

**Chattanooga State Nursing Program
Student Handbook
2025 – 2026**



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Associate Degree Nursing Program Overview

The Associate Degree Nursing (ADN) Program at Chattanooga State Community College prepares students for a professional career in nursing. The program is located at:

- Chattanooga State Community College (Main Campus – Day and Night options)
4501 Amnicola Highway
Chattanooga, TN 37406
- Chattanooga State Community College (Kimball Site – Day options only)
2100 Main Street
Kimball, TN 37347

The ADN Program is approved by the Tennessee Board of Nursing:

665 Mainstream Drive

Nashville, TN 37246

Phone: 1-800-778-4123

The ADN Program is also accredited by the Accreditation Commission for Education in Nursing (ACEN):

3390 Peachtree Rd. NE, Suite 1400

Atlanta, GA 30326

Phone: 404-975-5000

Program Contact:

Nursing Program Director: Lindsey O'Hagan

Office: HSC 1080

Phone: 423-493-8721

Division Office Fax: 423-493-8751

Additional contacts for current full-time nursing faculty can be found at [Chattanooga State Faculty and Staff Directory](#).

Philosophy of the Nursing Program

Nursing is a caring profession whose members advocate for and provide health care to diverse individuals across the life span in various settings. Building on a broad knowledge base, nursing is both an art and a science.

The *individual*, as a member of a family and community, is a unique being, innately worthy of respect and dignity. Each individual is viewed as multifaceted with physiological, psychological, sociocultural, and spiritual components.

Health is a dynamic state that reflects adaptation responses to maintain physiological, psychological, sociocultural, and spiritual well-being. Health reflects the individual's ability to maintain essential life functions, including protective, sensory-perceptual, comfort/rest, activity/mobility, nutrition/metabolism, fluid and gas transport, elimination, psychosocial-cultural, and growth and development (including reproduction) functions. Variations and/or alterations in any function potentially affect health.

Wellness requires the integration of health practices by individuals throughout life to reach their optimum potential. Illness exists when adaptation responses are ineffective and/or incomplete. Nurses collaborate with clients and the healthcare team in the promotion and maintenance of health, management of illness, restoration of function, education of individuals, and preservation of dignity.

The art of nursing is based upon wisdom, effective communication, and respect for human dignity and encompasses the caring aspect of the profession. Caring incorporates compassion, integrity, responsibility, and ethical practices. Caring also includes advocacy for clients and families in ways that promote their self-determination, integrity, and ongoing growth as individuals.

As a science, nursing utilizes critical thinking in a clinical decision-making process. The art and science of nursing are woven together in the implementation of caring interventions. Nurses make judgments based on knowledge and evidence to provide safe, quality care. The nurse uses communication, collaboration, and coordination to effectively manage the care of individuals and/or groups of clients. In support of positive client and organizational outcomes, the nurse is accountable for care delegated to others and the efficient use of resources. As an ever-changing profession, nursing responds to health care advances by incorporating evidence-based practice, informatics, and current standards of practice.

The nurse demonstrates professional behavior by functioning within the ethical and legal framework of nursing practice and in accordance with the standards of nursing care. Professional behavior further encompasses the responsibility for personal and professional growth, continued learning, and self-development.

Nursing education is a continuous, lifelong process that results in observable and measurable changes in knowledge, skills, and attitudes. Nursing education is best accomplished in an institution of higher learning where knowledge from the areas of natural sciences, social and behavioral sciences, written and oral communication, humanities, mathematics, and technology is integrated with nursing science. This provides learners with a foundation on which to develop the knowledge, skills, and attitudes needed to assist individuals with actual or potential health alterations. The curriculum of the nursing program is derived from identified program student learning outcomes (PSLOs) that are used in the development of course outcomes, learning objectives, activities, and evaluation methodologies.

Approved by Faculty 08.2023

Glossary

Caring Interventions: Individual actions to assist clients in achieving their optimum state of health.

Essential Life Functions: The physical and psychosocial processes essential to maintain life. The ability to function adequately in each component results in a healthy individual.

Client: Individual who interacts with healthcare providers, frequently because of variation(s) and/or alteration(s) in function that require intervention. The client may be an individual, individual and significant support person(s), or group of individuals.

Clinical Decision-Making Process (also referred to as the Nursing Process and clinical judgment model):

Application of critical thinking is a decision-making process used in nursing practice that includes five phases:

1. Assessment/Recognizing Cues: collection and validation of data about the client's state of adaptation and ability to maintain life functions.
2. Analysis/Analyzing Cues: Categorization and interpretation of data leading to the identification of a nursing diagnosis.
3. Planning/Prioritizing Hypotheses and Generating Solutions: Establishment of priorities, development of client outcomes, and identification of specific interventions for implementation.
4. Implementation/Taking Actions: Initiation and completion of interventions.
5. Evaluation/Evaluating Outcomes: Planned, systematic comparison of the client's state of adaptation with previously established client outcomes to determine if the outcomes have been achieved, resulting in a modification in the plan of care.

Critical Thinking: Intellectual and disciplined process of conceptualizing, applying, analyzing, synthesizing, and evaluating information.

Evidence-based Practice: Integration of best available research with clinical experience, client's preferences, and available resources in planning and implementing care.

Health Promotion: Activities directed toward attaining, maintaining, or enhancing individual health, well-being or safety.

Program Student Learning Outcomes: Expected changes in student knowledge, skills, and attitudes that result from a formal educational experience.

Standards of Nursing Care: General guidelines that provide a foundation as to how a nurse should act and what the nurse should and should not do when functioning in a professional capacity. These standards are considered the baseline for quality care.

Purpose of the Nursing Program

The purpose of the nursing program is derived from and consistent with the mission of Chattanooga State Community College. Specifically, the Chattanooga State Community College Nursing Program serves students from multiple counties in Tennessee, Georgia and Alabama by preparing them to be competent nurses who will help meet the current and emerging need of the workforce for registered nurses.

Graduates from the nursing program earn an Associate of Applied Science (AAS) degree, which meets the educational requirements to be eligible to apply to take the National Council Licensure Examination for the Registered Nurse (NCLEX-RN). Upon passing the NCLEX-RN exam, licensure as a Registered Nurse is awarded by the state regulatory body.

Nursing Program Outcomes

1. NCLEX-RN State Board Pass Rate
 - Within twelve (12) months of graduation, first time NCLEX-RN pass rate will be 85% or higher
2. Graduation Rate
 - 70% of new students in each class will graduate with no interruptions (100% program length)
 - 80% of new students in each class will graduate following reentry within one year of departure from the program (150% program length)
3. Employment
 - Within twelve (12) months of program completion, at least 80% of program graduates will be employed as a registered nurse (RN) and/or enrolled in higher education

End of Program Student Learning Outcomes (PSLOs)

To achieve the knowledge, skills, and attitudes needed to function as a registered nurse, program graduates must demonstrate identified end of program student learning outcomes basic to the practice of associate degree nursing. Each course in the nursing program contributes to the development of these outcomes. Corresponding course student learning outcomes (CSLOs) are identified in each course syllabus. These describe the level of performance expected as the student progresses through the nursing curriculum.

Nursing Program Student Learning Outcomes are listed below and are aligned with the related Institutional Student Learning Outcome(s) (ISLOs). ISLOs are the student outcomes expected of all Chattanooga State graduates.

Competencies/Student Outcomes:

Upon completion of the program, the student will be able to meet the eight (8) core competencies as demonstrated by:

1. Professional Behavior: Practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice. (ISLOs-Competency in a Specialty, Work Ethic)
2. Communication: Communicate effectively using verbal, nonverbal, and written techniques including information and technology. (ISLO-Communication)
3. Assessment: Analyze subjective and objective data to identify actual or potential health alterations. (ISLO-Competency in a Specialty)
4. Clinical Decision-Making: Evaluate outcomes of clinical decisions implemented to provide safe and effective, evidence-based nursing care. (ISLO-Critical Thinking Skills)
5. Caring Interventions: Evaluate the effectiveness of caring interventions that incorporate principles of dignity, diversity, safety and knowledge. (ISLOs-Competency in a Specialty, Global and Cultural Awareness)
6. Teaching and Learning: Evaluate the effectiveness of the implemented teaching plan to meet the learning needs of the patients, families and/or groups. (ISLOs-Information Literacy, Communication)
7. Collaboration: Collaborate when planning, implementing, and evaluating care
8. Managing Care: Manage care through effective use of prioritization, delegation, informatics, and resources. (ISLOs-Competency in a Specialty, Work Ethic).

Program of Study

Chattanooga State ADN Program- - All Programs

General Education Courses for All Programs

Term	Course	Class	Lab	Credit Hours
Pre-req	BIOL 2010 Anatomy & Physiology I	3	1	4
Pre-req	BIOL 2020 Anatomy & Physiology II	3	1	4
Pre-req	BIOL 2230 Microbiology	3	1	4
Pre-req	MATH 1530 Introductory Statistics	3		3
Pre-req	ENGL 1010 Composition I	3		3
Pre-req	PSYC 1030 Introduction to Psychology	3		3
Pre-req	PSYC 2130 Lifespan Development Psychology	3		3
Pre-req	Humanities Elective*	3		3
Total				27 Credit Hours

*The Humanities/Fine Arts Elective (one course) must be completed from the following:

ARTH 2010, ARTH 2020, ART 1030, ENGL 2110, ENGL 2120, ENGL 2140, ENGL 2210, ENGL 2220, ENGL 2410, ENGL 2420, HUM 1010, HUM 1020, HUM 2130, HUM 2150, MUS 1030, PHIL 1030, PHIL 2030 or THEA 1030.

Registered Nursing Core Courses – Day Program

Enrollment every fall semester - 4 semesters total

Term	Course	Class	Lab/Clinical	Credit Hours	Total for Semester
1 Fall	NRSG 1710 Fundamentals of Nursing	4	3 (135 contact hours)	7	7
2 Spring	NRSG 1720 Medical Surgical Nursing I	5	2 (90 contact hours)	7	10
	NRSG 1340 Mental Health Nursing	2	1 (45 contact hours)	3	
3 Fall	NRSG 2730 Medical Surgical Nursing II	5	2 (90 contact hours)	7	10
	NRSG 1320 Women's Health and the Childbearing Family OR NRSG 1330 Pediatric Nursing	2	1 (45 contact hours)	3	
4 Spring	NRSG 2740 Medical Surgical Nursing III	5	2 (90 contact hours)	7	12
	NRSG 1320 Women's Health OR NRSG 1330 Pediatric Nursing	2	1 (45 contact hours)	3	

	NRSG 2240 Professional Practice in Nursing	2	None	2	
Nursing Courses Total					39 Credit Hours

Registered Nursing Core Courses – Night Program

Enrollment every other fall semester (even years) - 5 semesters total

Term	Course	Class	Lab/Clinical	Credit Hour	Total for Semester
1 Fall	NRSG 1710 Fundamentals of Nursing	4	3 (135 contact hours)	7	7
2 Spring	NRSG 1542 Medical Surgical Nursing I	3.5	1.5 (67.5 contact hours)	5	8
	NRSG 1340 Mental Health Nursing	2	1 (45 contact hours)	3	
3 Fall	NRSG 2540 Medical Surgical Nursing II	3.5	1.5 (67.5 contact hours)	5	8
	NRSG 1330 Pediatric Nursing	2	1 (45 contact hours)	3	
4 Spring	NRSG 2543 Medical Surgical Nursing III	3.5	1.5 (67.5 contact hours)	5	8
	NRSG 1320 Women's Health and the Childbearing Family	2	1 (45 contact hours)	3	
5 Fall	NRSG 2645 Medical Surgical Nursing IV	4.5	1.5 (67.5 contact hours)	6	8
	NRSG 2240 Professional Practice in Nursing	2	None	2	
Nursing Courses Total					39 Credit Hours

Registered Nursing Core Courses – LPN and Paramedic RN Day Option

Enrollment every year - 3 semesters

Term	Course	Class	Lab/Clinical	Credit Hour	Total for Semester
1 Summer	NRSG 1700 LPN Transition to Professional Nursing OR NRSG 1701 Paramedic Transition to Professional Nursing	5	2 (90 clock hours)	7 (*14 credits given as PLA for NRSG 1710 and NRSG 1720)	17*
	NRSG 1340 Mental Health Nursing	2	1 (45 clock hours)	3	

2 Fall	NRSNG 2730 Medical Surgical Nursing II	5	2 (90 clock hours)	7	10
	NRSNG 1320 Women's Health and the Childbearing Family OR NRSNG 1330 Pediatric Nursing	2	1 (45 clock hours)	3	
3 Spring	NRSNG 2740 Medical Surgical Nursing III	5	2 (90 clock hours)	7	12
	NRSNG 1320 Women's Health and the Childbearing Family OR NRSNG 1330 Pediatric Nursing	2	1 (45 clock hours)	3	
	NRSNG 2240 Professional Practice in Nursing	2		2	
Nursing Courses Total					39 Credit Hours

Registered Nursing Core Courses – LPN and Paramedic RN Night Option

Enrollment every other year (odd years) - 4 semesters

Term	Course	Class	Lab/Clinical	Credit Hour	Total for Semester
1 Summer	NRSNG 1700 LPN Transition to Professional Nursing OR NRSNG 1701 Paramedic Transition to Professional Nursing	5	2 (90 clock hours)	7 (*12 credits given as PLA for NRSNG 1710 and NRSNG 1542)	15*
	NRSNG 1340 Mental Health Nursing	2	1 (45 clock hours)	3	
2 Fall	NRSNG 2540 Medical Surgical Nursing II	3.5	1.5 (67.5 contact hours)	5	8
	NRSNG 1330 Pediatric Nursing	2	1 (45 clock hours)	3	
3 Spring	NRSNG 2543 Medical Surgical Nursing III	3.5	1.5 (67.5 contact hours)	5	8
	NRSNG 1320 Women's Health and the Childbearing Family	2	1 (45 clock hours)	3	
4 Fall	NRSNG 2645 Medical Surgical Nursing IV	4.5	1.5 (67.5 contact hours)	6	8
	NRSNG 2240- Professional Practice in Nursing	2		2	
Nursing Courses Total					39 Credit Hours

Nursing Program Policies and Procedures

Policies and Procedures Related to Professional and Academic Standards

Nursing Policy on Academic Integrity:

Chattanooga State is committed to promoting a mode of individual conduct based on the principles of honesty, fairness, trust, respect and responsibility. In addition to compliance with Chattanooga State's Academic Integrity/Academic Honesty Policy, it is expected that students in the Nursing Program will not:

- Pass on the ideas or words of another as one's own without crediting the source
- Submit another individual's work in whole or part as one's own.
- Copy answers from another individual during an examination.
- Conceal information during an examination which can be used to answer questions.
- Pass on information about an examination to others.
- Use cell phones or other picture taking devices during an examination/quiz, examination review or in the clinical setting.

All school related work must be done individually, including clinical and class assignments, formal papers or projects, study guides and other assigned work. When working together, submitted work must be done in the student's own words.

Students should not video or tape record any lecture, clinical session or activity for the purposes of placing it on YouTube, Face Book or any other social networking site. **This constitutes grounds for immediate dismissal from the program.** Students are required to upload a signed Academic Integrity Statement to the [MyRecordTracker](#) website.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students responsible for academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct. Disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes. Any students suspected of a violation of academic integrity will be required to meet with the instructor, have a conduct report submitted with a proposed penalty/sanction of a zero on the assignment or exam in question. If a student has been notified of allegations and how to appeal, they have five (5) business days from the day of this report's submission to request a hearing in writing. Per the

Student Code of Conduct, students have Due Process Rights (Chatt State Policy 03:26:01 - C.2 within the [Student Code of Conduct](#)). [Academic and Classroom Misconduct College Policy](#)

HIPAA – Health Information Portability and Accountability Act:

Legal Framework

HIPAA (Health Insurance Portability and Accountability Act, 1996) establishes national standards to protect Protected Health Information (PHI) in all forms—verbal, written, electronic, or visual. It prohibits unauthorized disclosure without proper patient authorization and allows for civil and criminal penalties for violations.

Student Responsibilities in Clinical Settings

As healthcare providers in training, nursing students are considered part of a covered entity's workforce, meaning they must:

- Sign a HIPAA Confidentiality Agreement before any clinical placement begins
- Complete all required HIPAA and privacy training, including clinical-site-specific procedures
- Only access PHI for assigned patients under faculty supervision or client's assigned nurse
 - Comply with the "minimum necessary" standard, limiting use and access to strictly what is required for assigned tasks
 - Students can not use personal employment privileges to access PHI or EHR

Additional Chattanooga State Requirements

Students must apply clinical best practices to protect PHI in all formats at all times:

- Never copy PHI or record patient information via photocopier, phone, or personal device—even if identifiers are removed.
- Avoid using personal devices (e.g., cell phones, smartphones) in clinical areas unless approved by the clinical instructor.
- Never photograph or digitally record any aspect of patient identity or condition.
- Refrain from using portable storage (USB drives, CDs) to store or transfer PHI.
- Secure access to laptops/workstations using login credentials or biometric authentication.
- Position screens and written materials to prevent unauthorized viewing.
- Practice discretion: never discuss PHI in public areas; limit PHI-sharing to only those who "need to know"; and always use shred boxes as appropriate.

Consequences of HIPAA Violations

- Students will receive, at minimum, a clinical counseling but may face a clinical warning.
- Depending on severity, students may face dismissal from the nursing program.

- Violations must be reported to the Office of Student Conduct.
- Clinical facilities may impose additional sanctions, including revoking clinical privileges.
- Civil and criminal penalties may apply under HIPAA enforcement for misuse of PHI.

Policies and Procedures Related to Admission, Attempts, Failures & Re-entry

Admissions Criteria:

Admission into the nursing program is a competitive process using an objective point system. Selection for the program is based on a comparative evaluation of test scores and transcript information. To be eligible for entry into the nursing program students must have:

- Completed admission to Chattanooga State Community College.
- Submitted complete nursing application to Chattanooga State Nursing program by published deadline.
- A nursing GPA of at least 2.5.
- A minimum overall (inclusive) college GPA of at least 2.0.
- Completed all four sections of the ATI-Test of Essential Academic Skills VII (ATI-TEAS-VII) within two (2) years.
- Completed any required learning support courses.
- Completed Anatomy and Physiology 1 and 2, and Microbiology within five years of enrollment in the first nursing course (unless waiver approved – RN Science Waiver for Requirements).

Attempts and Failure:

- A. Withdrawal: If a student withdraws from a nursing course after completing at least one unit exam, and at that time has either a failing theory grade, or a marginal/unsatisfactory clinical evaluation, then that withdrawal counts as an unsuccessful attempt.
- B. Course Failure: If a student fails one course—or multiple courses during the same semester—it will be recorded as one unsuccessful attempt overall, not multiple. Students may repeat only one nursing semester after a failure or an unsuccessful attempt. Two unsuccessful attempts will result in a 5-year waiting period to re-enter the nursing program.
- C. Returning as an LPN/Paramedic through Transition Following Two Course Failures: Any student, who, after failing two nursing courses in the traditional nursing program, obtains licensure as a practical nurse or licensed paramedic, will be eligible to apply for admission to the Transition to Professional Nursing Program. If admitted to the

nursing program through the Transition to Professional Nursing Program option, students will not be allowed to continue in the nursing program following failure of any nursing course.

- D. Transfer Students: Any student transferring from another Nursing Program must meet all the requirements for admission to Chattanooga State. All failures in previous nursing programs are included.

Re-entry Eligibility, Process, and Ranking System:

The following information outlines the policies regarding students requesting to re-enter the nursing program. The Re-entry Timeframe table defines the placement process for students who request to return within one and/or two years of departure from the program.

A. Exit Interview

To be eligible for re-admission consideration, an exit interview must be completed within 2 (two) weeks of exiting the program, unless permission has been granted by the nursing program director. It is the student's responsibility to schedule the exit interview. Upon exiting the program based on a withdrawal, it is the student's responsibility to officially withdraw from a course through the Records Office to prevent the awarding of a grade of "F" for the course.

B. Clinical Performance

If a student has received any clinical warnings for attendance or performance or a marginal Clinical Evaluation, these consequences will remain on the student's record upon re-admission to the program. These will factor into the total number of repeated warnings that are allowed during the program.

C. Re-entry Eligibility

i. Re-entry after single course/semester failure

If a student fails a course or more than one course in the semester, the student must return to that course/semester the next time it is offered. Students may not proceed to subsequent courses or receive program credit until a failed course is satisfactorily completed.

- Example: Student fails NRS 2730 but passes NRS 1320 in the fall semester. Because progression depends on successful completion of all courses in a semester, the student may not advance to spring-level nursing courses. They must retake NRS 2730 in the fall of the following year before moving forward. The only exception is if a student passes NRS 1720/1542 but fails NRS 1340 during the spring semester, they

may be allowed to retake NRS 1340 in the immediate summer term, provided space is available.

ii. Re-entry after two unsuccessful attempts

Students who have had two unsuccessful attempts in any nursing program courses are ineligible for nursing program admission at Chattanooga State for five years. After that five-year period, students may re-apply—but must meet all current admission requirements at the time of application

iii. Re-entry Request & Acceptance Process

To apply for re-admission after unsuccessful attempts, students must submit a re-admission application form available on the Chattanooga State Nursing & Allied Health website.

- Application Requirements:
 - Re-admission Application Form: Upload your letter of request directly into the form.
 - Letter of request must explain:
 - Factors contributing to the previous unsuccessful attempt(s).
 - Specific actions you have taken to better guarantee success if readmitted.
- Review Process: Applications and letters are evaluated by the Program Director and the Program Admissions Committee (PAC). The submission deadline is specified in the “Re-admissions Timeframe” table below.

Re-admissions Timeframe		
Exiting & Re-entry Course Availability	Re-entry Request and Application Deadline	Updated Program Requirements and Course Remediation Requirements Deadline (if approved)
<u>Fall Courses</u> Day Program: NRS 1710 & NRS 2730 Night Program: NRS 1710N (even years), NRS 2540 and NRS 1330 (odd years), and NRS 2645 & NRS 2240N (odd years)	March 1	July 1
<u>Spring Courses</u>	September 1	December 1

Day Program: NRSB 1720 & NRSB 2740 Night Program: NRSB 1542 & NRSB 1340N (odd years), NRSB 2543 & NRSB1320N (even years)		
<u>Specialty Courses</u> Day Program (Spring & Summer): NRSB 1340 Day Program (Fall & Spring): NRSB 1320 & NRSB 1330 Night Program (Fall & Spring): as specified above due to even and odd year variation	March 1 (if returning to Fall Semester) and September 1 (if returning to Spring Semester)	July 1 (if returning to Fall Semester) and December 1 (if returning to Spring Semester)
<u>Transition Program</u> Summer: NRSB 1700 & NRSB 1701	Immediate upon completion of semester. *If unsuccessful, must start program from beginning in NRSB 1710.	

*Student must re-enter the program within 2 years or will be required to restart the program at NRSB 1710.

If this occurs, science prerequisites are subject to the 5-year rule.

NOTE: Student cannot graduate until all program requirements are met.

- Re-entry Points Ranking System

Re-entry requests are reviewed by the Program Director and the Program Admissions Committee (PAC). Placement decisions are made using a **15-point ranking system** based on:

- Theory exam grade at the time of course exit
- Time elapsed since the exit
- Clinical performance (evaluation ratings and any warnings)
- Reasons for leaving and any subsequent remedial actions taken by the student
- Point-based Outcomes
 - 4 to 15 points: Student qualifies for re-entry; remediation is required in addition to standard course remediation, coordinated by the course coordinator.
 - 3 points or fewer: Re-entry may be denied.

D. Re-entry Requirements: If re-entry is approved, there are requirements for the program and each course that must be completed prior to final acceptance.

- i. Program Requirements: Updated documentation of MyRecord Tracker and TCPS requirements are required and the deadline for submission will be provided upon approval to be completed by a specified deadline.
- ii. Course Remediation Requirements: Students approved for readmission may be required to participate in remediation of nursing skills and review content of the reentry and/or previous nursing courses (except Fundamentals). The remediation requirements are specific to each course and will be provided in the reentry approval letter. *Failure to complete the reentry requirements by the date specified in the reentry approval letter will prevent reentry.*

Policies Related to General Progression

After admission to the nursing program, students must meet the following conditions to remain eligible for progression.

General Conditions:

- A. Comply with the policies of Chattanooga State Community College, the Nursing and Allied Health Division, and clinical affiliates.
- B. Earn at least 70% average on all combined unit and final exams (75% for NRSNG 1700/1701). If this minimum exam average is not achieved, no other coursework (assignments, quizzes, labs) will count toward the final grade. In that case, the exam average becomes the final course grade. Numeric scores are not rounded.
- C. Additionally, the student's overall course grade—including non-exam components—must be 70% or higher to pass the course.
- D. Demonstrate satisfactory clinical performance.
- E. Maintain required clinical documentation of health requirements.
- F. Demonstrate safe, professional, ethical, and legal conduct at all times.

Alteration in Health Status:

Any existing health condition that may affect a student's progression in the nursing program—such as injury, surgery, infectious illness, pregnancy-related concerns, or mental health issues—must be discussed with the course coordinator.

- The student must provide a written description from their healthcare provider detailing any restrictions.
- If the student can meet course objectives with reasonable accommodations, they will be allowed to continue.
- To remain in the course, the student must submit a medical release form.

- If the student chooses to withdraw from the program, they must follow the procedures outlined in this handbook for withdrawal and readmission.

Title IX Parenting and Pregnancy Accommodations:

A. Eligibility

Students are entitled to reasonable accommodations as long as these are medically necessary and supported by their healthcare provider. Each situation is assessed individually based on course requirements or work environment.

B. Pregnancy/Parenting Notice

Students who are pregnant or parenting are encouraged to notify the Title IX Coordinator as soon as possible to initiate a Pregnancy Accommodation Request.

C. Request Timeline

Accommodations are not granted retroactively. The earlier the request is made, the better.

D. Examples of Reasonable Accommodations

May include: additional or more frequent breaks, modified duties or schedules, lactation support, or adjusted class/clinical requirements to accommodate medical or physical needs.

E. Legal Basis

These protections are grounded in Title IX of the Education Amendments of 1972 and the Pregnant Workers Fairness Act (PWFA)—which requires covered institutions to make accommodations for pregnancy or related medical conditions unless doing so would cause undue hardship

Grading and Examination:

Students are assessed using a blend of objective and subjective methods, including:

- Exams and quizzes
- Client assessments and clinical performance evaluations
- Written work such as articles, papers, reports, teaching plans, and process recordings
- Oral presentations, class activities, and participation

Point allocation for each type of assessment varies by course and will be detailed in the syllabus. Any changes will be communicated in class and via eLearn.

A. Examinations

To prepare students for the NCLEX-RN, which is a computerized adaptive test (CAT), nursing courses include computer-based exams.

Students may use their personal devices; if needed, the nursing program will provide a computer.

Exam platforms vary depending on the graduating cohort.

Instructions for accessing the appropriate platform will be shared at orientation.

This approach ensures students build comfort and competence with the format they'll face on licensing day.

i. Make-up Examination

If a student is unable to take a scheduled exam, the student must contact their course coordinator as soon as possible to make arrangements for a make-up exam.

Only one make-up exam per semester is permitted.

ii. Examination Scores and Review

- **Grade Posting:** Examination grades are posted in the eLearn grade management system. Students are responsible for verifying the accuracy of their posted grades.
- **Exam Review:** Students may review examinations immediately after the exam within the testing platform, except for the final exam of each semester. Questions regarding examination items or results should be submitted via email to the faculty who presented the lecture material.
- **Review Timeline:** If students wish to review their exam with faculty, this must be done prior to the date of the next scheduled exam. Individual examination items and/or grades will not be re-evaluated or altered at the end of the semester.

iii. Nationally Normed Assessments

Nationally normed assessments are scheduled throughout the nursing program. The fee for these assessments is included in semester fees and is non-refundable. Required tests and instructions for access are listed in each course syllabus. Results provide students feedback on content mastery and NCLEX-RN readiness and help the program improve. Assessment platforms vary by graduating class and instructions will be given at orientation.

iv. ADA Testing Accommodations

- **Initiation:** Students must initiate all classroom/testing accommodations through the Center for Access & Disability Services (CAADS). Contact: 423-697-4452.
- **Scheduling:** If approved for accommodation, students must coordinate with the course coordinator to schedule all exam dates and times within the first two weeks of the semester.
- **Appointment Adherence:** Students are expected to complete exams during the designated appointment times. Late arrivals will not receive extended testing time, and tardiness may result in a reduced total testing time.
- **Retroactive Accommodations:** Testing accommodations are not provided retroactively.

B. Appeal of a Grade

According to the Chattanooga State college catalog, grades assigned by faculty members are final unless there is evidence that the grade was influenced by consideration of race, color, religion, sex, marital status, disability, or national origin, arbitrary or capricious action or other reasons not related to the academic performance of the student. In all cases the student shall assume the burden of proof with respect to the allegations. Refer to the college handbook for the guidelines, timeframes, and steps used to appeal a grade. [Chattanooga State Student Handbook](#)

C. Graduation Requirements

All courses in the nursing curriculum must be completed with a grade of “C” or better to receive the Associate of Applied Science degree. An overall college GPA of 2.0 is also required for graduation. Students who have completed required course work and been awarded the Associate of Applied Science degree are eligible to apply to take the NCLEX-RN licensure examination. [Chattanooga State Grading Policy](#)

Policies Related to Clinical Components of Nursing Courses

General Clinical Requirements for All Students

A. MyRecordTracker

Students must upload all clinical health documents—such as physical exams, immunizations, TB screening, and drug screens—to MyRecordTracker. Students who fail to submit proof of up-to-date requirements will not be allowed to attend clinical. Absences resulting from this are covered under the clinical attendance policy.

B. Student Financial Responsibility

Students are responsible for covering all costs associated with health requirements, including required vaccinations, screenings, and examinations.

- i. **No-Cost Health Services:** Enrolled students can access the ChattState Student Health Clinic on main campus free of charge by appointment. Services offered include:

- TB skin testing
- N95 respirator fit testing
- Physical exams

These services are provided regardless of insurance status. Students can make appointments by calling (423) 697-5522.

C. Transportation

Students must provide their own transportation to clinical practice experiences. Carpooling is recommended.

D. Nursing Skills Pack

All new nursing students must purchase a Nursing Skills Pack. Instructions for ordering will be provided by the Nursing Skills Lab Coordinator. Refunds are not permitted. If a student withdraws from or leaves the program, the Nursing Skills Pack is non-refundable and cannot be returned.

E. Uniform Requirements and Policy

- i. **Uniform**

- Students must wear the **official royal blue and white** Chattanooga State Nursing uniform during all clinical and lab experiences unless otherwise instructed.
- Uniform elements include:
 - Royal blue scrub pants (or skirt option for females) hemmed at least ½ inch above the floor.
 - Jogger-style scrubs are allowed but all pants must reach below the ankle, covering socks completely.
 - White scrub top with short sleeves to cover the mid-upper arm and optional white lab jacket, both monogrammed with the program logo.

- Uniform must be clean, wrinkle-free, and free from stains.
- Official photo ID badge must be visible at all times
- ii. **Personal Appearance Standards**
 - **Piercings & Jewelry**
 - No facial or body piercings with jewelry, including earrings, nose, tongue, eyebrow, or lip.
 - Permanent jewelry must be covered.
 - No necklaces, bracelets, rings—excluding wedding band and permitted watch.
 - **Nails & Cosmetics**
 - No artificial nails, no nail polish of any kind; nails must be trimmed $\leq \frac{1}{4}$ inch.
 - Makeup must be conservative; no fragrances (including perfume, cologne, aftershave) allowed.
 - **Hair & Grooming**
 - Hair must be clean, neat, naturally colored, and secured off the collar
 - Accessories such as clips, headbands must be consistent with uniform colors—white or blue.
 - Facial hair must be trimmed and professional (if applicable)
 - **Shoes & Socks**
 - Plain white, closed toe nursing shoes or all-white sneakers (no mesh, holes, or open backs unless heel strap).
 - Plain white socks required
 - **Watch**
 - A non-smart, analog watch with a second hand is required.
- iii. **Smoking**
 - The use of any tobacco product is prohibited on Chattanooga State campus. Smoking is also prohibited on health care facility campuses. Student uniforms must not smell of smoke when in the clinical setting.
- iv. **Clinical equipment**
 - A stethoscope, a pen with black ink, a penlight, and bandage scissors are to be carried in the clinical setting.
- v. **Community-Based Clinical Dress**

Dress for community clinical assignments may vary—students may wear business-casual attire in specified off-site or community clinics. Casual clothing such as jeans, shorts, tank tops, sandals, and midriff-revealing attire are not permitted.

Faculty will provide specific guidance when community-clinic dress differs from standard uniform.

vi. **Skills lab and simulation lab**

Students can wear shirts, sweatshirts, and zip-up jackets with Chattanooga state NAH or nursing emblem in lab or simulation. These can only be worn during skills lab or simulation lab. No other sweatshirt, t-shirt approved.

vii. **Enforcement and consequences**

Violations may lead to denial of patient access, clinical dismissal, documented infractions on the Course Evaluation, and potential failure of the clinical course.

F. Personal Injury

If a student is injured during clinical practice, the agency may provide emergency care, but all medical costs are the student's responsibility—they are strongly encouraged to maintain personal health insurance. Students should consult the "Safety and Well-Being in the Clinical Setting" section of the Nursing & Allied Health Student Handbook for specific instructions to follow after any injury or exposure incident.

Initial Entry and Ongoing Requirements

Our clinical affiliates determine Clinical Health Requirements (CHRs) that must be met by each student to enter clinical facilities, with non-compliance potentially preventing completion of required clinical hours and, consequently, graduation. These requirements include the following:

Health verification (physical exam) form

Must be signed by an approved healthcare provider, such as MD, DO, PA, or NP

Immunizations

Proof of full vaccination or immunity for MMR and Varicella

Current Tdap vaccination

- Valid for only 10 years

Hepatitis B immunization or titer, or documented declination

Influenza vaccination or documented declination

- Annually from November 1 through March 31; declinations must comply with facility-specific masking protocols

COVID-19 vaccination or declination (religious or medical exemption), if applicable

Tuberculosis screening

Negative PPD, chest X-ray, T-Spot, or QuantiFERON Gold

- Valid for one year from completion date

N95 Respirator Fit Testing

Must be conducted per OSHA/TOSHA standards

- Valid for one year

Criminal background check (CBC) clearance

Frequency

- Initial CBC is to be completed after program acceptance and before beginning the first nursing course, and again for any program exit before re-entry.

Approved Agency

- The program uses True Screen, a subsidiary of Vertical Screen, as its sole accepted vendor for conducting background checks.

Mandatory Self-Reporting

- Should any event arise that could potentially change the results of the initial CBC, the student must report the situation immediately to the Program Director. Failing to report a change in criminal history promptly can lead to dismissal from the nursing program.

Negative 12-panel Urine Drug Screen

Frequency

- Initial drug screen is to be completed after program acceptance and before beginning the first nursing course, and again for any program exit before re-entry.

Consent Requirement

- Agreement to drug testing is a condition of admission, as required by clinical agencies to ensure patient safety. Refusal to submit to a required test may result in disciplinary action or dismissal, even for a first refusal.

Approved Agency

- The program uses True Screen, a subsidiary of Vertical Screen, as its sole accepted vendor for conducting these drug screens.

Impaired Functioning

- If a student is suspected of being impaired—whether due to legal or illegal substances or medication—they will be immediately removed from the clinical setting and may be required to undergo a for-cause drug test at their own expense. Any hours missed as a result of removal under this policy must be made up in accordance with the Attendance Policy. The RN program reserves the right to require drug testing of any current student when there is due cause.

Student Responsibility for Cost

- Students are responsible for all drug testing fees, including re-testing. Specimens identified as “dilute” are not accepted, regardless of result.

Possible Disciplinary Actions

- A positive drug test or refusal may lead to dismissal from the nursing program. Students who remain may be subject to ongoing drug screens and counseling as conditions for clinical participation.

Liability Insurance

Students must purchase professional liability insurance every year. The current cost is approximately **\$9.95** per year.

- Go to the Main Chattanooga State webpage, select myChattState, then select Marketplace from the drop-down menu, and complete the insurance purchase online.
- Upload a copy of the payment receipt from the Bursar’s Office to your MyRecordTracker account by the designated deadline—prior to the first semester and each subsequent year.

Liability insurance must remain active throughout the duration of the nursing program.

- Valid for one year from purchase date

CPR Certification

American Heart Association Basic Life Support (BLS) CPR and AED Certification for Healthcare Providers is required prior to entering the nursing program.

- The certification must be maintained throughout entire enrollment in the program.
- Documentation of current CPR certification must be uploaded to the [MyRecordTracker](#) website.

Area Consortium for Education (ACE) of Greater Chattanooga – Tennessee Clinical Placement System (TCPS) Annual Clinical Orientation Modules

Purpose

To align with ACE requirements, students must complete the same orientation modules required of healthcare facility employees via the Tennessee Clinical Placement System (TCPS).

Requirement

All nursing students must finish the required orientation and quiz on the TCPS platform before clinical assignments each year.

Documentation & Compliance

The nursing program must maintain proof of each student's TCPS module completion before the student begins any clinical rotation. Students will be instructed where to submit certificates of completion at the start of the semester.

Facility-Specific Orientation

Additional TCPS modules may be mandated by individual clinical agencies and must be completed as instructed.

Second-Year Student Requirements

All students are responsible to maintain all CHRs and update them as necessary throughout the program to remain in compliance with clinical affiliate policies. Students entering the second year of the nursing program must check their [MyRecordTracker](#) accounts for any expiring CHRs before the start of the fall semester. Expirable CHRs include:

Flu Vaccine (must be renewed no later than October 31 every year)

TB Screening (valid for one year from completion date)

N95 Respirator Fit Testing (valid for one year from completion date)

Liability Insurance (valid for one year from purchase date)

AHA BLS CPR (valid for one year from completion date)

TCPS Orientations (must be completed every academic year before entering applicable facilities)

Dosage Calculation Competency

Accurate calculation of drug dosages is critical for safe administration of medications. Students enrolled in fundamentals and med-surg courses must achieve 90% or higher accuracy on a dosage calculation competency examination to meet course requirements and administer medication in clinicals.

Students have three opportunities to obtain a minimum score of 90% on the medication calculation competency exam. Only the score achieved on the first attempt is included in the final course grade—

second and third attempts are not graded. Second and third attempts are administered via paper and all work must be shown.

Mandatory Remediation Steps:

- After Attempt 1: Complete independent remediation before attempt #2.
- After Attempt 2: Faculty-guided remediation is required before the final attempt.

Failure Conditions:

If a 90% score is not achieved by the third attempt, the student fails the clinical course due to medication safety concerns.

Exception: in NRSNG 1710 students receive a clinical warning after the third failure but are allowed to progress to next course.

Nursing Program Clinical Policies

General Expectations

Clinical Instructor Authority

The clinical instructor determines if a student is safe and capable in clinical settings. If the student poses a risk to themselves or patients or cannot meet clinical objectives, they will be sent home immediately and must make up the missed time.

Scheduling

Actual clinical start times may vary based on facility scheduling and may differ from published class times.

Attendance & Make-Up Policy

Attendance at all scheduled clinical sessions is required.

Clinical make up

All missed clinical hours must be made up, subject to availability and resources.

Professional Behavior

Punctuality and attendance are marked as *critical behaviors* on clinical evaluations. Repeated tardiness or absence may lead to failure of the clinical course.

Assigned Placement

Students must remain on their assigned clinical unit and may not switch or visit other units.

Clinical Attendance Policy

Clinical experiences covered by this absence policy are defined as all scheduled clinical time required for course/program completion. This includes varying clinical experiences, such as classroom skills/simulation lectures, skills lab practice, simulation lab, virtual simulation, and healthcare facilities in the community.

Definition

An absence is defined as missing 16 minutes or more of clinical experience, which could include late arrival at beginning of experience, late return after breaks, an early departure from clinical experience, or missing the entire clinical experience. Students arriving 16 minutes late to clinical are subject to dismissal from clinical. Time is based on cell phone time of clinical instructor.

Absence Consequence

Fundamentals/Med-Surg Courses: The first absence in a fundamentals and/or medical-surgical course results in an Absence Counseling. A second absence in the same semester will result in an absence warning. A third absence in the same semester will result in clinical failure.

Specialty Courses: The first absence in a specialty course results in an absence warning, due to limited clinical hours for the course. The second absence results in clinical failure.

Note: In case of extraordinary circumstances and with appropriate provider documentation, an absence may be excused by the nursing program. This depends upon availability remaining in the semester to complete the required clinical hours to finish the course.

Clinical Tardy Policy

Definition

Tardy is defined as missing between 6-15 minutes of clinical, which includes late arrival at beginning of experience, late return after breaks, or an early departure from clinical experience. Time is based on cell phone time of clinical instructor.

Tardy Consequence

The first tardy in a course results in a Tardy Counseling. Two episodes of tardiness is equal to one day of absence.

Note: If this is the student's first absence, this second tardy will result in an absence counseling; however, if student already has an absence counseling, this will result in an absence warning. If the tardy is in a specialty course, the second tardy automatically becomes an absence warning.

Tardy #1: tardy counseling

Tardy #2: absence counseling

Tardy #3: tardy counseling

Tardy #4: absence warning

In the Event of Absence or Tardy

- A.** If a student is unable to attend clinical due to illness or another valid reason, or is going to be late, the student must speak directly with the clinical instructor before the clinical shift begins. Individual clinical instructors will inform students before the first clinical rotation on how to contact them.
- B.** Students must also email the course coordinator and explain the reason for the absence or tardy within 24 hours.
- C.** When facing significant personal events or emergencies, the student should notify the course coordinator before the absence if possible, or as soon as the situation permits. Together, they will outline a plan for completing missed clinical hours.

- D. All clinical absences and tardy are documented and reflected on the Nursing Program Cumulative Evaluation form, which may be used for employment references and verification of clinical-hour completion.
- E. A provider's statement, excuse, or "return to school" note may be required prior to returning to clinical setting if related to any medical/mental health concerns

Clinical Performance Policy

Skills Check-Off

Core skills are introduced in the NRS 1710 and NRS 1542/1720 courses and identified by the faculty as the top skills for check off.

1. Physical assessment
2. Injections: IM, SQ
3. Intravenous push (IVP)
4. Intravenous piggyback (IVPB)
5. Indwelling catheter insertion

Students are checked off on one of those skills at the end of the fundamentals course and during each med-surg course. The purpose of the Nursing Program Skills Check-Off is to assess the competency of students in performing essential nursing skills. If a student does not pass a skills check-off, they are given an opportunity to remediate the skill. Remediation involves additional practice, review, and a second check-off attempt. Failure to pass the second check-off results in a clinical warning and may impact progression in the course or program.

Clinical Skills Allowed in Community-Based Clinical Setting

All tasks and skills performed in clinical must be under the direct supervision of the instructor or the RN/LPN preceptor except for a few skills.

- Students can perform hygiene care, vital signs and client assessment without the presence of an RN/LPN.
- A student can only administer medications in the presence of the client's facility assigned RN/LPN, whether the instructor is present or absent.
- An instructor reserves the right to enforce any additional precautions they determine necessary for the safety of both the student and the client.
- Students may only perform skills they have practiced in the lab setting, with the RN/LPN preceptor, whether the instructor is present or absent. Students may not perform any skill listed below, regardless of skills lab status.

Student Nurses May NOT Perform the Following Skills:

- Transcribe MD orders
- Take verbal or telephone orders
- Cardiovert/Emergent defibrillation
- Activate or adjust pacemakers
- Administration of chemotherapeutic medications **IN ANY FORM.**
- Discontinue **ANY** type of line or sheath, except peripheral IVs.
- May not verify **ANY** medications (e.g. Insulin, Heparin, TPN, etc.)
- Administration of Investigational drugs
- Witness or verify controlled substance waste
- Administration of anything via epidural
- Witness any consents including DNR orders
- Acknowledge orders in the computer, chart, or eMAR
- Accept Critical Value notification from Lab, Radiology, etc.
- Initiate Restraints
- Administration of blood/blood products
- Complex Dressing Changes (e.g. medicated)

Required Clinical Assignments

Students must complete all assignments listed in the syllabus, which include both graded assignments (numerical scores) and pass/fail or satisfactory/unsatisfactory.

Some unscheduled classroom activities may be assigned points. A grade of “zero” will be awarded for the activity if the student is not in attendance at the time of the activity. There is no make-up opportunity for those lost points.

Infraction Definition

Infractions to ethical, legal and regulatory framework of nursing standards are a safety concern to self, faculty/students, and/or clients. Examples of infractions include, but are not limited to:

- Infractions related to academic integrity (See policy above)
- Infractions related to HIPAA (See policy above.)
- Failure to score at least 90% on Dosage Calculation Competency.
- Failure to perform any nursing skill in clinical setting (medications, procedures, etc.) in a safe manner that could lead to potential or actual client harm.
- Obtaining a repeat failing grade for a skills check off.
- Failure to demonstrate accountability and responsibility in the clinical setting.

- Failure to determine self-direction for professional and personal growth.
- Failure to submit clinical assignment by due date.

Consequence

Clinical Performance

If the behavior is related a nursing skills, remediation will be required with a faculty in the skills lab. The first violation deficiency to the performance policy or deficiency in professional nursing behaviors will result in performance counseling. If a student receives repeated performance deficiencies, meaning they are not performing at expected clinical levels even after faculty feedback, the student will receive a formal performance warning. On rare occasions, if the behavior is extreme and requires immediate faculty intervention, the student may receive a clinical warning without prior counseling. Some performance behaviors (violations of HIPAA and/or academic integrity policies) will be reported to the Office of Student Conduct. Students are subject to consequences determined by their review of the incident and, also, potential consequences determined by the clinical facility in which the incident occurred. Student may be subject to dismissal from the nursing program based on the severity of the infraction.

Clinical Assignments

Scheduled assignments listed on the syllabus are a course requirement and failure to submit will result in an incomplete grade for the course. For numeric grade, 5% will be deducted per day late. After 3 days, a grade of zero will be assigned, but the assignment must still be submitted. Pass/Fail, Satisfactory/Unsatisfactory: student will receive a performance counseling if submitted past the due date.

Clinical Reporting and Program Dismissal for Clinical Behaviors

Clinical Reporting Dynamic Form

All absences, tardy or clinical performance issues are documented on a Clinical Reporting Form. This electronic dynamic form is sent by the course faculty to the student's TigerMail and must be signed by the student. The form is saved in the electronic student folder.

The form outlines:

- Type of clinical infraction (tardy/absence or performance)
- Details related to the infraction
- Make-up or remediation plan if applicable
- Consequences for the current and future infraction under program policy.

Warning Limits

Failure to improve the behavior(s) discussed with student when receiving a counseling within the designated time frame may result in a clinical warning.

Note: If a student exits the program and reenters, any clinical warning related to absence or performance received prior to exiting the program will remain on the student's record and are included under this policy of total number of warnings permitted while in the nursing program.

Absence Warnings

The number of absences permissible is course specific. A student may only be placed on clinical warning because of absence and/or repeated tardiness in two courses. If the student receives an absence warning in a third course, student will receive an unsafe clinical performance evaluation, resulting in course failure.

Note: In case of extraordinary circumstances and with appropriate provider documentation, an absence may be excused by the nursing program. This depends upon availability remaining in the semester to complete the required clinical hours to finish the course.

Performance Warnings

A student can only receive a performance warning two (2) times while enrolled in the nursing program. If a third clinical warning related to performance is warranted, the student will receive an "Unsafe" Clinical Performance Evaluation, which results in program failure. This can occur regardless of whether all three clinical warnings occur during one semester or are spread throughout the duration of the program.

Clinical Evaluation

Students are evaluated in all clinical areas, including skills lab, community experiences, simulation activities in the classroom and in the sim lab. Clinical evaluation is based on achievement of CSLO. Students earn safe, marginal or unsafe rating based on the Nursing Program Cumulative Evaluation rubric. Students must receive a safe rating to progress in the program. Marginal evaluation requires remediation and safe rating on all future clinical evaluations to remain in the program. Students must have a safe clinical evaluation in their last semester to complete the nursing program. The evaluation rubric is part of the Nursing Program Cumulative Evaluation.

General Information for Nursing Students

Academic Advising

Nursing program faculty office hours are posted outside faculty offices. Nursing students are advised by their assigned nursing faculty advisor. Students needing advisement are encouraged to seek assistance before a problem becomes critical.

Cell Phones and Other Personal Communication Devices (Smart watches)

Personal mobile devices must be turned off or set to silent/vibrate **during class and all clinical experiences**. Use of these devices is limited to **urgent use only**.

Students should **not send or receive calls, texts, or emails** during instructional or clinical time except in emergencies. Non-emergency use must wait until scheduled breaks. Distractions to classmates or clinical staff are prohibited and unprofessional.

Electronic devices are strictly prohibited during examinations and exam reviews, without exception.

Channel of Communication

If there is any problem that arises during your time in the nursing program the following lines of communication should be followed. The order in which discussion should occur is as follows:

1. Clinical Instructor/Advisor
2. Course Coordinator
3. Nursing Program Director
4. Dean for Division of Nursing & Allied Health
5. Vice President for Academic Affairs
6. President of the College

Children on Campus or Off-campus Instructional Sites

Chattanooga State Community College prohibits children from accompanying adults into classrooms, offices, or other workspaces unless part of a supervised, college-sanctioned program. Children may not be brought as a babysitting substitute, and the college does not assume responsibility for any unsupervised minors on campus.

Code of Conduct

Students in the nursing program must abide by the Chattanooga State Student Disciplinary Policy, including the Student Code of Conduct. This document describes disciplinary and academic and classroom misconduct offenses, as well as disciplinary procedures and sanctions. This information can be found in the Chattanooga State College Student Handbook, under the [Student Code of Conduct](#).

Computer Labs

The HSC 1002 computer lab is open whenever the building is available and not reserved for classes, offering 60 computers, study tables, and printing via the print management system. Printing is available:

- Students may obtain up to 10 pages of paper for printing free of charge through the division office; in the evenings, pages can be obtained from the course coordinator.
- Backup is advised: Always bring a flash drive or use cloud storage.
- Printer functionality is not guaranteed—last-minute printing may not be possible.
- Free printing can also be done at the library.

The Kimball site computer lab is open whenever the building is available and not reserved for classes or other proctoring services. Nursing students may request printing services at the front desk of the main building or by submitting their request to their course coordinator.

The lab environment is intended for focused academic work. **No eating or drinking** is permitted. Students should **minimize casual conversation and phone use** to avoid disruption to peers.

Technology Requirements

Students will be using computers in all nursing courses. This includes access to eLearn, various Internet resources, and proctored tests. Students without a computer/laptop can request a laptop from the college. Information is on the college website.

TigerWeb

Most of the functions of the Chattanooga State offices of admissions, records, and financial aid can be performed via TigerWeb. These include student contact information updates, access to the schedule of classes each semester, drop and add registration functions, course grade posting, and reviewing and requesting copies of the college transcript.

College Communication through TigerMail

The official college email system is through TigerMail. The college regularly sends out college-wide messages related to registration, fee payment, financial aid, and other reminders. Students are required to check their TigerMail email on a regular basis.

Online Learning Management System (eLearn)

eLearn is used to support the instructional process in all nursing courses. For help on how to use eLearn, go to the [eLearn Assistance](#) site.

All information and communication related to a course is done via **eLearn**, which includes:

- Emails regarding assignments and any changes to the course schedule/calendar.
- Study guides and lecture handout.
- Submission of assignments in the course dropbox.
- Required course surveys.
- Grade posting following each examination and assignment

Before the semester ends, students must verify that all course points are included in their individual grade record. All communication with instructors about course work should be through the eLearn email system. Nursing students are expected to access eLearn daily.

Recording and Social Media

Students must maintain strict professional boundaries when using electronic media. Recording or posting of any classroom, laboratory, clinical activity, assignment, or experience on social media—or any digital platform—is strictly prohibited unless expressly authorized by the instructor. Students may not record (audio or video) or share any academic or clinical content via electronic devices unless prior, specific permission has been granted for that activity. Violations of this policy constitute student misconduct and will be addressed under the Chattanooga State Student Code of Conduct, potentially resulting in disciplinary action, including removal from the Nursing Program or the College altogether. Documentation of any incident will be forwarded to the Office of Judicial Affairs for further review.

Grievance/Complaints

The Nursing Program strives to address student concerns and feedback through open communication channels. However, official grievances regarding program policies, faculty/staff actions, or other College matters should be submitted to the Office of Student Conduct & Resolution (HPF-106) at 423-697-3276, or via the online incidents report available through the College website.

Inclement Weather Policy

Chattanooga State determines campus delays or closures independently of local school systems, ensuring decisions are based on our own safety assessments. Notifications are issued via the Tiger Alert system, which sends emergency messages through text messages and email. Directions for registering for these alerts can be found on the [Chattanooga State website](#).

Additionally, the Nursing Program maintains a Remind alert system, which allows us to send timely notices to nursing students, especially important when we must make early morning weather-related decisions affecting clinical start times before general campus announcements are issued.

If the school opening time is delayed:

- **Class day:** Report at the delayed start time if during a scheduled class day
- **Clinical day:** Do not report unless contacted by your clinical instructor or simulation educator. Be prepared for a potential alternate assignment.

If time is missed because of inclement weather, students must be prepared to attend class or clinical at times other than the scheduled times. This might involve extending the clinical or class day, attending virtually or attending clinical on days other than the scheduled day. If there is inclement weather and Chattanooga State is open, students are urged to use their best judgment regarding attendance based on conditions in their specific geographic area.

Parking

Students may use the parking lot adjacent to the Health Science Center (HSC) on main campus, but this lot often fills during peak hours, requiring parking in more distant areas. Please plan additional time for parking and arrival. Parking is conveniently available adjacent to both buildings at the Kimball site.

- Only park in white-lined spaces, which are designated for students.
- Do not park in orange (faculty/staff) or green (visitor) spaces—violators may receive citations with fines and risk registration holds for unpaid fines.
- A student parking decal is required and must be hung visibly from the rearview mirror; obtain one via online registration and pick up at the Bursar's Office.

Pinning Ceremony

Student attendance at the annual Pinning Ceremony is required, which is held in May for day program graduates and December for night program graduates.

Student Organization – NSNA and CSSNA

Students are encouraged to join the local chapter of the National Student Nurses' Association (NSNA) or the Chattanooga State Student Nurses' Association.

Student Representation

Each nursing class elects 1-2 representatives to serve as a liaison between students and faculty. These representatives attend regularly scheduled liaison meetings with course coordinators and the Program Director. Their role is to collect and convey classmates' concerns, feedback, and suggestions to faculty. Faculty then relay relevant responses, decisions, and updates back to the student body—ensuring clear, two-way communication between students and program leadership.

Student Rights and Responsibilities

Students are expected to comply with the students' rights and responsibilities policies of the college as stated in the Chattanooga State Student Handbook.

Violations of Policies

Violation of stated policies and expectations is a violation of the Division of Nursing/Allied Health and Chattanooga State Student Code of Conduct and is grounds for dismissal from the program and college.

Campus Facilities and Services

Academic Success Resources

Free in-person and online peer and professional tutoring are available through the Math Center and the Reading and Writing Center. <https://www.chattanoogaastate.edu/andrews-reading-writing-center>

English as a Second Language (ESL) tutoring. ESL services are dedicated to supporting non-native English speaker in achieving their academic and personal goals. Peer tutoring may be offered in advanced sciences and nursing courses, based on tutor availability.

<https://www.chattanoogaastate.edu/english-as-second-language-esl>

Center for Access and Disability Services (CAADS)

Provides accommodations and support services for students with documented disabilities. For Kimball site, accommodations are provided by faculty and staff in collaboration with CAADS staff.

<https://www.chattanoogaastate.edu/disability-support/provision-of-services>

Academic Advising

Once admitted into the Registered Nursing Program, students are assigned to a nursing faculty advisor and are required to meet with advisor at least twice a semester.

Financial Aid and Scholarships

For general information refer to the website regarding eligibility and responsibilities.

<https://www.chattanoogaastate.edu/financial/financial-aid>

Food Services

Chattanooga State offers several food service locations on main campus. Vending machines are located in the HSC student lounge. The Kimball site has vending machines available in both buildings.

Bookstore

The bookstore is located on the first floor of the Student Center, as well as online, and sells textbooks, school supplies and logo clothing. <https://www.chattanoogaastate.edu/bookstore>

Career Services

Located in the Student Center, Career Services provide career inventories, resume assistance, job search tools, and individualized support. <https://www.chattanoogaastate.edu/career-services>

Multicultural & International Student Services

Multicultural Services promotes a welcoming and supportive environment throughout all levels of the campus community. Study abroad program opportunities are also available.

<https://www.chattanoogaastate.edu/multicultural-international-student-services>

Library Services

The library offers online and on-campus access to nursing-specific resources and tech support tools. NAH library liaison Carla Fulgham has office hours in HSC building as well as online or virtual options. Students can also book a study room on the library website. <https://library.chattanoogaastate.edu/home>

Records Office Services

The records office supplies information regarding academic procedures and requirements, transcripts, transfer credits, and graduation requirements. Admissions and records forms can be downloaded here <https://www.chattanoogaastate.edu/admissions/forms>

Student Support Center

The Student Support Center provides the following student services:

- Counseling Services: Free mental health support is provided by licensed professionals on campus
- Helping Hands Fund: Emergency financial aid is available to help students stay enrolled during crises. Students must complete an online wellness check.
- Single Stop Resources: This connects students to community and campus resources during times of need.
- Tiger Cupboard: On-campus food pantry is available to provide nutritional support to students in need at both the main campus and the Kimball site.
- Veterans Affairs: Assists veterans in navigating and accessing education benefits.

<https://chattanoogaastate.edu/student-resources>

Student Health Clinic

Located on the main campus, this is a free service for all students. The clinic provides primary care and illness treatment, mental health counseling, sexual health resources, and first aid for minor injuries. Appointments are required for health physicals, TB tests, and fit tests. Students can make appointments by calling (423) 697-5522.

Dental Clinic

The Dental Clinic on main campus offers student-rendered dental hygiene services and a full range of dental procedures performed by a licensed dentist are available for a nominal fee through the dental clinic located on the second floor of SHC. Call the clinic to schedule an appointment at 697-4444.

Nursing and the Law

Section 63-7-103 – Practice of Professional Nursing Defined

1. Practice of professional nursing means the performance for compensation of any act requiring substantial specialized judgment and skill based on knowledge of the natural, behavioral, and nursing sciences, and the humanities as the basis for application of the nursing progress in wellness and illness care.
2. Professional nursing includes:
 - a. Responsible supervision of a patient requiring skill and observation of symptoms and reactions and accurate recording of the facts.
 - b. Promotion, restoration and maintenance of health or prevention of illness of others.
 - c. Counseling, managing, supervising, and teaching others.
 - d. Administration of medications and treatments as prescribed by a licensed physician, dentist, podiatrist, or nurse authorized to prescribe pursuant to 63-7-123.
 - e. Application of such nursing procedures as involve understanding of cause and effect
 - f. Nursing management of illness, injury or infirmity including identification of patient problems.

Section 63-7-104 - Registered Nurse Qualifications

An applicant for a license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that such applicant:

- Is in good physical and mental health,
- Holds a diploma from a four-year accredited high school, or the equivalent thereof, as determined by the board,
- Has successfully completed a course of study in an approved school of nursing, as defined by the board, and the applicant holds a diploma or degree from an approved school of nursing, or the approved school has certified to the board that the applicant has met all requirements for a diploma or degree

Section 63-7-105 - Registered Nurse Licensure

1. *By Examination:* An applicant for a license to practice professional nursing shall be required to pass an examination in such subjects as the board may determine. The board shall issue a license to practice professional nursing to an applicant who successfully completes the examination.
2. *Without Examination:* The board may issue a license to practice professional nursing to a professional or registered nurse who has been duly licensed in another state or territory if,

in the opinion of the board, the individual meets the professional nurse qualifications which, at the time of the applicant's graduation, were in effect in this state.

Section 63-7-107 - Use of Registered Nurse Title

Any person who holds a license to practice professional nursing under this chapter shall, during the effective period of such license, be entitled to use the title “nurse,” “registered nurse,” or the abbreviation “R.N.” No other person shall assume such title or use such abbreviation or any other words, letters, or signs to indicate that the person using the same is a professional or registered nurse.

63-7-115 Grounds for Denial, Revocation or Suspension of License

The board shall have power to deny, revoke or suspend any certificate or license to practice nursing or to otherwise discipline a licensee upon proof that the person:

- Is guilty of fraud or deceit in procuring or attempting to procure a license to practice nursing.
- Is guilty of a crime.
- Is unfit or incompetent by reason of negligence, habits, or other cause.
- Is addicted to alcohol or drugs to the degree of interfering with nursing duties.
- Is mentally incompetent.
- Is guilty of unprofessional conduct; or has violated or attempted to violate, directly or indirectly or assisted in or abetted the violation of, or conspired to violate, any provision of this chapter or any lawful order of the board issued pursuant thereto. (Source: [Tenn. Code Ann. § 63-7](#), [LexisNexis](#), retrieved 8/06/20; selected information included)