

COLLEGE OF MARIN

Registered Nursing Program

Student Handbook

2026 – 2027

Par Oneri | “equal to the task”

California Board of Registered Nursing Approved
ACEN Candidate for Initial Accreditation (effective May 5, 2025)

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Section I: Welcome and Program Overview

Welcome from Director of Nursing

Dear Nursing Students,

Welcome and congratulations on your acceptance into the ADN Program. This milestone reflects your hard work, dedication, and potential to become a professional nurse. During your time in the ADN Program, you will be challenged academically, professionally, and personally as you develop the knowledge, clinical judgment, technical skills, and compassion required to provide exceptional patient care. Every classroom discussion, simulation experience, skills laboratory, and clinical rotation is designed to prepare you to deliver safe, evidence-based, and person-centered care. As Director of Nursing, I am committed to fostering a learning environment that challenges you to grow while supporting you every step of the way. Our faculty and staff are dedicated to helping you develop the knowledge, skills, professionalism, and confidence needed to provide safe, compassionate, and evidence-based care.

As you begin your nursing education, you are joining a profession that places great trust in those who serve others. I encourage you to approach each learning opportunity with curiosity, resilience, compassion, and a commitment to excellence. The habits you develop during your education will help shape the nurse—and the leader—you become. On behalf of our faculty and staff, we are honored to be part of your nursing journey and look forward to supporting you as you grow into compassionate, knowledgeable, and skilled registered nurses.

Finally, I believe in maintaining an open-door policy and encourage you to stop by, reach out, or share your ideas, successes, questions, or concerns. I value open communication and welcome your feedback and suggestions as we work together to support your success and the nursing program success.

My office is located on the 3rd floor of the SMN building. Feel free to stop by anytime or send me an email and we'll find a time to connect. I look forward to getting to know you!

With best wishes,

Jen Harrington, DNP, RN, HCE

Director of Nursing

jharrington2@marin.edu

State Approval and Accreditation

The program is approved by the California Board of Registered Nursing (BRN) and prepares graduates for the NCLEX-RN. As of May 5, 2025, the program holds Candidate for Initial

Accreditation status with the Accreditation Commission for Education in Nursing (ACEN); candidacy expires May 5, 2027. Note: if the program's NCLEX-RN first-time pass rate falls below 75%, the BRN initiates a formal review process. Program outcomes are monitored continuously and reported annually.

Board of Registered Nursing: P.O. Box 944210, Sacramento, CA 94244-2100 | (916) 322-3350 | www.rn.ca.gov

Accreditation Commission of Education in Nursing: 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326 | (404) 975-5000 | acenursing.org/search-programs?status=Candidate

California Community Colleges Chancellor's Office Oversight

As a California community college nursing program, COM operates under the regulatory authority of the California Community Colleges Chancellor's Office (CCCCO) and the Board of Governors, in addition to the BRN and ACEN. The CCCCCO establishes policy through Title 5 of the California Code of Regulations and Education Code provisions that govern curriculum approval, student rights, grading standards, and program reporting. The CCCCCO Workforce and Economic Development Division oversees nursing programs statewide and may be contacted at www.cccco.edu.

Key Title 5 provisions directly relevant to nursing students include: §55023 (no grade of C- may be awarded under any circumstances); §55024 (student right to challenge a grade on grounds of mistake, fraud, bad faith, or incompetency — see Due Process and Student Rights below); and §55530 (student rights and responsibilities, including access to counseling and educational planning).

Pursuant to Education Code §78261 and SB 1183, the program reports annual outcome data to the CCCCCO including program participation, retention, completion rates, first-time NCLEX pass rates, and student demographic information. This reporting supports statewide workforce planning and accountability for California's nursing workforce.

Program Admissions — Multicriteria Selection (AB 1891 / SB 1183)

COM's ADN admissions process is governed by Education Code §78263 and §78263.1, as amended by AB 1891 and SB 1183 (effective July 1, 2025, with sunset January 1, 2030). When the number of qualified applicants exceeds available enrollment spaces, the program uses a Multicriteria Selection (MCS) process to promote equitable admissions by considering a broad range of applicant qualifications — not academic performance alone.

MCS criteria may include: GPA in prerequisite coursework, readiness assessment results, academic degrees and work or volunteer experience, life experiences (including disability status, low income, first-generation college attendance, refugee or veteran status, and residence in a medically underserved area), and proficiency in languages other than English. Complete admissions criteria, point weighting, and application procedures are published in the separate COM Nursing Enrollment Handbook and on the Nursing Department website. Students are encouraged to review that document carefully and attend a pre-nursing information session.

Admissions information: www.marin.edu/nursing | Application due dates: <https://hs.marin.edu/nursing>

Non-Discrimination

Diversity, equity, inclusion, and belonging are foundational values at College of Marin. All students have the right to a respectful, harassment-free educational environment. Refer to Board Policy 3410 and Administrative Procedure 3410 for full details.

Key Resources

- Nursing Department: www.marin.edu/nursing
- College website & Catalog: www1.marin.edu | www1.marin.edu/schedule
- Nursing Program Canvas (self-enroll required):
<https://marin.instructure.com/enroll/GAB6G8>
- Faculty/Staff Directory: <https://netapps.marin.edu/Apps/Directory/EmployeeSearch.aspx>
- COM Orientation: ss.marin.edu/orientation

Advanced Degree Pathways

The program encourages all students to pursue BSN and MSN degrees. A transfer pathway exists through Sonoma State University. Other options include SF State, Dominican University, University of Phoenix, and Touro University (MSN), Grand Canyon University. Visit www.assist.org for transfer requirements.

Advanced Placement for Military and LVNs

Students with previous nursing education may apply for advanced placement and may be admitted if space in the program is available. This includes students who are transferring from other state approved pre-licensure Nursing Programs, students with medical military experience and California Licensed Vocational Nurses (LVNs). A 30-Unit Option is available for California LVNs that fulfills the California State Board of Registered Nursing requirements. (See Section 1429 of Title 16 – California Code of Regulations Nurse Practice Act.)

<https://hs.marin.edu/sites/default/files/AdvancePlacementMilitary30UnitLVN.pdf>

Section II: Mission, Values, Philosophy, and Curriculum

Program History

Founded in 1964 with a \$30,000 Babcock Foundation grant, the College of Marin Nursing Program admitted its first class of 30 students in Fall 1965. The program pin, redesigned in May 2025, features clasped hands symbolizing compassion and collaboration, a silhouette of Mt. Tamalpais, and the College motto: Un Par Oneri — "You are equal to the task."

Mission Statement

The Associate Degree Nursing Program at College of Marin prepares entry-level registered nurse generalists to provide safe, evidence-based, and person-centered care. The program upholds the College's commitment to academic excellence, equity, and community-centered education while fostering clinical reasoning, collaboration, and accountability. Graduates are equipped to serve the diverse and evolving health needs of communities with integrity, innovation, and a commitment to sustainability.

Core Values

The Associate Degree Nursing Program is guided by the following core values:

- **Excellence** – We strive for the highest standards in nursing education, clinical practice, professional development, and student-centered learning.
- **Equity and Inclusion** – We foster a learning environment that embraces diversity, promotes belonging, and addresses health disparities.
- **Compassion** – We approach every individual, family, and community with respect, empathy, and cultural sensitivity.
- **Collaboration** – We value teamwork and interprofessional partnerships to advance safe and effective patient care.
- **Integrity** – We uphold ethical practice, personal accountability, and professional responsibility.
- **Innovation and Sustainability** – We encourage creativity, adaptability, and responsible stewardship to meet the evolving health needs of society.

Philosophy

The COM nursing faculty believes that nursing is a professional discipline grounded in evidence-based practice, integrating knowledge from nursing science, liberal arts, and biological, physical, psychological, and social sciences. Nursing practice encompasses the care of individuals, families, and communities within diverse cultural and socioeconomic contexts, addressing social determinants of health and promoting health equity.

We believe nursing practice focuses on health promotion, disease prevention, and caring for people experiencing health challenges across the lifespan. Professional nursing utilizes clinical judgment, clinical reasoning, and multiple modes of thinking that expand the nursing process to deliver person-centered, culturally responsive care that honors patient dignity, values, and preferences.

The professional nurse demonstrates accountability, ethical practice, and collaboration within interprofessional teams, integrating informatics and healthcare technology to ensure safe, high-quality care. Our graduates are prepared to be entry-level nurse generalists, practicing in diverse healthcare settings, and for progression to baccalaureate nursing education.

We embrace principles of diversity, equity, and inclusion, preparing nurses who advocate for vulnerable populations and working to eliminate healthcare disparities. Through experiential learning in clinical and contextualized environments, and by progressing in mastery from foundational through increasingly complex competencies, students develop the knowledge, skills, and professional attitudes essential for contemporary nursing practice.

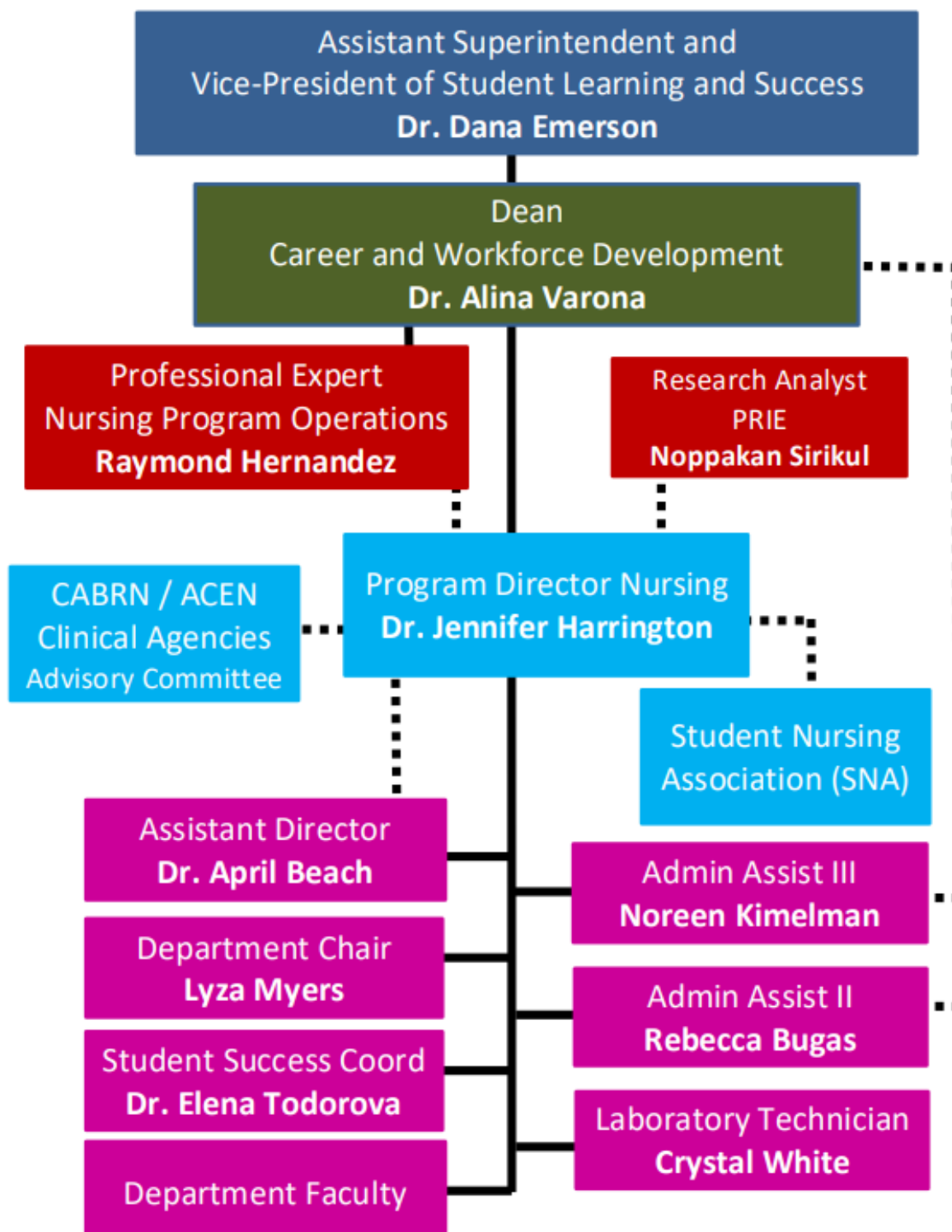
(Approved 12/08/2025)

Curricular Framework

The curriculum is based on the 2023 NCLEX-RN Test Plan and the QSEN Competencies. Six QSEN core concepts thread through all levels: Person-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety and Information Competency.

Eleven additional integrated processes are also woven throughout: Professionalism, Nursing Process, Clinical Judgment (NCSBN Clinical Judgment Measurement Model), Health Promotion and maintenance, Caring, Patient Teaching, Pharmacological and Parenteral Therapies, Cultural Competency, Cultural Humility, Nutrition, and Leadership.

College of Marin Registered Nursing Program Organizational Chart



Section III: Student Learning Outcomes and Course Progression

Registered Nursing Program Student Learning Outcomes (PSLOs)

The College of Marin Registered Nursing Program Student Learning Outcomes (PSLOs) define the expected competencies—knowledge, skills, and attitudes—that graduates will demonstrate upon completion of the program. These outcomes reflect the program's commitment to preparing graduates for safe, effective, and evidence-based entry-level nursing practice. **(Approved 9/8/2023)**

Upon completion of the program, the graduate will be able to:

- **Person-Centered Care:** Demonstrate inclusive care by integrating patients' culture, preferences, values, and needs, while minimizing bias and acknowledging the worth and dignity of patients and their support systems.
- **Clinical Judgement/Evidence-based Practice:** Demonstrate sound clinical judgement substantiated by current scientific evidence.
- **Teamwork and Collaboration:** Function effectively within nursing and interprofessional teams, utilizing open communication, mutual respect, and shared decision-making to achieve safe, quality patient care.
- **Information Competency:** Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.
- **Quality Improvement and Safety:** Minimize risk potential by demonstrating advocacy and providing safe patient care across a variety of health care settings.
- **Professionalism:** Exhibit knowledge, skills, and attitudes of an entry-level professional nurse.

Alignment of Course Student Learning Outcomes

Course Student Learning Outcomes (CSLOs) are derived from the Program Student Learning Outcomes and are designed to support progressive competency development throughout the curriculum. CSLOs define the expected knowledge, skills, and attitudes students will demonstrate at the conclusion of each course.

CSLOs are operationalized through unit and class-level objectives, which serve as measurable learning components that guide instruction, learning activities, and evaluation. This structured progression ensures alignment between course-level outcomes and program-level competencies.

Refer to individual course syllabi or Course Outline of Record for specific Course Student Learning Outcomes.

Program Outcomes and Expected Levels of Achievement (Benchmarks)

The College of Marin Registered Nursing Program evaluates program effectiveness using the following outcomes and associated Expected Levels of Achievement (ELAs):

- **Program Student Learning Outcome (PSLO)s Competency:** ≥ 85% of students in each graduating cohort demonstrate achievement of end-of-program competencies indicative of readiness for entry-level nursing practice, as measured through designated direct summative assessments across all PSLO domains.
- **On-Time Program Completion:** ≥85% of students complete the nursing program within the expected program length (four semesters).
- **Program Completion within 150% of Program Length:** ≥85% of students complete the program within 150% of the expected program length (six semesters).
- **Attrition:** Program attrition is maintained at ≤15% within 150% of the program's length.
- **Licensure (NCLEX-RN First-Time Pass Rate):** Graduate pass rates meet or exceed the national mean for associate degree nursing programs.
- **Employment:** ≥85% of graduates seeking employment are employed in nursing within 12 months of graduation.
- **Graduate Satisfaction:** ≥85% of graduates rate overall program quality as good or excellent.
- **Graduate Readiness for Practice:** ≥85% of graduates report feeling prepared for entry-level nursing practice.
- **Employer Satisfaction (Graduate Readiness for Practice):** ≥85% of employers report that graduates are prepared for entry-level nursing practices.
- **Stakeholder / Community of Interest Rating of Graduate Preparedness:** ≥85% of employers, clinical partners, and academic partners rate graduates as adequately prepared for entry-level nursing practice.

Course Progression

The program is four semesters long. Semester 1 and Semester 4 are the same for every student. Semesters 2 and 3 are where it gets a little more complex — the class divides into two halves, and each half takes its courses in a different order. By the end of Semester 3, everyone has taken the exact same courses — just in a different sequence. See the College Catalog for complete course descriptions.

Semester	What everyone takes
Semester 1 Fall 2026	Same for all 48 students: Fundamentals of Nursing, Med-Surg Nursing I, Pharmacology I, and Clinical Application Lab I.
Semester 2 Spring 2027	Class splits into two groups (24 students each): • Group 1: Maternal Child (OB) & Pediatrics — taken together • Group 2: Med-Surg Nursing II & Mental Health/Geriatrics - taken together • Everyone: Pharmacology II & Clinical Application Lab II (in-person)
Semester 3 Fall 2027	Groups swap — you take whichever set you didn't take in Semester 2: • Group 1 students: now take Med-Surg II & Mental Health/Geriatrics • Group 2 students: now take Maternal Child (OB) & Pediatrics • Everyone: Pharmacology III & Clinical Application Lab III (in-person)
Semester 4 Spring 2028	Everyone is back together: Med-Surg Nursing III and Professional Role Development (Leadership).

[COM RN Curriculum Guide Class of 2028](#)

**Optional Open Skills Labs (recommended): NE 103C (2nd year only)

Graduation Requirements

To graduate with an Associate of Science Degree in Nursing, students must:

1. Complete all required nursing courses (NE prefix) with a minimum grade of C (75%) in each theory course and Pass in each clinical and skills lab course
2. Meet all general education requirements as outlined in the College Catalog
3. Maintain current compliance with all clinical onboarding documentation throughout the program
4. Complete the program within 150% of the published timeframe (3 years for a 2-year program)

Students should meet with an academic counselor at least once per semester to confirm progress toward graduation. See the College of Marin Catalog or www1.marin.edu/schedule for current graduation requirements.

Learning Methods and Simulation

Instruction incorporates lectures, case studies, simulation, group collaboration, clinical rotations, skills lab, and an Electronic Health Record (EHR) system. Simulation is integrated into all clinical courses and evaluated as part of clinical performance. Students must maintain strict confidentiality about simulation scenarios and sign a Consent to Video Agreement prior to participation.

Auditing Nursing Courses

Auditing of nursing courses is determined and approved by the Director and Faculty (AP 4070).
See www1.marin.edu/course-audit.

Section IV: Technical Standards

The nursing curriculum requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of nursing skills. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to safely complete program requirements and protect the health and safety of patients, fellow students, faculty, and healthcare providers.

The following technical standards describe the functional requirements for participation in the COM Registered Nursing Program. These are not exhaustive but represent core expectations. Students must be able to:

Cognitive and Intellectual Abilities

- Retain and recall essential facts, formulas, assessment findings, and medication information necessary for safe patient care
- Engage in critical thinking, clinical judgment, and analysis in complex and time-pressured environments
- Solve problems and plan care within reasonable time frames
- Accurately perform mathematical calculations required for medication dosage and fluid administration

Sensory and Observational Abilities

- Observe patients accurately, including assessment of skin color, respiratory effort, facial expression, and wound characteristics
- Hear and interpret verbal communications, patient responses, monitor alarms, and auscultated sounds (heart, lung, bowel)
- Read and interpret written documents, monitor displays, medication labels, and electronic records

Motor and Physical Abilities

- Stand, walk, and move safely around skills labs, patient rooms, and clinical settings
- Assist patients with mobility, including moving patients in and out of beds, chairs, and gurneys
- Perform nursing procedures requiring manual dexterity, including sterile technique, IV insertion, wound care, and catheter insertion
- Safely lift, carry, push, and pull up to 50 lbs; assist with patients weighing significantly more
- Maintain N95 respirator fit testing requirements (facial hair and jewelry standards apply)

Communication Abilities

- Communicate clearly and professionally with patients, families, and healthcare team members — verbally and in writing
- Document patient care accurately in paper and electronic health records in a timely manner
- Develop and maintain therapeutic patient and family relationships

Behavioral and Professional Abilities

- Adapt to unexpected changes and stressful situations with professional composure
- Exercise sound judgment and maintain self-control in emotionally difficult situations
- Maintain appropriate professional boundaries
- Accept and incorporate feedback constructively
- Identify own limitations and seek assistance appropriately

Reasonable Accommodation

The College of Marin Nursing Program is committed to providing reasonable accommodations to otherwise qualified students with documented disabilities. Students seeking accommodations must contact Student Accessibility Services (SAS) prior to starting the program to establish eligibility. Accommodations are evaluated on a case-by-case basis and must be consistent with BRN-approved program curriculum objectives for safe patient care.

Contact SAS: ss.marin.edu/sas | (415) 485-9476.

Students with disabilities are encouraged to discuss potential accommodations with the Program Director. The program remains flexible in accommodating students in classroom and lab settings while ensuring all BRN competency standards are met for safe clinical practice.

Section V: Grading, Evaluation, and Progression

Grading Standards

Theory Courses

Students must achieve a minimum final course grade of 75% **AND** a minimum examination average of 75% to pass any theory course. Failure to meet the required examination average will result in a final grade of D+ or lower, regardless of the overall course grade. Final grades are rounded to the nearest whole number (≥ 0.5 rounds up).

Grade	Range
A+	97–100
A	94–96.99
A-	90–93.99
B+	87–89.99
B	84–86.99
B-	80–83.99
C+	77–79.99
C (minimum passing)	75–76.99
D+ (max when exam avg <75%)	67–74.99
F	0–60.99

Per Title 5, California Education Code, a grade of C- is not awarded in nursing courses.

Full grading procedures: AP 4230

Clinical Courses

A student's clinical evaluation is conducted in accordance with BRN requirements and ACEN Criterion 4.9, reflecting evidence-based nursing practice and designed at a level that facilitates achievement of course-specific clinical outcomes (CSLOs) and Program Student Learning Outcomes (PSLOs). Clinical performance is evaluated across key competency areas in alignment with our program PSLOs and the course CSLOs. Faculty provide ongoing formative feedback throughout the clinical experience, as well as formal summative evaluations at designated points in the course. If performance concerns arise, faculty will initiate the Student Learning Support Plan (LSP) process to support student success.

Clinical courses are graded Pass (P) / No Pass (NP). All final ratings must be Satisfactory (S) or Needs Improvement (N) for a Pass. Any Unsatisfactory (U) final rating results in No Pass. Students receiving No Pass in any clinical course are not eligible to progress or be readmitted to the program.

Skills Laboratory

Skills laboratory experiences are conducted in accordance with BRN requirements and ACEN Criterion 4.8, reflecting evidence-based nursing practice and incorporating healthcare technology. Course student learning outcomes (CSLOs) guide skill development and competency expectations, and successful completion of skills competencies demonstrates progression toward Program Student Learning Outcomes (PSLOs). Skills lab hours count toward required clinical practice hours per BRN CCR §1426, tracked separately from direct patient care hours.

Skills lab courses are graded Pass/No Pass. Students must attend at least 75% of scheduled sessions and demonstrate competency in all required skills via skills checkoffs. Written assessments require a minimum score of 75%. First-semester students have up to **three** attempts; subsequent semesters allow **two** attempts. Failure to demonstrate competency within allotted attempts results in No Pass.

Simulation

Simulation experiences are conducted in accordance with BRN requirements and ACEN Criterion 4.8: they reflect evidence-based nursing practice consistent with INACSL Healthcare Simulation Standards of Best Practice, incorporate healthcare technology, and are designed at a level that facilitates achievement of course student learning outcomes (CSLOs) and Program Student Learning Outcomes (PSLOs).

Consistent with INACSL standards, simulation is conducted in a psychologically safe learning environment, allowing students to practice clinical judgment without fear of negative consequences for honest mistakes.

Simulation is counted as **indirect clinical hours** and evaluated as part of clinical progression. Students not demonstrating expected progress in clinical judgment may be referred for a Learning Support Plan, and simulation performance may be incorporated into the overall clinical course evaluation. *See the Clinical Simulation Laboratory Syllabus for full requirements.*

Clinical Calculation Policy

Students must demonstrate ≥90% accuracy on medication dosage, fluid administration, and clinical calculations when tested in NE 188 (Pharmacology I), NE 182 (Clinical App Lab II), and NE 281 (Clinical App Lab III). **(Approved 4/24/2025; Effective 7/1/2025)**

HESI Examination Policy

Students complete seven HESI Specialty Exams and one HESI Exit Exam throughout the program. The benchmark score is 900. Students scoring below 900 must complete mandatory remediation via a HESI Personalized Learning Plan (PLP) within two weeks and are eligible to retake the exam once per course.

HESI Exam	When Administered
Fundamentals	1st Semester
OB – Maternal Child A	2nd or 3rd Semester
Pediatrics – Maternal Child B	2nd or 3rd Semester
Psychiatric-Mental Health	2nd or 3rd Semester

Pharmacology	3rd Semester
Management	4th Semester
Medical-Surgical	4th Semester
HESI Exit Exam (summative)	4th Semester

A "ticket-to-sit" practice exam (minimum 50 minutes) must be completed before each proctored HESI exam. Students who do not complete the ticket-to-sit or mandatory remediation will be issued a Learning Support Plan (LSP). Failure to meet all HESI requirements may impact course progression.

Attendance Policy

Students must attend all scheduled theory, clinical, lab, and simulation sessions. Notify the instructor prior to any absence or tardiness via phone, text, or email. A No Call, No Show is not permitted and may result in disciplinary action including program probation or dismissal.

- Theory: Missed exams must be made up within one week of return to class; failure to do so results in a grade of zero.
- Clinical: Counts as **direct** clinical hours per BRN requirements. A minimum 75% of required hours must be completed in direct patient care. Clinical make-up may not be available due to site and scheduling constraints; insufficient hours may result in course failure or program withdrawal.
- Skills Lab: Must attend 75% of sessions; missed sessions require documented tutoring make-up submitted within the designated timeframe.
- Simulation: Counts as **indirect** clinical hours per BRN requirements; absence follows the clinical attendance policy. Direct patient care hours and indirect hours (simulation, vSims, case studies) are tracked separately in Canvas.

Students experiencing extended absences should contact their instructor promptly to develop a plan. Faculty may consider exceptions for documented extenuating circumstances.

Midterm Progress and Missed Assignments

Instructors assess student progress at midterm and notify students at risk of failing. Missed examinations, presentations, or assignments: contact the instructor immediately. Make-up opportunities are at faculty discretion per individual course syllabi.

Academic Integrity

Nursing has been ranked America's most trusted profession for 23 consecutive years. Academic integrity is the first expression of professional integrity. The following are prohibited:

- Copying from another student's quiz, exam, or assignment
- Using unauthorized materials, electronic devices, or AI-generated content during assessments
- Submitting work completed by another person, purchased, or generated by AI tools as your own
- Plagiarism in any form, including in student publications
- Forging signatures, altering grades, or falsifying official college records

- Capturing, distributing, or sharing exam materials electronically

Violations may result in a written warning, failing grade on the assignment, course failure, or program dismissal. Failure of a nursing course results in dismissal from the program.

Use of Artificial Intelligence (AI)

AI tools (such as ChatGPT, Claude, Copilot, or similar) may not be used to generate, complete, or substantially assist with any graded work, clinical documentation, or examinations unless explicitly authorized by the instructor in writing for a specific assignment. Unauthorized use of AI constitutes academic dishonesty and will be treated accordingly. When AI use is permitted, students must cite which tool was used, how it was used, and what content was generated or assisted — use without proper citation constitutes academic dishonesty even when AI use is otherwise permitted. The goal of all assessments is to evaluate your own knowledge and clinical reasoning — the knowledge and judgment that will keep your patients safe.

Social Media Policy

Purpose and Scope

Social media platforms include, but are not limited to, Facebook, Instagram, TikTok, X (Twitter), Snapchat, LinkedIn, Reddit, YouTube, blogs, and any other public or semi-public online forum. This policy applies to all personal and professional social media activity by nursing students whenever content relates to the nursing program, clinical sites, faculty, peers, or patients.

Prohibited Conduct

- Posting, sharing, or implying any information about patients, patient care, or clinical experiences — even without using names or direct identifiers
- Photographing, recording, or filming in any clinical area without explicit written permission from the agency and patient
- Making disparaging or defamatory comments about clinical agencies, faculty, staff, or fellow students
- Posting content that violates patient privacy, HIPAA, or clinical agency policies
- Presenting yourself as a spokesperson for the College of Marin or the Nursing Program

Professional Standards

Nursing students are expected to maintain the same professional standards online as in person. Content posted publicly — even outside program hours — may affect your standing in the program if it reflects poorly on the nursing profession, compromises patient privacy, or violates program or agency policies. Before posting, ask: "Would I be comfortable if my patient, my instructor, or the Board of Registered Nursing saw this?"

Students are encouraged to review the NCSBN publication *A Nurse's Guide to the Use of Social Media* and the ANA *Principles for Social Networking*. Violations of this policy may result in disciplinary action up to and including program dismissal and reporting to the California BRN.

Electronic Device Policy

- Personal electronic devices (phones, tablets, smartwatches, laptops) may be used in the classroom at instructor discretion and for educational purposes only during skills lab. In the clinical setting:
- Personal devices are not permitted for use during direct patient care activities
- Devices may not be used to photograph, record, or access patient information
- Devices may not be used to access social media, play games, or engage in non-clinical activities during clinical hours
- Students must comply with all clinical agency policies regarding electronic devices — agency policies supersede program policies where they are more restrictive

Faculty may require devices to be stored during exams. Unauthorized device use during testing is a violation of academic integrity policy.

Section VI: Student Support, At-Risk Procedures, and Dismissal

Student Learning Support Plan (LSP)

The LSP is a structured, documented support tool initiated when a student has an identified barrier to academic, clinical, or professional progression. Triggers include substandard academic performance, clinical performance concerns, attendance violations, unsafe practice, or unprofessional behavior.

Once an LSP is issued, the student must meet with the faculty member before returning to the clinical setting. The LSP documents the situation, identifies barriers, outlines interventions, and sets a timeline for resolution. LSP outcomes: Barrier Resolved, Barrier Unresolved (continued support), or Barrier placing student at risk for dismissal (Director notified; meeting held; remediation plan or dismissal decision).

Copies of completed LSPs are provided to the student, the Student Success Coordinator (SSC), and placed in the student's file. See Appendix B for the LSP form.

Procedures for Students at Risk of Clinical Course Failure

Unsafe Practice Defined

Unsafe nursing practice is any behavior that places the patient, staff, or student at physical or emotional risk. Examples include:

- Failure to practice medical asepsis or infection control
- Medication errors, patient abandonment, or failure to report critical data
- Performing skills beyond validated competency without supervision
- Impaired cognitive ability due to fatigue, substance use, or mental health
- Requiring excessive one-to-one supervision that prevents the instructor from supervising the entire group
- Deficiencies in accountability, nursing process, documentation, or ethical/professional behavior

Remedial Support and Notification

If a student is not making satisfactory progress, the instructor initiates an LSP. The student must not return to clinical until a conference with the instructor occurs. At final evaluation, a student may receive Pass, High-Risk Pass (LSP carried forward to next rotation), or No Pass.

Immediate removal from clinical may occur when: practice is so unsafe it jeopardizes patient safety; the student requires continuous one-to-one supervision; the clinical agency denies placement; or drug/alcohol impairment or patient/staff abuse is suspected. An investigatory meeting follows. The Director of Nursing and Vice President of Student Services are notified.

Course Failure and Withdrawal

Students who fail or withdraw from any nursing course cannot progress to the next level and must also withdraw from all co-requisite nursing courses.

Course Repeat Policy: A student who earns a failing grade in a nursing course may be granted one opportunity to repeat the failed course, subject to program progression requirements and

space availability, if applicable. Students are permitted **only one nursing course repeat** during the program. Any subsequent failure of a nursing course will result in dismissal from the nursing program.

Withdrawal options: see www1.marin.edu/news/withdraw-and-grading-options-students. Students are advised to consult the Program Director before withdrawing. See also COM Procedure AP 4255 (Nursing Program Withdrawal and Dismissal) for full institutional procedures.

Standards for Dismissal

A student may be dismissed or asked to withdraw from the program for:

- Unsafe clinical performance (as defined in this handbook and the Clinical Evaluation Tool)
- Failure of any nursing education course
- Excessive clinical absences
- Unprofessional or unethical behavior violating COM Board Policy BP 5500
- Violations of academic integrity policy
- Failure to provide required onboarding documentation by specified deadlines
- Positive or refused drug screening; background check findings that prevent clinical placement

Readmission Policy

- Students who fail any subsequent nursing course after exhausting one-time repeat are not eligible for readmission.
- Students dismissed for poor conduct are not eligible for readmission.
- Readmission after withdrawal (in good standing) is not guaranteed and depends on space availability, safety considerations, and clinical placement capacity.
- Students must have withdrawn while in good standing (all coursework passed at time of withdrawal).
- Students whose last nursing course was completed more than one year prior are not considered.
- A second withdrawal from the program, even in good standing, disqualifies the student from readmission.

Reapplication instructions: <https://marin.elumenapp.com/catalog/current/ne> | Application due dates: <https://hs.marin.edu/nursing>

Leave of Absence (LOA) / Medical and Pregnancy Leave

Students who need to temporarily interrupt their nursing education due to a documented medical condition, pregnancy, childbirth, postpartum recovery, or other serious personal circumstance may request a Leave of Absence.

Eligibility and Process

- The student must be in good academic standing at the time of the request (all courses passed; no active dismissal proceedings)

- A written request must be submitted to the Program Director as early as possible, with supporting documentation from a licensed healthcare provider when applicable
- The LOA will be reviewed by the Director in consultation with faculty and the Student Success Coordinator
- LOA approval and duration are determined on a case-by-case basis

Pregnancy and Postpartum

- Pregnant students must provide medical clearance from their healthcare provider prior to each clinical rotation
- The provider must specify any activity restrictions relevant to clinical participation (e.g., lifting limits, exposure precautions)
- Students are entitled to reasonable accommodations for pregnancy-related conditions under Title IX and California law — contact Student Accessibility Services for formal accommodation requests
- Postpartum return requires written medical clearance documenting fitness for clinical participation

Return from LOA

- Students must provide written medical clearance from their healthcare provider before returning to clinical settings
- Return is contingent on space availability in the appropriate semester cohort
- Students may not return after more than one year of absence without completing a new admission application
- A second LOA will not be approved; the student will be counseled on withdrawal and reapplication options

Impairment Policy

Students must maintain fitness for duty in all academic and clinical settings. If faculty observe behaviors suggesting impairment that may compromise safety, the student will be immediately removed from the learning environment and referred to the Program Director within 24 hours. Return requires written documentation from a licensed healthcare provider confirming fitness for safe participation. A second documented incident of impairment results in program dismissal without readmission eligibility.

BRN Intervention Program

Students with a history of substance use disorder who are seeking RN licensure should be aware that the California BRN has a Diversion Program designed to protect the public while supporting nurses and nursing students in recovery. Participation may be a condition of or alternative to disciplinary action. Students are encouraged to proactively consult the Program Director or contact the BRN Diversion Program for guidance before a clinical incident occurs.

[BRN Diversion Program: www.rn.ca.gov](http://www.rn.ca.gov)

Student Rights and Due Process

Students enrolled in the COM Registered Nursing Program retain all rights afforded by California law, Title 5 regulations, and College of Marin Board policies. The following rights are particularly relevant to nursing students:

Right to Challenge a Grade (Title 5 §55024 / Education Code §76224)

A student has the right to challenge a final grade on the grounds of mistake, fraud, bad faith, or incompetency. This right applies to all nursing theory courses. The process requires the student to first discuss the concern directly with the instructor. If unresolved, the student may file a formal grade challenge through the Office of Instruction in accordance with COM's published grade challenge procedure. Grade challenges must be initiated within the timeframe specified in College policy. A grade challenge is distinct from the informal LSP process and represents a formal institutional right.

Right to Due Process Before Dismissal (BP 5500 / Title 5)

A student facing dismissal from the Registered Nursing Program is entitled to due process before the dismissal becomes final. This includes:

- Written notice of the specific grounds for proposed dismissal
- A reasonable opportunity to respond to the allegations — in writing or in a meeting with the Director of Nursing
- The right to have a support person present at any dismissal meeting (the support person may not be an attorney acting in a legal capacity during the meeting itself, per college policy)
- The right to appeal the dismissal decision to the Vice President of Student Services in accordance with COM Student Conduct Policy AP 5520

Note: Immediate removal from clinical for safety reasons is not the same as dismissal from the program. Immediate removal is a protective measure while the situation is investigated; formal dismissal follows the due process described above.

Student Concerns, Complaints, and Grievance Process

The College of Marin Registered Nursing Program is committed to fostering a respectful, equitable, and supportive learning environment. Students have the right to express concerns and seek resolution through established college and program processes.

The College of Marin maintains formal policies and procedures for addressing student concerns and complaints. Students are encouraged to refer to the **Student Services website (Concerns and Complaints section)** to identify the type of complaint (e.g., academic, non-academic, discrimination/harassment, or other) and to follow the appropriate process for resolution.

Definitions

- A **complaint** is an expression of dissatisfaction related to the nursing program, including concerns about individuals, processes, or learning environments.
- A **formal complaint** is a written, signed statement submitted with supporting documentation. All formal complaints are documented and tracked in accordance with college policy and accreditation standards.

Process for Resolution

Students are encouraged to seek resolution at the lowest appropriate level whenever possible:

1. Informal Resolution

- o Students should first address concerns directly with the individual involved (e.g., peer, staff member, or faculty), when appropriate.
- o If unresolved, concerns should be discussed with the course instructor.
- o Faculty are available to assist with conflict resolution and to support professional communication.

2. Program-Level Review

- o *If the issue is not resolved with the instructor, the student may escalate the concern to the Department Chair.*
- o *If the issue remains unresolved, the student may then escalate to the Director of Nursing for further review.*

3. Formal Complaint Process

- o Formal complaints must be submitted in writing, signed, and include relevant supporting documentation.
- o The Program Director will acknowledge receipt of a formal written complaint within 3 business days and provide a written response within 10 business days. If additional time is required, the student will be notified in writing of the delay and an estimated response date.
- o Complaints related to academic issues (e.g., grading, progression, dismissal), admissions, attendance, financial aid, student records, or other institutional matters will be addressed in accordance with **College of Marin policies and procedures**.
- o In cases where a complaint falls under college-level jurisdiction, the college-level process takes precedence. Clinical safety concerns are addressed immediately through program-specific procedures regardless of any concurrent complaint process.

4. Appeal Process

- o A student who is dissatisfied with the Director's written response may submit a written appeal to the Dean of Health Sciences within 5 business days of receiving the Director's response.
- o The appeal must state the specific grounds for disagreement and include any relevant supporting documentation.
- o A written decision will be issued within 10 business days of receipt of the appeal.
- o The decision of the Dean is final at the program level. Students retain the right to pursue resolution through college-level grievance processes as outlined by Student Services.

5. Special Categories

- o Complaints involving discrimination, harassment, or Title IX matters are referred to the appropriate institutional office and handled according to state and federal law. Students are protected from retaliation when raising concerns in good faith. Formal complaints are documented and tracked per ACEN and BRN accreditation standards.

College of Marin policies and complaint procedures: <https://policies.marin.edu/home> | Student Services: <https://ss.marin.edu/>

Section VII: Clinical Placement, Onboarding, and Professional Conduct

Clinical Onboarding Requirements

Prior to beginning clinical rotations (before NE 95), all students must submit the following via American Databank (Complio):

- Health physical exam and complete immunization records (including COVID-19 and Hepatitis B with titers)
- Current AHA BLS for Healthcare Providers CPR card — American Heart Association only
- Proof of health insurance
- Background check and drug screening
- Two-step TB skin test or QuantiFERON gold blood test; annual TB surveillance thereafter
- Self-enrollment in Nursing Program Resources Canvas:
<https://marin.instructure.com/enroll/GAB6G8>

Drug screening must be passed before clinical participation. A positive or inconclusive dilute result bars clinical participation and may result in program dismissal.

Background check findings indicating felony convictions may also result in ineligibility for clinical placement. Students are responsible for timely resubmission of updated documentation each semester as required.

The College of Marin Registered Nursing Program is committed to equity and inclusion and recognizes that background check and drug screen results may reflect systemic, socioeconomic, or other contextual factors that disproportionately affect students from historically underrepresented communities. In recognition of this, all determinations will be made through an individualized, equity-informed review process. Prior to any dismissal decision, the Program Director will:

1. Notify the student in writing of the agency's determination within 3 business days.
2. Meet with the student to review the circumstances on an individual, case-by-case basis, considering the nature, recency, and context of any findings, including whether results may reflect systemic or socioeconomic factors, in accordance with BRN guidance (CCR section 1445).
3. Inform the student of their right to access support through College of Marin Student Services and COMCare during the review process.
4. Consult with college counsel prior to issuing a final decision.
5. Issue a written decision to the student within 10 business days of notification.

Students have the right to appeal the dismissal decision in accordance with the College of Marin Student Grievance procedures and Title 5 section 55033(d). Students are encouraged to contact Student Services and COMCare for support and guidance throughout this process."

BRN Licensure and Prior Convictions

Before obtaining RN licensure, all graduates must report felony and misdemeanor convictions and submit fingerprints. The BRN may deny licensure based on prior convictions. Contact the Program Director or visit www.rn.ca.gov for details.

Required Clinical Equipment

Students must have the following equipment available for all clinical experiences:

Item	Notes
Stethoscope	Personal, quality clinical grade
Penlight	For neurological assessment
Watch with second hand or digital equivalent	Required for pulse and respiratory rate assessment
Black ink pen	For clinical documentation
COM photo ID badge	Must be visible at all times
Official COM nursing uniform (Hunter Green)	Clean, well-fitting, in good condition
Closed-toe, closed-heel clinical shoes	Clean; designated for clinical use only

Uniform and Professional Appearance

- COM photo ID must be visible at all times in clinical, skills lab, and simulation settings
- Official COM Hunter Green scrubs with required patches (secured appropriately) and name badge
- Closed-toe, closed-heel shoes designated for clinical use only — clean and in good condition
- Nails: clean, short, natural only — no nail polish or artificial nails (infection control standard)
- Hair: clean, secured away from face and collar; facial hair neatly groomed
- Jewelry: one plain wedding band and one small stud earring per ear — no other jewelry
- No perfumes, colognes, or scented products — patient sensitivity
- Tattoos must be covered if required by the clinical agency
- N95 respirator fit testing compliance required — grooming standards apply

Students missing required identification or equipment may be denied clinical participation. Missed time counts as an absence. Repeated violations may result in progressive disciplinary action.

Legal and Ethical Responsibilities

Student nurses practice within a defined student scope under faculty supervision (California Business and Professions Code §2729). Students must act as a prudent RN would given their level of training, and may only perform procedures for which they have received classroom instruction and a satisfactory skills check-off. When in doubt, stop and seek guidance from the instructor.

Students are covered by professional liability insurance (\$1,000,000 per occurrence / \$3,000,000 aggregate). Students must follow the Nursing Practice Act, ANA Code of Ethics, HIPAA, and all hospital/agency policies. Students may not witness patients' wills, conservatorships, or personal business dealings.

Mandatory Rest Period Policy

Patient safety depends on nurses who are physically and mentally alert. In the interest of safe practice, students are expected to ensure adequate rest prior to clinical shifts. As a general guideline consistent with professional nursing standards:

- Students should have a minimum of 8 hours between the end of any work shift or other obligation and the start of a clinical rotation
- Students who report to clinical in a state of impairment due to fatigue or other causes may be removed from clinical at faculty discretion
- Students who work the night before a clinical day do so at their own risk — faculty are not obligated to excuse absences or performance concerns related to fatigue

If personal obligations make safe clinical participation impossible on a given day, students must notify the instructor prior to the scheduled session and follow the attendance policy.

HIPAA and Confidentiality

All patient information is strictly confidential under HIPAA. Students must:

- Access only the minimum necessary patient information required for assigned care
- Use only de-identified information (initials only) in all written and verbal reports
- Avoid discussing patient information in public areas — hallways, elevators, cafeterias, or social settings
- Never photograph patients, records, or any protected health information with personal devices
- Never post any clinical information on social media regardless of whether identifiers are used
- Shred or dispose of all PHI-containing documents before leaving the clinical site

Violations may result in removal from clinical, disciplinary action, course failure, or program dismissal.

Gifts and Gratuities

Students may not accept gifts, gratuities, money, or favors from patients, families, or clinical agency staff. Accepting gifts violates professional boundaries and ethical standards. If a patient or family offers a gift, students should politely decline and notify their instructor.

Student Supervision in Clinical Settings

Clinical agencies maintain overall responsibility for patient safety independent of student presence. The assigned RN retains overall care responsibility; students may only perform activities appropriate to their level of preparation under adequate supervision. Faculty serve as clinical instructors and are responsible for evaluation and liaison functions. Students are individually accountable and may be held legally liable for unsafe or negligent practice.

Preceptorship (NE 286L)

The preceptorship is the capstone clinical experience, pairing students one-on-one with an experienced RN to support transition to practice. Key requirements:

- Submit preceptorship preference form by **September 1** — specific placements cannot be guaranteed
- Students may not independently contact clinical sites or arrange their own preceptors — all placements are coordinated by the program
- An initial meeting with the preceptor and clinical faculty must occur before clinical hours begin (BRN Reg. §1426.1)
- Students must align their schedule with the preceptor's; preceptors are not required to adjust their schedules
- Formative evaluation occurs throughout the experience; midterm and final summative assessments are also conducted

Detailed preceptorship expectations are covered in the NE 286L course syllabus.

Section VIII: Safety, Injury Reporting, and Bloodborne Pathogens

The health and safety of all individuals are the highest priority. Students must comply with CDC Universal Precautions at all times, complete annual OSHA Bloodborne Pathogen training before clinical, and follow all agency infection control protocols.

Universal Precautions Summary

- Wash hands before and after patient care and immediately after glove removal
- Wear gloves when anticipating contact with blood, body fluids, or moist body substances
- Wear mask and eye protection during procedures likely to generate splashes or sprays
- Dispose of all sharps immediately in designated puncture-resistant containers — do not recap, bend, or break needles
- Handle all specimens as potentially infectious

Exposure Response — Clinical Setting

Immediately report any exposure to the clinical instructor, then:

- **Needle stick / skin exposure:** Wash with soap and water; encourage bleeding from puncture wounds
- **Ocular / mucous membrane exposure:** Irrigate with water for 5 minutes
- **Call Company Nurse:** 1-877-518-6702
- File a Workers' Compensation Claim (DWC1) by contacting HR at (415) 884-3159
- The instructor will send the student to the ED or employee health and complete supervisor reports

Injury on Campus

Student injuries on campus must be reported to the instructor immediately. Complete a Student Accident and Injury Report Form and submit to Student Health Services within 10 days. See ss.marin.edu/health-services/accidentinjury-report.

Call 911 for life-threatening emergencies: chest pain, respiratory distress, uncontrolled bleeding, unconsciousness, fire, or violent incidents.

Section IX: Student Resources and Services

Estimated Program Costs

The following table provides estimated costs for the two-year program. Costs are approximate and subject to change. Most supply and equipment purchases occur in the first semester.

Item	Estimated Cost
Tuition (resident, ~\$46/unit)	~\$2,000 for program nursing units
Enrollment and student fees	~\$200 per year
Parking	~\$150 per year
Textbooks and digital resources (Elsevier/HESI)	~\$1,800 (most in 1st semester)
Uniforms (Hunter Green scrubs, patches)	~\$200
Clinical equipment (stethoscope, penlight, watch, etc.)	~\$150–\$300
Background check and drug screening (Complio)	~\$100–\$150
CPR card (AHA BLS)	~\$30–\$50
Health physical and immunization documentation	Variable
Total Estimated Cost (resident, 2 years)	~\$4,800–\$5,500

Financial aid, grants, and nursing scholarships may be available — see Financial Aid below. COM nursing students are also eligible for several external nursing-specific scholarships.

Academic and Personal Support

Counseling and Advising: Academic, career, and personal counseling at both campuses. Kentfield: (415) 485-9432. ss.marin.edu

COM CARE: Crisis Assessment, Response, and Education team for academic, mental health, housing/food access, and behavioral concerns.

Student Accessibility Services (SAS): Accommodations for documented disabilities. Request each semester: ss.marin.edu/sas

Financial Aid: FAFSA-based grants, loans, fee waivers, and nursing scholarships. es.marin.edu/financial-aid | ss.marin.edu/tcc/scholarships-financial-aid

Health Center / TimelyCare: Free 24/7 telehealth for enrolled students. Call 833-4-TIMELY or visit timelycare.com/marin. In-person: TB tests, Narcan, referrals. ss.marin.edu/health-services

Academic Resources

Library: Nursing journals, CINAHL, online databases at both campuses. library.marin.edu

Clinical Application Laboratory (Skills Lab): Students who use the lab beyond minimum requirements consistently demonstrate better clinical performance. Independent open-lab use permitted during open hours with lab tech or faculty present.

RN Student Resource Room (SMN 216): Computers, texts, journals. Available during school hours.

Tutoring: Faculty and peer tutors available. See Nursing Program Resources Canvas for current tutors.

Canvas: Online platform for tracking clinical hours (link to Qualtrics), skills, and evaluation forms (Canvas).

Make-Up Testing: Testing Center, SS 115–117. ss.marin.edu/assessment/makeup-testing

Computer Labs: www1.marin.edu/umoja/student-resources

Lockers

Student lockers are available on the 2nd Floor of the Science, Math, and Nursing Building (Bershad Wing). Bring your own lock, select an unoccupied locker, and notify the department administrative assistant of your locker number. Empty and clean your locker before program completion.

Student Organizations and Governance

The Student Nurses' Association (SNA) provides leadership, community outreach, peer support, and fundraising for the Pinning ceremony. Student/Faculty Forum meetings are held twice per semester. Two student class representatives per year are selected each fall to participate in faculty work groups and monthly faculty meetings.

Reference Letters

Request reference letters in writing at least one week in advance. Provide all information needed to complete the letter. Only two letters per graduating senior will be written. Letters reflect clinical performance, attendance, academic work, and professionalism.

Appendices

Appendix A: Skills Laboratory Grading Rubric

Criterion	Pass	No Pass
1. Principles & Rationale	Verbalizes accurate principles and rationale for each step without prompting.	Unable to verbalize rationale, requires prompting, or provides inaccurate information.
2. Therapeutic Communication	Assesses patient comfort; acknowledges patient experience before, during, and after procedure.	Focuses on skill performance only; does not address patient's comfort or psychological needs.
3. Patient Teaching	Provides accurate pre- and post-procedure teaching appropriate to patient needs.	Fails to provide pre- or post-procedure teaching, or provides inaccurate information.
4. Safety	Follows all safety precautions: patient ID, infection control, body mechanics, fall prevention, sharps safety.	Fails to follow one or more safety precautions.
5. Therapeutic Outcome (within time)	Correctly performs all critical steps; achieves therapeutic outcome within allotted time.	Omits critical steps, fails to achieve therapeutic outcome, or exceeds time limit.
6. Documentation (PIE format)	Documents correctly and completely: date, time, Patient findings, Intervention, Evaluation of response.	Fails to document or documents incompletely; does not use PIE format or omits date/time/signature.

Appendix B: Learning Support Plan (LSP)

This form is initiated by faculty when a barrier to student progression or success is identified. The student's signature confirms awareness and does not imply agreement.

Date of Report: _____

Course: _____

Student Name: _____

Student Email: _____

Faculty/Staff Name: _____

Faculty/Staff Email: _____

Date of Student Meeting: _____

Referral Date to Student Success Coordinator:

Referral Area(s): ☐ Lecture ☐ Clinical ☐ Skills Lab ☐ Simulation ☐ Staff/Administration

Situation (what happened):

Background (subjective and objective information):

Assessment (identified barrier to progression):

Recommendation (referrals and interventions):

Required actions completed by (date): _____

Consequence if required actions not completed:

Student will follow up with faculty on or before (date):

Student Comments:

LSP Progress Notes:

Date	Comments	Student Initials	Faculty Initials

Student signature confirms awareness of the LSP. Faculty signature confirms the plan was reviewed with the student.

Faculty/Staff Signature: _____ Date: _____

Student Signature: _____ Date: _____

Send signed form to Student Success Coordinator (SSC) within 3 business days. The SSC stores LSPs in the protected ADN Folder and prepares a monthly summary for the Director.

Appendix C: Clinical Laboratory Make-Up Assignment Form

Student Name: _____

Course: _____

Instructor: _____

Date of Absence: _____

Date Form Issued: _____

Make-Up Activity (as determined by faculty):

(May include simulation, skills lab practice, case study, written assignment, or other faculty-directed activity.)

Total make-up hours required: _____

Completion deadline:

The student must demonstrate achievement of clinical objectives through the make-up activity. Completion does not automatically ensure course progression — all clinical objectives must be met. Make-up opportunities are not guaranteed and are provided at faculty discretion.

Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Appendix D: Accountability Contract

I have received, read, and understood the College of Marin Registered Nursing Program Student Handbook for 2026–2027. I agree to comply with all nursing program regulations, requirements, and policies as stated in this handbook and any future revisions communicated to students. I understand that:

1. Failure to comply with handbook policies may result in disciplinary measures up to and including program dismissal.
2. This handbook is subject to change; I am responsible for reviewing any updates communicated by the program.
3. My clinical schedule may change due to rotation assignments or clinical facility and faculty availability.
4. I have reviewed the Academic Integrity and Social Media policies and understand the consequences of violations.
5. I have reviewed the Technical Standards and confirm I am able to meet the functional requirements of the program or have contacted SAS to initiate an accommodation request.
6. I understand my rights under Title 5 of the California Code of Regulations, including the right to challenge a grade (§55024) and the right to due process before program dismissal (BP 5500 / AP 5520).
7. I understand that program admissions are governed by the California Community Colleges Chancellor's Office Multicriteria Selection requirements (AB 1891 / SB 1183) and that the program reports annual outcome data to the CCCCCO pursuant to Education Code §78261.

Print Name: _____ Date: _____

Signature: _____ Date: _____

Please sign and date this page online through Canvas

Appendix E: Student Referral for Health Clearance Evaluation

Completed by faculty/administration when a student is removed from the learning environment due to observed behaviors indicating possible impairment or inability to safely participate. This form initiates the health clearance process and must be submitted to the Program Director. Maintained as a confidential educational record per FERPA.

Section I: Student Information

Student Name: _____

Student ID (optional): _____

Course: _____

Instructor: _____

Date of Incident: _____

Time: _____

Location: ☐ Classroom ☐ Clinical ☐ Skills Lab ☐ Simulation ☐ Other: _____

Section II: Reason for Referral — Observed Behaviors (check all that apply)

☐ Impaired physical functioning (e.g., unsteady gait, slurred speech)

☐ Altered judgment or decision-making

☐ Emotional or mental distress

☐ Disruptive or unsafe behavior

☐ Inconsistent or erratic performance

☐ Other: _____

Objective description of incident (observable behaviors only — avoid diagnostic language):

Section III: Immediate Actions Taken

☐ Student removed from learning/clinical environment

☐ Program Director notified Date/Time: _____

☐ Student advised not to return until cleared

☐ Other: _____

Section IV: Referral Requirement

The student is required to obtain a Health Clearance Evaluation from a licensed healthcare provider (e.g., licensed mental health or substance use professional) to determine fitness for safe participation in the nursing program. The completed Health Clearance Form (Appendix F) must be submitted directly to the Program Director prior to consideration for return.

Section V: Signatures

Instructor Name / Signature: _____ Date: _____

Program Director / Designee: _____ Date: _____

Section VI: Student Acknowledgment

I acknowledge that I have been informed of the concerns outlined above and understand the requirement to obtain a professional evaluation prior to returning to the program.

Student Signature: _____ Date: _____

Section VII: FERPA-Compliant Authorization for Release of Information

I authorize the licensed healthcare provider completing my Health Clearance Evaluation to release only information related to my ability to safely participate in nursing program activities to the Program Director at College of Marin. I understand this authorization is voluntary, I may revoke it in writing at any time, and only the minimum necessary information (fitness for duty / clearance status) will be shared.

Student Signature: _____ Date: _____

For Program Use Only:

Date Clearance Received: _____

Cleared to Return: ☐ Yes ☐ No ☐ Yes, with conditions

Conditions (if applicable):

Program Director Signature: _____ Date: _____

Appendix F: Health Clearance Statement (Fitness for Duty Evaluation)

To be completed by a licensed healthcare provider (e.g., licensed mental health or substance use professional) following evaluation of the student. Purpose: to determine the student's fitness for safe participation in academic and clinical components of the nursing program. Submit directly to the Program Director — do not give to the student to deliver. This document is protected under FERPA and contains confidential student information.

Student Information

Student Name: _____

Date of Evaluation: _____

Evaluating Provider Name:

Provider License Type and Number:

Provider Phone: _____

Provider Address: _____

Section I: Evaluation Summary

Include only information necessary to determine fitness for participation. Do not include detailed diagnosis unless clinically required. Maintain minimum necessary disclosure per FERPA.

Summary of Assessment:

Section II: Plan of Care (optional)

Include only general recommendations relevant to the student's ability to function safely in the nursing program.

Section III: Fitness for Participation Determination

1. Safe to Return to Classroom / Laboratory Activities

- ☐ Yes — No restrictions
- ☐ Yes — With conditions (specify in Section IV)
- ☐ No

2. Safe to Participate in Direct Patient Care (Clinical Setting)

- ☐ Yes — No restrictions
- ☐ Yes — With conditions (specify in Section IV)
- ☐ No

Section IV: Conditions / Restrictions (if applicable)

Must be specific, measurable, and directly related to safe participation in the nursing program.

Section V: Follow-Up Recommendations

- ☐ No further follow-up required
- ☐ Follow-up recommended — timeframe: _____

Provider Attestation

I attest that I am a licensed healthcare professional qualified to perform this evaluation and that the above determination reflects my professional judgment regarding the student's ability to safely participate in nursing program activities.

Provider Signature: _____ Date: _____

Submit this completed form directly to the Program Director. Do not release to the student.