campus activities including classroom instruction. If, after a Conduct Committee hearing, it is determined that the student did not violate this Conduct Code, consideration will be granted so that the student may be allowed to make up any missed academic work.

B. Complaint Reporting and Investigation Stage

1. Reporting of infractions

Infractions of this Student Conduct Code should be reported as soon as possible to the Vice Chancellor of Student Affairs. Reports of infractions must be submitted in writing and signed by the complainant. No matter

except temporary suspensions in emergency situations will proceed without such written reports. The report must contain specific information, including name(s) of offender(s) and witness(es), time and date, and description of the alleged misconduct in sufficient detail to allow the Vice Chancellor of Student Affairs to determine whether further fact-finding is necessary and if sufficient evidence exists for acting on the allegation(s).

2. Preliminary investigation

Upon receiving a written report that a student has allegedly engaged in conduct violative of the Student Conduct Code, the Vice Chancellor of Student Affairs shall promptly initiate an investigation. Within ten school days of receiving a written report, the Vice Chancellor of Student Affairs shall contact the student or group named in the complaint, and request that they appear before the Vice Chancellor to discuss the alleged misconduct and possible charges. Failure to respond to a written allegation of charges by a stipulated deadline will result in a hold being placed on the student's registration for subsequent terms. The student should be informed that s(he) is under no obligation at any time to admit that the complaint is true or to make any other statement to any member of the University community, including the Vice Chancellor of Student Affairs relevant to the complaint. The Vice Chancellor should not promise that any statement made by the student would be held in confidence.

C. Initiation of Charges and Their Disposition

If the Vice Chancellor of Student Affairs determines that there is reasonable cause to believe that the student or students committed the violation and in his or her judgment the initiation of formal disciplinary procedures is appropriate, the accused student or group will be notified by the Vice Chancellor of Student Affairs that they have been accused of violating this Student Conduct Code. Charges may be disposed of in the following ways:

1. Mediation

The Vice Chancellor of Student Affairs may refer the matter for mediation. If the parties agree, mediation of the incident will proceed. In mediation the parties will be given the opportunity to work out a mutually agreeable solution with the assistance of mediator(s). If the parties come to agreement, the matter will be considered settled.

2. Administrative Disposition

The Vice Chancellor of Student Affairs, after investigating the charges shall have the authority, when accepted by the student in writing, to settle matters

in lieu of proceeding with a formal disciplinary hearing. In this instance, the Vice Chancellor of Student Affairs may impose only the sanctions of warning, probation, or restitution. Additional appropriate recommendations of behavioral contracts, administrative referrals, community service hours, attendance at drug and alcohol education classes may be made by the Vice Chancellor. A student shall have five school days within which to accept or reject in writing any proposed administrative disposition. Where the settlement proposed by the Vice Chancellor of Student Affairs is rejected by the student in writing, the Vice Chancellor may request a hearing before the Committee. If a student fails to make any response in writing to a proposed administrative disposition within five school days, it will be assumed that the student has rejected the proposed administrative disposition and the Vice Chancellor of Student Affairs may refer the case to the Student Conduct Committee.

3. Student Conduct Committee Disposition

Failing to secure an administrative disposition of any alleged violation of this Code, the Vice Chancellor of Student Affairs may refer the case to the Student Conduct Committee for a hearing. The Vice Chancellor of Student Affairs may also refer cases to the Student Conduct Committee without first offering an administrative disposition. Moreover, any violation of this code that may result in the imposition of the sanction of suspension, expulsion, or rescission of grades or degree, must be heard by the Student Conduct Committee.

- a. Student Conduct Committee hearings will usually not be available during the last two weeks of each semester (study period and finals week) nor during the summer. During these periods, a hearing before an administrator may be conducted for students accused of violating the conduct code or special Committee hearings may be arranged.

D. Student Conduct Committee

There shall be a Student Conduct Committee. It shall have jurisdiction and authority to determine cause and recommend sanctions for all cases referred to it by the Vice Chancellor of Student Affairs involving behavior, which is alleged to be violative of this Student Conduct Code.

1. The Student Conduct Committee shall consist of seven voting members and shall be constituted as follows:
 - a. Three (3) students
 - b. Four (4) faculty members selected

Four faculty members shall be selected by the Faculty Senate to serve as permanent members for two academic years. These faculty members may be tenured or non-tenured.

Two faculty members selected by the Faculty Senate shall serve as alternate members should any of the permanent faculty members not be able to serve on the Committee.

Three students shall be selected by the Associated Students of Maui Community College (ASMCC) to serve as permanent members for one academic year. These students may be selected from within ASMCC, Phi Theta Kappa Honor Society, student employees within Student Services of Instructional Departments, or Student Club members.

Two students selected by ASMCC shall serve as alternate members should any of the permanent members not be able to serve on the committee. These students may be selected from within ASMCC, Phi Theta Kappa Honor Society, student employees within Student Services or Instructional Departments, or Student Club members.

Of the four faculty members selected, the Chancellor shall select one of the faculty members as chairperson.

2. Permanent members of the Committee who do not attend scheduled hearings and have not called to report their absence to the Vice Chancellor of Student Affairs shall be removed from the Committee and replaced with an alternate member.
3. If any member so selected feels that his or her relationship with either the case or the individual involved would affect his/her ability to render an impartial judgment, the Committee member shall disqualify him/herself. Additional member(s) will then be selected from among the list of alternates until the Committee membership is complete.
4. Four members of the Student Conduct Committee at least one of whom is a student shall constitute a quorum.
5. Prior to each hearing, the Vice Chancellor of Student Affairs will convene the Committee to brief the Committee members on their responsibilities and the procedures to be followed.
6. A tape recorder shall be made available to the Committee by the Vice Chancellor of Student Affairs.

E. Disciplinary Hearing Stage

1. Notice

A Student Conduct Committee hearing shall be initiated by the Vice Chancellor of Student Affairs. A student shall be given written notice of the charges and of a hearing by registered or certified mail with return receipt requested or by service in person, at least fifteen calendar days prior to the date of the hearing. If service by registered or certified mail is not made because of the refusal to accept service or if the Vice Chancellor of Student Affairs has been unable to ascertain the address of the student after reasonable and diligent efforts, a hearing notice may be given to the student by publication at least once in each of two successive weeks in a newspaper of general circulation. Published notices shall include the date, time, place and nature of the hearing and shall invite the student to contact the Vice Chancellor of Student Affairs regarding the charges and other relevant issues and facts. The last such published notice shall appear at least fifteen calendar days prior to the date of the hearing.

- a. Except in the case of published notices, the notice of a hearing shall include a statement of the following:
 - 1) The date, time, place and nature of the hearing.
 - 2) The Committee before which the hearing is to be held.
 - 3) The particular sections of this Student Conduct Code involved.
 - 4) An explicit statement in plain language of the issues involved and the facts alleged in support of the charges; however, if the Committee is unable to present such issues and facts in detail at the time the notice is served, initial notice may be limited to a statement of the issues involved with more detailed statements to be provided at a later date but prior to the hearing.
 - 5) The fact that the student who allegedly violated the Student Conduct Code is entitled to retain counsel or an advisor, at his or her expense, or that the student may appear on his or her own behalf, at any meeting or hearing relevant to the complaint.
 - 6) That the student has the right to inspect, before any hearing, any affidavits or exhibits to be introduced at the hearing.

2. Hearing procedures

Hearings held pursuant to this code shall be conducted in such a manner as to assure a fair hearing for the party against whom charges are filed. Having determined through a preliminary investigation that there is reasonable cause to believe that the student has engaged in conduct violative of this Student Conduct Code, the Vice Chancellor of Student Affairs or his/her representative shall present the case against the student.

- a. The student and his/her counsel and the Vice Chancellor of Student Affairs or his/her representative shall be afforded the opportunity to present evidence and argument on all issues involved. A student who exercises his/her right to remain silent shall not have the silence construed against him/her. All hearings will be closed unless the student requests that the hearing be open.
- b. Any procedure in a disciplinary hearing may be modified or waived by mutual agreement between the student and Vice Chancellor or his/her representative subject to the approval of the Chair of the Committee.
- c. The following process shall apply in all hearings before the Student Conduct Committee:
 - 1) The proceeding at the hearing will be presented in the following order:
 - a) testimony in support of the charges,
 - b) testimony in defense of the student
 - c) rebuttal testimony if allowed by the Chair
 - d) Closing arguments.
 - 2) The Chair and members of the Committee may ask questions of the witnesses.
 - 3) Any oral or documentary evidence may be presented, but the Committee Chair, in consultation with the members of the Committee shall exclude irrelevant, immaterial or repetitious evidence. The Committee shall honor the rules of privilege recognized by law.
 - 4) Documentary evidence may be presented in the form of copies or excerpts, if the original is not readily available, provided that the student and the Vice Chancellor or his/her representative may compare the copy with the original.
 - 5) No testimony either in person or via written statement, declaration or affidavit shall be admitted into the record when the opposing party has not been afforded the right of confrontation and a reasonable opportunity for cross-examination.
 - 6) The University shall have the burden of proving, by a preponderance of the evidence that a violation occurred.
- d. Both the student and the Vice Chancellor or his/her representative are expected to be present at the hearing. If the student is not present at the hearing, the Committee will proceed to conduct the hearing if its

members are satisfied that the student has been given notice of the hearing as provided for in this code.

- e. In cases involving more than one student separate hearings, a severance may be allowed upon request.
- f. The Committee may adopt any further rules or make any further regulations necessary for a fair and impartial hearing that are not inconsistent with the provisions of this code.

3. Records

For the purpose of determining Committee findings and recommendations, a record of all hearings shall be maintained.

- a. The record shall include the following:
 - 1) All pleadings, motions and intermediate rulings;
 - 2) All evidence received or considered, including oral testimony, exhibits, and a statement of all matters officially noticed;
 - 3) Offers of proof and rulings thereon;
 - 4) Proposed findings, exceptions and recommendations
 - 5) The report of the Committee chairperson.
- b. The Committee may preserve a record of its hearings through taped recordings. This record shall be retained by the Office of the Vice Chancellor of Student Affairs and shall be considered property of the University.
- c. It shall not be necessary to transcribe any taped record unless requested for purposes of judicial review. The cost of such transcription shall be paid by the party requesting or appealing to a court.
- d. The record shall be retained for at least two years.

4. Committee findings and recommendations

After hearing a case, the Committee will decide if a violation of the Student Conduct Code has occurred. No matters outside the record shall be considered by the Committee in making its determination. Accordingly, the Committee may decide as follows:

- a. No violation of Student Conduct Code: No violation of this conduct code has been proven. In this case no sanction may be taken against the student.

- b. Student Conduct Code violation: A violation of the conduct code has been proven. In this case the Conduct Committee may recommend one or more of the sanctions provided for in this code including: warning, probation, restitution, suspension, expulsion, and rescission of grades or degree.

Within ten school days after the hearing, the Committee shall transmit their findings, decision as to cause and recommendations in writing to the Chancellor. Simultaneously, a certified copy of the Committee's findings, and decision as to cause and recommendations shall be delivered or posted by registered or certified mail with return receipt requested to the student's last known address.

- a. The Committee's decision as to cause shall be in writing and shall be accompanied by separate findings of fact.
- b. If the student has filed proposed findings of fact, the Committee shall rule on each proposed finding in its final decision as to cause.

G. Review by the Chancellor

No Committee determination adverse to a student shall be finalized by the Chancellor until the student has been afforded an opportunity to request that the Chancellor review the Committee's findings, decision as to cause, and recommendations.

1. This review does not entitle the student to a full rehearing of his/her case. Such review shall be requested in writing.
2. The student shall have five school days after the receipt of the Committee's findings, decision as to cause and recommendations to request in writing a review by the Chancellor. The request should be sent by registered mail to the Office of the Chancellor.
3. The review by the Chancellor upon request, except in cases of newly discovered evidence, shall be confined to the record.
4. Upon request, the Chancellor shall limit the review of the Committee's findings, decision as to cause and recommendations to the following four issues:
 - a. Did the Committee follow the procedures contained in this code?
 - b. Was the Committee hearing conducted in such a way as to provide the student an adequate opportunity to present his or her defense?

- c. Did the evidence presented at the hearing satisfy the requisite burden of proof?
- e. Is the sanction reasonable in relation to the gravity of the violation?

H. Final Decision and Orders by the Chancellor

Within thirty calendar days from the receipt of the Committee's findings, decision as to cause, and recommendations, the Chancellor shall notify, by certified mail with return receipt requested, the student or the student's attorney of record of his/her decision regarding the sanction to be taken and any accompanying orders. A copy of this notification shall be included in the record of proceedings and retained by the Vice Chancellor of Student Affairs for a minimum period of five years after the date of last attendance by the student.

In cases of an alleged sex offense or other "crime of violence" the victim and the accused shall be informed of the outcome of any institutional disciplinary proceeding.

The decision of the Chancellor shall be final within the University.

V. AUTHORITY OF THE CHANCELLOR

The Chancellor may take appropriate action with respect to situations and developments not specifically covered by the Student Conduct Code in order that the intent of the Code may be properly administered.

VI. JUDICIAL REVIEW

Any student who feels that his rights have been infringed by any final decision issued in accordance with this conduct code, may seek judicial review as provided for in law.

VII. SEVERABILITY

If any of these procedures is held to be illegal or unconstitutional, the remaining rules shall remain valid.

Updated by UHCC Deans of Student Services, and Office of Legal Affairs and University General Council, February 2004

MAUI COMMUNITY COLLEGE
STUDENT ACADEMIC GRIEVANCE PROCEDURE

I. Introduction and Authority

It is an historically established rule of higher education that an instructor has the authority to conduct classes, provide for the discussion of ideas, make assignments or other exercises, require examinations, and render judgments on the performance of students. The exercise of this authority provides the foundation for an academic relationship between individual faculty members and individual students that is unique to colleges and universities. At a basic transactional level this relationship is maintained by the interplay of traditional and customary standards of conduct and courtesies, the observance of which is the responsibility of both faculty and students. Certain basic expectations, relevant to teaching and learning, are summarized in Part II of this procedure. Inevitably, issues associated with the faculty member's responsibilities as a teacher and the student's responsibilities as a learner may occasionally arise. In order to address these issues, the University of Hawaii has instructed its constituent campuses to provide for the consistent and equitable resolution of legitimate student academic grievance.

Accordingly, the Chancellor for community college upon the recommendation of the provost of Maui Community College, and with the concurrence of the Faculty Senate, has established this student academic grievance procedure, effective May, 1987.

II. Academic Rights and Responsibilities of Students

The University of Hawaii subscribes to that part of the 1968 "Joint Statement on Rights and Freedom of Students," adopted by a diverse number of higher education organizations including the American Association of University Professors, which relates to classroom instruction:

"The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions of (conduct in matters unrelated to academic standards.)

A. Protection of Freedom of Expression. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation.

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

- C. Protection Against Improper Disclosure.
Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.”

III. Definitions

Student: Any individual enrolled in a credit course.

Faculty Member: Any individual holding a Board of Regents’ appointment or employed by the University who is engaged in providing scheduled instruction for credit.

Division Chairperson: The individual designated as the administrative head of a campus unit offering credit instruction.

Dean: The Dean of Instruction/Dean’s designee.

Remedy: An action to correct an individual student’s situation which does not involve the imposition of a sanction against a faculty member.

Semester: Any scheduled term of instruction including those of continuing education programs and summer session.

Report of Alleged Academic Impropriety: A verbal expression of inquiry by a student about an action or series of actions taken by a faculty member which the student feels may be improper or otherwise inconsistent with the faculty member’s responsibilities or the student’s customary academic expectations.

Complaint of Alleged Academic Impropriety: A written charge filled by a student with the Dean alleging that a faculty member has acted improperly or in a manner otherwise inconsistent with the faculty member’s responsibilities or the student’s customary academic expectations.

Academic Grievance: A written statement of complaint filed with the chairperson of the Academic Grievance Committee requesting a formal review of an academic

complaint which the student believes to have been unsatisfactorily resolved by the Dean.

IV. Procedures for the Resolution of Academic Grievances

Any student who believes that a faculty member has acted improperly or in a manner otherwise inconsistent with the faculty member's responsibilities or the student's customary academic expectations, may initiate action to achieve a remedy. The actions available are outlined herein and must be initiated within fourteen (14) calendar days after the student became aware, or could have reasonably been expected to become aware, of the alleged impropriety.

A. Report of Alleged Academic Impropriety

1. A student who believes that a faculty member acted improperly should make every reasonable attempt to discuss the matter with the faculty member involved.
2. Failing to resolve the matter with the faculty member involved, the student should discuss the matter with the faculty member's Division Chairperson, reporting the facts as the student perceives them, specifying the remedy sought, and outlining the faculty member's response, if any, to the consultations at Step 1. Such discussion should be initiated with the division chairperson within seven (7) calendar days after the final scheduled discussion at step 1 with the faculty member involved. The chairperson may meet separately with the student and faculty member, or if both agree, jointly, to discuss the report. Within seven (7) calendar days of receipt of the student's unresolved report, the chairperson shall complete any consultation and shall notify the student and the faculty member in writing of his or her conclusion(s) and recommendation(s).
3. If the matter is not resolved in Step 2, the student and faculty member are required to utilize mediation services. Additionally, the faculty member's division chairperson shall seek mediation services in helping to resolve any outstanding matters.
4. Should the faculty member involved in Step 1 be the division chairperson, the student should present his or her unresolved report, in accordance with Item 2 above, directly to the dean/designee, noting the apparent "conflict of interest" in his or her report.

B. Complaint of Alleged Academic Impropriety

1. Failing to achieve satisfactory resolution of a report of an alleged academic impropriety, the student may file a written complaint with the dean/designee. Such complaint must be filed within seven (7) calendar days after the student has been notified by the division chairperson of the resolution of the student's report if alleged academic impropriety.
2. The student shall provide as a part of his written complaint, the facts of the matter as the student perceives them, the remedy sought, the faculty member's response to initial consultations, and the division chairperson's resolution of the report. In addition, the student shall identify the custodians of any relevant documents which the student does not possess.
3. Upon receipt of a written complaint, the dean/designee shall immediately notify the chairperson of the faculty member's division. If new material or information relevant of the situation, which was not introduced as a part of the student's report to the chairperson, becomes available, the dean shall refer the complaint back to the chairperson for review and recommendation.
4. The dean shall have fourteen (14) calendar days to review the complaint, consult with the parties involved, and resolve the complaint. This timetable may be extended for no more than fourteen (14) additional days if, in the dean's judgment, such extension would be of benefit in resolving the complaint.

C. Academic Grievance

1. Failing to achieve satisfactory resolution of a complaint of an alleged academic impropriety, the student may file a grievance, in writing, with the chairperson of the academic grievance committee. Such filing must be done within seven (7) days after the student has received written notification from the dean regarding the resolution of the student's complaint.
2. The student's written grievance shall contain all information previously provided in the student's complaint to the dean as well as a copy of the dean's written notification to the student regarding the disposition of his/her complaint.

V. Academic Grievance Committee

There shall be an academic grievance committee, appointed by the Provost which shall be composed of equal number of faculty and students. Academic Grievance Committee hearing will usually not be available during the last two

weeks of each semester (study period and finals week) nor during the summer. During these periods, a hearing before a designated campus administrator may be conducted or grievance may be deferred until such time as a committee hearing is available.

A. Composition of the Academic Grievance Committee

1. The Academic Grievance Committee shall be composed of three students appointed by the Provost from a list of nominees provided by the Student Government Association and three faculty members appointed by the Provost from a list of faculty members nominated by the Faculty Senate. These appointments shall be made at the beginning of the Academic Year so that the committee will be ready to function whenever needed.
2. The Provost shall appoint as chairperson a tenured member of the faculty from a list of faculty members nominated by the Faculty Senate, who shall be a non-voting member of the Committee except in a case of a tie vote.
3. A majority of the members of the Academic Grievance Committee present shall constitute a quorum for the purposes of a hearing.
4. If any member of the Committee feels that his or her relationship with either the case or the individuals involved would affect his/her ability to render an impartial judgment, the committee member shall disqualify him/herself. This does not relieve the Committee of maintaining a quorum, thus, it may be necessary to supplement the membership of the Committee.

B. Responsibilities and Procedures of the Academic Grievance Committee

Upon receipt of a written grievance requesting a formal hearing by the academic grievance committee, the chairperson shall notify the faculty member involved, the department chairperson and the dean.

1. The chairperson shall schedule a hearing of the academic grievance committee within 14 days after receipt of the grievance.
2. The committee chairperson shall have the authority to waive specified timelines for a specific period, when necessary, in order to ensure proper notice and a fair hearing.
3. Having scheduled a hearing, the committee chairperson shall give written notice to the student, the faculty member involved, and to the faculty member's division chairperson and dean. Such notice

shall be given at least five calendar days prior to the hearing and shall include:

- a. The date, time, and place of the hearing;
 - b. Any particular section(s) of the statement of Academic Rights and Responsibilities of Students, that is alleged to have been violated;
 - c. An explicit statement of the issue(s) involved, the facts alleged by the student, the conclusions and recommendations, if any, reached by the division chairperson and dean;
 - d. The fact that the burden of proof rests upon the student; and,
 - e. That the hearing shall be closed.
5. The academic grievance committee shall conduct its fact-finding in accordance with the following provisions which are designed to assure a fair hearing and equitable treatment for those involved.
- a. The chairperson shall be responsible for recording the hearing and maintaining order, and shall have the authority to rule on points of order and to exclude immaterial and/or repetitious evidence.
 - b. The student and the faculty member shall have sufficient opportunity to discuss all issues involved.
 - c. Oral and documentary information may be presented to the committee.
 - d. All members of the committee shall have the right to raise additional questions or seek clarification on all relevant points.
 - e. The committee may secure additional information from sources other than those presented by the student or the faculty member. The committee may also secure other documents relevant to the issue which were not introduced at any previous step by the student or faculty members.
 - f. The student is expected to be present at the hearing but the faculty member shall not be compelled to attend. The

faculty member may provide written information to the committee for its consideration. In the absence of the faculty member, the committee shall consider the information in its possession and render a decision. The deliberations of the committee after receipt of all relevant information, shall be closed.

- g. In the absence of the student, except for good and sufficient cause, the grievance shall be dismissed with prejudice. The decision of the academic grievance committee as to good and sufficient cause, is final within the University.
6. After hearing a grievance, the committee will decide if the university has reasonable cause to remedy a student's situation. Accordingly, the committee may decide the following:
- a. No cause for remedy: Wrongful or uncustomary behavior on the part of the faculty member has not been established.
 - b. Cause for remedy: Wrongful or uncustomary behavior on the part of the faculty member has been established. In this case the academic grievance committee may recommend an appropriate academic remedy.
7. After the committee has made its findings, decision as to cause, and any recommended remedy, the chairperson shall inform the student and the faculty member in writing of the findings and recommendations within five calendar days of the hearing. Copies shall be provided to the faculty member's division chairperson, the dean, and the Provost.

C. Final Decision and Orders by the Provost

Within thirty calendar days from the receipt of the committee's findings, decision as to cause and recommendations as to remedy, the Provost shall notify, by certified mail with return receipt requested, both the student and the faculty member of his/her final decision regarding any remedy to be undertaken.

- 1. Upon receipt of the committee's findings, decision as to cause, and recommendations, the Provost may take the following actions:
 - a. Direct the committee to rehear the grievance if there is a substantial reason to doubt the fairness of the hearing. A determination of the fairness of the hearing shall be based on four issues: 1) Did the committee follow the procedures

DRESS CODE

- ◆ Nursing personnel should take pride in their appearance and be clean, neat, and professional at all times.
 - ◆ This code pertains to registered nurses, licensed practical nurses, nurse aides, health unit clerks, and transporters.
 - ◆ This Dress Code will be enforced by Nursing Administration (Director of Patient Care Services and Assistant Director of Nursing, Supervisors, Inservice Coordinator and Head Nurses).
1. The uniform may be other than white, but should be a uniform, for the health profession. Discretion should be used as to length and fit. The uniform must be clean and neat. Extremely short uniforms are not acceptable. No blue jeans. Appropriate under-garments should be worn.
 2. Psychiatric Staff, Administrative Nursing Staff and Health Unit Clerks may wear street clothes on duty, but they should be clean, neat, properly fitted, and of a style befitting a professional. If Psychiatric Staff assist in other areas, Lab coats (provided by the employee) or scrubs provided by the Nursing Supervisor are to be worn.
 3. Shoes for employees should be closed type. Shoes are to be clean. No sandals or rubber slippers are permitted on duty.
 4. Socks or stockings are recommended and should be clean and free of runs.
 5. Hair must be neat and clean. In patient care areas, long hair (past collar) must be tied back from the face and put up if it is flowing.
 6. Fingernails must be clean and fairly short.
 7. Jewelry should include a watch appropriate for taking vital signs. Wedding and/or engagement rings are allowed. Dangling earrings are not recommended.
 8. Name tags must be worn with name, title, and picture visible at all times. These are provided by the hospital. If lost, they must be replaced and charged to the individual.
 9. At no time shall patient gowns be worn. Isolation gowns should not be used for warmth. Employees should provide their own sweater or lab coat.
 10. This dress code is to be followed by employees who are on scheduled paid time for meetings or interviews (Refer to point #2).

(PRINT) LAST NAME FIRST NAME

PLEASE SIGN AND RETURN TO FACULTY
2006-2007

I have received and I have read the following:

Please initial the correct column		YES	NO
1.	Philosophy of MCC Nursing Program	_____	_____
2.	MCC First Level (PN) Program Learning Outcomes	_____	_____
3.	MCC Second Level (ADN) Program Learning Outcomes	_____	_____
4.	Nursing Program Policies (A - S)	_____	_____
	A. Professional Behavior Expectations		
	M. <u>Safety:</u> I assume personal responsibility for my actions when working in any potentially hazardous situations, and I agree to abide by all safety provisions required by the program.	_____	_____
5.	MCC Student Conduct Code	_____	_____
6.	MCC Student Academic Grievance Procedure		_____
7.	Maui Memorial Medical Center: Nursing Dress Code	_____	_____
8.	ANA Code of Ethics for Nurses	_____	_____

I have read, understand, and will abide by all of the above.

Student Signature

Date