Quincy College
Academic Division of Nursing
Student Handbook

Academic Year 2017-2018
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Quincy College Mission
Quincy College is an open access institution that encourages academic achievement and excellence, diversity, economic opportunity, community involvement and lifelong learning. The College facilitates valuable learning relationships that inspire students to realize their educational and professional futures.

Quincy College Values
Quincy College is committed to the following values:
- Student learning and achievement
- Excellence in teaching
- Mutual respect, responsibility and collaboration
- Individual and institutional integrity
- Diversity of people and perspectives

The Quincy College Division of Nursing
The Quincy College Division of Nursing adheres to the same rules, regulations, and philosophy as described in the Quincy College catalog, student handbook, and schedule of classes. Additional policies are necessary to meet the standards established by the Massachusetts Board of Registration in Nursing, the Accreditation Commission for Nursing Education, and the clinical facilities in the community with which the College maintains clinical contracts.

Philosophy and Values of the Nursing Programs
The philosophy and objectives in the Division of Nursing are in accordance with the parent agency. The faculty of the Nursing program hold the following beliefs:

Nursing
Nursing is a human service system involved with the care of clients and their needs. The client is defined as a unique individual, family or community with cultural values and individualized biopsychosocial needs. Nursing is based on scientific principles directed toward maintaining an optimal level of health and function through health promotion, health maintenance, and health restoration. Nursing assessment is the process for identifying individuals or populations with actual or potential health risks. The nursing process is the framework for addressing identified needs. The nurse, through advocacy for the client and the profession, promotes health in a constantly changing health care environment.

Nursing Education
Nursing education is a lifelong process that takes place in various settings and on several levels. It should minimize repetition of learning and facilitate progression. Learning experiences should be sequenced on the premise that learning proceeds from the simple to complex and incorporates principles of adult learning.

Teaching-Learning Process
Teaching and learning takes place in diverse and non-traditional settings. The roles of faculty in the teaching-learning process are to role model professional practice and facilitate learning by providing appropriate direction and resources to the student who comes from diverse cultural, personal and educational backgrounds. The role of the student is to collaborate with peers and faculty to utilize available resources in a way that enhances critical thinking skills, empowers the individual, and changes attitudes and behaviors.

Nursing Programs

Practical Nursing Certificate Program Description
The certificate program in Practical Nursing is offered on a full-time basis on both the Quincy and Plymouth campuses. The program of study includes theory in the biological and behavioral sciences as the foundation to the nursing courses. The curriculum emphasizes clinical experiences in a variety of health care settings. Planned learning experiences are directed toward developing nursing competency consistent with current practices. The full-time program meets five days a week. The full-time class schedule averages 30 hours (class and clinical). Enrolled students must complete the certificate requirement within 4 years of enrollment in the full-time nursing program. Students who successfully complete the program are eligible to take the NCLEX- Practical Nurse examination for licensure as a Licensed Practical Nurse (LPN). Applicants for licensure in Massachusetts must be of good moral character as determined by the Board of Registration in Nursing. Please note that a student who has been convicted of either a misdemeanor or a felony may be denied entrance to the licensure examination.

Associate Degree in Nursing Program Description
Quincy College offers the Associate Degree in Nursing as a two year full-time program and as a two and one half year part-time program. Both the full-time and the part-time programs are offered on both the Quincy and the Plymouth campuses. Students who successfully complete the program are eligible to take the NCLEX Registered Nurse examination for licensure as a Registered Nurse (RN). Applicants for licensure in Massachusetts must be of good moral character as determined by the Board of Registration in Nursing. Please note that a student who has been convicted of either a misdemeanor or a felony may be denied entrance to the licensure examination.
LPN to RN Program
Quincy College offers the Associate Degree in Nursing as a one year completion degree program track on the Quincy and Plymouth campuses. The program track is offered both day and evening. All applicants to the LPN2RN program track must possess an active, unencumbered license to practice as a Practical Nurse (LPN) in the state of Massachusetts. This license must remain active throughout the program of study. In addition to the LPN license, all applicants must have completed 25 semester credit hours of college level Liberal Arts and Natural Science courses with a grade of C or better. The remaining 13 semester credit hours of required Liberal Arts and Natural Science courses may be taken prior to or concurrently with the nursing courses (RNU-206 and RNU-208). Students who successfully complete the program are eligible to take the NCLEX-Registered Nurse examination for licensure as a Registered Nurse (RN). Applicants for licensure in Massachusetts must be of good moral character as determined by the Board of Registration in Nursing. Please note that a student who has been convicted of either a misdemeanor or a felony may be denied entrance to the licensure examination.

Program Accreditation and Approval
Quincy College Associate Degree Nursing program is “accredited with conditions” by the Accreditation Commission for Education in Nursing (ACEN). The Practical Nursing Program is fully accredited by the Accreditation Commission for Education in Nursing (ACEN). Students may contact the ACEN for more information on the web at http://www.acenursing.org/ or at 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326, by telephone at 404-975-5000 or 800-669-1656, or by faxing 404-975-5020.
Quincy College Division of Nursing PN and ADN programs have been placed on “Approval with Warning” Status by the Massachusetts Board of Registration in Nursing (BORN). It is important for students to know that as a graduate of Quincy College Division of Nursing, students will remain eligible to write the NCLEX RN. For more information about this status please visit quincycollege.edu/program/nursing. Students may contact BORN for more information on the web at http://www.mass.gov/dph/boards/rn or at 239 Causeway Street, Suite 200, 2nd Floor, Boston, MA 02114, or by phone at (617) 973-0800 or (800) 414-0168. To view student achievement outcomes please visit quincycollege.edu/program/nursing.

Program Outcomes

Practical Nursing Program
At the completion of the program, the student will be able to:
- Assess the biopsychosocial deficits of the health care client
- Assist in developing nursing care plans and setting priorities for nursing care
- Implement care plans using safe nursing care principles, and standards of practice, and based on individual rights and client needs
- Communicate effectively
- Evaluate the progress of the care plan based on nursing intervention and outcomes
- Distinguish the role of a Licensed Practical Nurse within the health care delivery system and understand the nursing code of ethics
- Understand the importance of personal and professional growth and utilize educational opportunities to achieve goals
- Advocate for the health care consumer and the nursing profession

Associate Degree Nursing and LPN2RN Program
At the completion of this program, the student will be able to:
- Apply critical thinking skills through the nursing process in meeting health care needs of assigned clients within culturally diverse settings
- Communicate appropriately in verbal, non-verbal, and written modes
- Implement nursing practices of primary health care to foster health maintenance
- Manage nursing care in a safe manner for clients in primary, secondary, and tertiary care settings
- Collaborate with the health care team to provide for the biopsychosocial needs of clients
- Assume responsibility for dynamic professional development
### Curriculum

#### Practical Nursing Certificate Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 149</td>
<td>Applied Anatomy and Physiology for Healthcare Professions</td>
<td>4</td>
</tr>
<tr>
<td>MAT 103 or MAT 107</td>
<td>College Algebra or Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PNU 101</td>
<td>Growth and Development</td>
<td>1</td>
</tr>
<tr>
<td>PNU 111</td>
<td>Human Behavior</td>
<td>1</td>
</tr>
<tr>
<td>PNU 131</td>
<td>Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>PNU 141</td>
<td>Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>PNU 145</td>
<td>Fundamentals of Practical Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>PNU 146</td>
<td>Fundamentals of Practical Nursing II</td>
<td>5</td>
</tr>
<tr>
<td>PNU 153</td>
<td>Introduction to Care of the Adult</td>
<td>8</td>
</tr>
<tr>
<td>PNU 154</td>
<td>Medical-Surgical Nursing</td>
<td>8</td>
</tr>
<tr>
<td>PNU 157</td>
<td>Practical Nursing Across the Continuum</td>
<td>7</td>
</tr>
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<td><strong>Total</strong></td>
<td><strong>44</strong></td>
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#### Associate Degree Nursing Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103 or MAT 107</td>
<td>College Algebra or Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CSI</td>
<td>Computer Science Core</td>
<td>3</td>
</tr>
<tr>
<td>HIS or GOV</td>
<td>History or Government Core</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 131</td>
<td>Anatomy and Physiology I with lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 132</td>
<td>Anatomy and Physiology II with lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 151</td>
<td>Microbiology with lab</td>
<td>4</td>
</tr>
<tr>
<td>RNU 108</td>
<td>Fundamental Concepts of Client Care</td>
<td>7</td>
</tr>
<tr>
<td>RNU 109</td>
<td>Advanced Concepts of Client Care I</td>
<td>10</td>
</tr>
<tr>
<td>RNU 206</td>
<td>Advanced Concepts of Client Care II</td>
<td>10</td>
</tr>
<tr>
<td>RNU 208</td>
<td>Advanced Concepts of Client Care III</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>67</strong></td>
</tr>
</tbody>
</table>
**Advanced Placement Policy/ LPN2RN Program**

Licensed practical nurses who seek advanced placement in the Associate Degree in Nursing Program must apply for the LPN2RN program, see admission policy. The most qualified applicants are selected from the applicant pool for admission.

Once accepted, LPN2RN student must comply with the immunization requirements specified by the Massachusetts Department of Public Health through the creation of a student CastleBranch account. Compliance must be demonstrated by the date listed on the acceptance letter. Students who do not meet the requirements by the date indicated in the letter will be removed from the Nursing Program.

The LPN will begin in the RNU-206 Advanced Concepts of Client Care II course, in the designated LPN2RN course section. Upon successful completion of RNU-206, the student progresses to RNU-208 Advanced Concepts of Client Care III, in the designated LPN2RN course section. Upon successful completion of RNU-208, the student is a candidate for graduation, provided all graduation requirements are met, see graduation policy. The graduate is then eligible to write the NCLEX-RN.

Prospective students should be aware that no transfer courses are accepted in the final semester of the nursing program and should plan their schedule carefully with a Nursing Academic Advisor.

**LPN to RN Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 103 or</td>
<td>College Algebra or Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSI</td>
<td>Computer Science Core</td>
<td>3</td>
</tr>
<tr>
<td>HIS or GOV</td>
<td>History or Government Core</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 131</td>
<td>Anatomy and Physiology I with lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 132</td>
<td>Anatomy and Physiology II with lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 151</td>
<td>Microbiology with lab</td>
<td>4</td>
</tr>
<tr>
<td>RNU 206</td>
<td>Advanced Concepts of Client Care II</td>
<td>10</td>
</tr>
<tr>
<td>RNU 208</td>
<td>Advanced Concepts of Client Care III</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>50</strong></td>
</tr>
</tbody>
</table>

The practical nursing program does not offer an advanced placement option.

**Course Exemption Policy**

All students in the Division of Nursing are required to complete all courses in the nursing curriculum to be considered for graduation. Nursing students seeking graduation are not exempt from any nursing program courses. See above nursing program curricula grid.

**Nursing Course Descriptions**

**PNU 101  Growth and Development  1 credit**

This course is an overview of the basic manifestations of normal physical, psychological, emotional and social growth and development including the prenatal period, infancy, toddler, childhood, adolescence, adulthood and aging. It includes the stages and factors necessary for normal growth, development and obvious deviations from the normal. Prerequisites: Admission to the Practical Nurse Program.
PNU 111  Human Behavior  1 credit
This course introduces physical, psychosocial, cultural and spiritual factors that affect human behavior. Effects of internal and external stressors and the individual’s response to these stressors are discussed. Guidelines for the promotion of psychological and spiritual comfort, interpersonal behavior and self-assessment by the student are presented. Prerequisites: Admission to the Practical Nurse Program.

PNU 131  Nutrition  1 credit
This course introduces the principles of normal nutrition, with emphasis on the nutritional needs across the life span. This course is designed to provide a working knowledge of nutrients, food sources, and menu planning and food preparation in a culturally diverse American society. The basic food group pyramid and “Guidelines for Healthy Americans” are introduced. Physical, psychological, economic, cultural and religious factors affecting nutrition are included. An overview of federal regulations related to nutrition is also presented. Prerequisites: Admission to the Practical Nurse Program.

PNU 141  Microbiology  1 credit
This course provides a general study of common and newly emerging microorganisms and their characteristics in relation to health and control of disease. Included is an introduction to concepts of infection and immunity and the more common methods of destroying microorganisms. Emphasis is on infection control. No labs. Prerequisites: Admission to the Practical Nurse Program.

PNU 145  Fundamentals of Practical Nursing I  5 Credits
This is a level I concentration course designed to introduce the practical nurse student to contemporary nursing practice. Course content identifies the concepts of communication, client assessment, the role of the practical nurse, healthy psychological and physiological responses of clients across the life span, with a focus on the aging adult client as well as including health promotion strategies. The course content emphasizes the client as a self-care agent. The concepts of self-care requisites and the presence of self-care deficits guide the development of nursing interventions and evaluation. The nursing process is introduced as the framework for identifying the client’s biopsychosocial needs. Theoretical and clinical content focuses on applying basic nursing principles. The course presents concepts of critical thinking, decision making and priority setting based on hierarchy of needs. Prerequisites: Admission to the Practical Nurse Program. Pre-or-co-requisites: PNU 111, PNU 141, HSC 149.

PNU 146  Fundamentals of Practical Nursing II  5 Credits
This is a level I concentration course designed to continue to build upon the concepts, knowledge, and skills introduced in PNU 145. This course continues to emphasize the client as a self-care agent and nursing process as a framework for identifying the client’s biopsychosocial needs. Pharmacology and math calculations for medications are introduced. Emphasis will be placed on nursing responsibilities in the preparation and safe administration of medications as well as documentation. Course content continues to identify the concepts of the role of the practical nurse for clients across the life span, with a focus on the aging adult client. Theoretical and clinical content focuses on applying basic nursing principles. The course presents concepts of critical thinking, decision making and priority setting based on hierarchy of needs. Prerequisites: PNU 145; Pre-or-co-requisites: MAT 103, PNU 101, PNU 131.

HCS 149  Applied A&P for Health Care Professionals  4 credits
This course is an integrated study of the anatomy and physiology of the human body from the cellular level to the system level; designed for students embarking on a career/profession in the field of health care. Emphasis will be placed upon clinical applications, associated medical terminology and patient assessment. Advances in biomedical technology and patient/client treatment will be highlighted. Prerequisite: Completion of HSC 140 prior to enrollment HSC 149 strongly recommended.

PNU 153  Introduction to Care of the Adult  8 Credits
This is a Level II concentration course designed to assist the practical nurse student in the integration of concepts mastered at Level I. Course content identifies nursing care of adult clients experiencing actual/potential self-care deficits and includes health promotion strategies. The concepts include nursing care of the perioperative client, care of clients with endocrine, immune, respiratory, sensory and musculoskeletal deficits. The course also presents the nursing care of clients experiencing mental health issues. The nursing process is used as the framework for meeting the self-care deficits of adults in structured clinical settings. Theoretical and clinical content focuses on applying nursing care within the student practical nurse role including the administration of medications. The course introduces concepts of leadership and management. Critical thinking skills with decision making and priority setting continue to be reinforced. Prerequisites: PNU 146.

PNU 154  Medical Surgical Nursing  8 credits
This is a Level III concentration course designed to assist the practical nurse student in the integration of concepts mastered at Level I and II. Course content identifies nursing care of adult clients experiencing actual/potential self-care deficits and includes health promotion strategies. The concepts include care of clients with cancer, blood, circulatory, neurological, gastrointestinal, genitourinary and reproductive deficits. Nursing care of clients experiencing emergency situations, including burns, fractures, exposure to biochemical substances is also included. The nursing process is used as the framework for meeting the self-care deficits of adults in structured clinical settings. Theoretical and clinical content focuses on applying nursing care within the practical nurse student role including the administration of medications. Concepts of priority setting, decision making, delegation and supervision are integrated in caring for a group of clients. Prerequisites: PNU 153.

PNU 157  Practical Nursing across the Continuum  7 credits
This is a Level IV concentration course designed to assist the Practical Nurse student in the integration of concepts mastered at Levels I, II and III. Basic concepts of maternity and pediatric nursing are introduced. Course content includes family centered nursing care with health promotion and maintenance. Also included are the responsibilities of the Practical Nurse with an emphasis on transition to practice. The nursing process is used as the framework for meeting the self-care
requisites of clients across the life span, including use of pharmacologic agents used for all age groups. Course concepts represent nursing care in both the community and inpatient settings. Prerequisites: PNU 154.

**RNU 108  Fundamental Concepts of Client Care  7 credits**
Fundamental Concepts of Client Care is designed to introduce the student to the foundational principles of contemporary nursing practice. Emphasis is placed on developing skills related to health assessment, and health intervention with a holistic emphasis. Theoretical content includes principles of physical and psychosocial care, communication, growth and development, teaching and learning, wellness, families, communities, cultures and professional issues. Nursing process is taught as the methodology for meeting the client's health care needs. Related learning experiences focus on physiologic and psychosocial health care of the client. Pre-requisites: Admission into the ADN Program. Pre-or Co-requisite: BIO 131, ENG 101 or higher, and MAT Core.

**RNU 109  Advanced Concepts of Client Care I  10 Credits**
Advanced Concepts of Client Care I is designed to provide the student with the cognitive and psychomotor skills to promote health maintenance and health restoration across the lifespan. Content includes selected principles of maternity, neonatal, and medical-surgical care. The principles of basic fluid and electrolyte management, peri-operative care, and care of the medical-surgical client experiencing an oncology diagnosis are presented. Diabetes, hematology, vascular function, and orthopedic trauma content are presented from a lifespan perspective. Related learning experiences are scheduled for the college lab, maternity and medical-surgical units at health care agencies, and the community. Pre-requisite: RNU 108. Pre or Co-requisites: BIO 132, PSY Core.

**RNU 206  Advanced Concepts of Client Care II  10 credits**
Advanced Concepts of Client Care II presents principles and practices related to comprehensive nursing care. This course examines systems that have high incidence of morbidity and mortality in the United States: respiratory, cardiac, renal, immunology, and mental health part 1. The nursing process continues to be the methodology utilized in assisting culturally diverse clients across the life span. The therapeutic nurse-client relationship will be analyzed to promote biopsychosocial health in all settings. Students will have clinical placements in the following settings: medical-surgical, pediatric, (both in patient and in schools) and mental health. Course includes 180 hours of clinical practice. Pre-requisite: RNU 109. Pre or Co-requisites: BIO 251 (formerly BIO 151), Computer Science Core.

**RNU 208  Advanced Concepts of Client Care III  10 credits**
Advanced Concepts of Client Care III presents principles and practices related to the care of clients with multi-system health problems. Systems examined include: gastrointestinal part II, neurologic-sensory, endocrine part II, hematological and, musculoskeletal, integumentary. Changes affecting mental health will be discussed. The nursing process continues to be the methodology to assist culturally diverse clients across the life span. Students will have the following clinical placements: medical-surgical, pediatric, and mental health. Course includes 180 hours of clinical practice. Pre-requisites: RNU 206. Pre or Co-requisites: ENG 102, History/Government Core.

**Admission Requirements**

**Admission Process to Associate Degree Program in Nursing**

1. Student must complete the following prerequisites courses to be eligible to apply for admissions:
   - ATI TEAS exam with a minimum overall score of 68.7% (Visit atitesting.com to register.)
   - ENG 101: English Composition I (3 credits) with a grade of C or higher
   - MAT 103: College Algebra (3 credits) or a higher level math class with a grade of C or higher
   - BIO 131: Anatomy & Physiology I (4 credits) with a grade of C or higher*
   - In-progress or registered for BIO 132: Anatomy & Physiology II (4 credits) with a grade of C or higher* The Nursing Track within the Natural Science program is designed as the first step towards a degree in nursing, and provides a well-defined path that a student may follow in order to achieve the nursing program prerequisites.

2. Student schedules the ATI TEAS test at the ATI website (www.atitesting.com). All applicants must achieve a minimum of proficient as defined by Academic Preparedness Categories for the ATI TEAS assessment (68.7%).
3. Applicant must attend a Nursing Program Information session prior to submitting an application.
4. Application must be submitted within the published application period.
5. Completed application includes the following:
   - Official high school transcript or GED
   - Official college transcript(s) if prerequisites not taken at Quincy College
   - $50 Application Fee (Non Refundable)
   - Qualifying scores on the ATI TEAS test
   - Work History validation, if applicable
   - Evidence of attendance at Nursing Information Session

6. Applications are reviewed and ranked using the following components:
   - ATI TEAS performance level
   - Prerequisite course grades
   - Quincy College course work completed
7. Applicants will receive an admissions decision 3-4 weeks after the scheduled deadline for submission of applications.

8. All admitted students are required to:
   - Complete Health Forms through CastleBranch
   - Submit to a CORI check
   - Attend a scheduled Nursing Program Orientation
   - Meet with a nursing program advisor
   - Pay a seat deposit and matriculation fee

Admission Process for LPN to RN Associate Degree in Nursing

1. Student must complete the following prerequisite courses to be eligible to apply for admissions:
   - Applicant must hold a current and valid LPN license.
   - ENG 101: English Composition I (3 credits) with a grade of C or higher
   - MAT 103: College Algebra (3 credits) or a higher level math class with a grade of C or higher
   - BIO 131: Anatomy & Physiology I (4 credits) with a grade of C or higher
   - In-progress or registered for BIO 132: Anatomy & Physiology II (4 credits) with a grade of C or higher*
2. Student schedules the ATI TEAS test at the ATI website. All applicants must achieve a minimum of proficient as defined by Academic Preparedness Categories for the ATI TEAS assessment.
3. Application must be submitted within the published application period.
4. Applications are reviewed for completeness and incomplete applications are returned to applicant. Completed application includes the following:
   - Official high school transcript or GED Admissions 12 Quincy College Catalog 2017-2018 | Focused on Teaching and Learning, One Student at a Time Quincy College
   - Official college transcript(s) • $50 Application Fee (Non Refundable)
   - Qualifying scores on the ATI TEAS test
   - Copy of current LPN license
   - Prior Work History Validation if applicable
   - Official LPN transcript
5. Applications are reviewed and ranked using the following components:
   - ATI TEAS performance level
   - Prerequisite course grades
   - Quincy College course work completed
   - Prior Work History Validation
6. Applicants will receive an admissions decision 3-4 weeks after the scheduled deadline for submission of applications.
7. All admitted students are required to:
   - Complete Health Forms through CastleBranch
   - Submit to a CORI check
   - Attend a scheduled Nursing Program Orientation
   - Meet with a nursing program advisor
   - Pay Seat Deposit and matriculation fee

Admission Process to the Practical Nursing Certificate Program

1. Student schedules the ATI TEAS test at the ATI website. All applicants must achieve a minimum of proficient as defined by Academic Preparedness Categories for the ATI TEAS assessment.
2. Application must be submitted within the published application period.
3. Applications are reviewed for completeness and incomplete applications are returned to applicant. Completed application includes the following:
   - Official high school transcript or GED
   - $50 Application Fee (Non Refundable)
   - Qualifying scores on the ATI TEAS test
   - Work History Validation, if applicable.
4. Applications are reviewed using the following components:
   - ATI TEAS performance level
   - Quincy College course work completed
   - Prior Work History Validation in healthcare field
5. Applicants will receive an admissions decision 3-4 weeks after the scheduled deadline for submission of applications.
6. All admitted students are required to:
   - Complete Health Forms through CastleBranch
   - Submit to a CORI check
   - Attend a scheduled Nursing Program Orientation
   - Meet with a nursing program advisor
   - Pay a Seat Deposit and Matriculation Fee
CastleBranch Requirement

Once accepted into any of the Quincy College Nursing Programs, all newly accepted students must, without exception, demonstrate evidence of 100% compliance with CastleBranch requirements by the date specified in the acceptance letter. CastleBranch requirements include immunizations, a background check, cardiopulmonary resuscitation (CPR) for the Health Care Provider, proof of health insurance, a yearly physical exam, and a urinalysis drug screening. If requirements are not met, students will forfeit their admission to the nursing program as well as their deposit. Students who were unable to meet the deadline are welcome to reapply for admission to the nursing program.

CastleBranch Requirement Details

Acceptance into the nursing program is contingent upon the State mandated immunization compliance. Students are required to open an account with Castle Branch at www.castlebranch.com. The following requirements must be met 30 days prior to the start of classes in order to secure a seat in the nursing program. If requirements are not met, students will forfeit their enrollment into the nursing program as well as their deposit. Students who were unable to meet the deadline are welcome to reapply for admission to the nursing program.

Massachusetts Requirements for Health Care Personnel (HCP) are as follows:

Influenza:
All HCP shall receive an annual flu vaccine.
One of the following is required:
- Documentation of the flu vaccine administered during the current flu season (August-March)
- Proof must be submitted with month/day/year immunization was administered.
- Declination waiver signed by a healthcare provider.
- The reason for declination must be provided - refer to immunization guidelines above.
- The renewal will be set for September 1st of the following flu season.

Tuberculosis:
One of the following is required:
- Negative one-step skin test from the past 12 months OR
- Negative QuantiFERON Gold blood test (lab report required) from the past 12 months OR
- Negative T-Spot Blood test (lab report required) from the past 12 months OR
If positive results, submit all of the following:
- Proof of positive test (from any time) AND
- A clear chest x-ray (lab report required) from the past 5 years.
- Symptom free TB Questionnaire from the past 12 months (questionnaire is available for download from this requirement) AND
- Physician clearance documented on letterhead from the past 12 months. (Must state that you are symptom free of tuberculous and received counseling or has received treatment and follow up)
Positive result documentation, must be either a print off from HealthCare provider OR documentation must be signed by one of the following: NP, MD, DO, or PA. Electronic Signatures are acceptable.

If the student received a BCG vaccine, the student MUST receive a QuantiFeron Gold Blood or a Tspot test. The renewal will be set for 1 year for negative PPD results and 5 years for chest x-rays.

Upon renewal one of the following is required:
- Negative one-step skin test from the past 12 months OR
- Negative QuantiFERON Gold blood test (lab report required) from the past 12 months OR
- Negative T-Spot Blood test (lab report required) from the past 12 months OR
If previous positive, all of the following are required:
- Clear chest x-ray (lab report required) from the past 5 years AND
- Symptom free TB Questionnaire from the past 12 months (questionnaire is available for download from this requirement) AND Physician clearance documented on letterhead from the past 12 months. (Must state that you are symptom free of tuberculous and have received counseling OR has received and completed treatment and follow up)

Tetanus/Diptheria/Pertussis (Tdap):
All HCP, regardless of age, shall receive a single dose of Tdap as soon as feasible if they have not previously received Tdap and regardless of the interval since last Td dose. Submit a Td booster administered within the past 10 years. The renewal will be set 10 years from the administered date.

Measles, Mumps, Rubella (MMR):
All HCP shall be immune to measles, mumps and rubella. Documentation of immunity: A) 2 doses of MMR on or after the 1st birthday and at least 1 month apart; or B) quantitative laboratory evidence (titer) of immunity to measles and mumps and rubella.
One of the following is required:
- 2 vaccines (a minimum of 4 weeks apart) OR
- Positive titer only for all 3 components (lab report required) OR
- Negative titer with 2 vaccines from any time

**Varicella:**
All HCP shall be immune to varicella. Evidence of immunity to varicella for HCP includes documentation of 2 doses of vaccine, > 4 weeks apart; laboratory evidence of immunity (titer) (Hospitals will not accept reliable history of varicella disease)

One of the following is required:
- 2 vaccines AND a positive titer (lab report with reference range required) OR
- Positive titer only (lab report with reference range required)

If titer is negative or equivocal new alerts will be created for you to provide one booster shot and a repeat titer.

**Hepatitis B:**
HCP shall receive 3 doses hepatitis B vaccine on a 0, 1, and 6 month schedule. Test for hepatitis B surface antibody (anti-HBs) 1-2 months after 3rd dose to document immunity. HCP and trainees in certain populations at high risk for chronic hepatitis B (e.g., those born in countries with high and moderate endemicity, behavioral risk factors, immunosuppression, liver disease of unknown etiology) should be tested for HBsAg and anti-HBc/anti-HBs to determine infection status prior to vaccination. See CDC Guidance for Evaluating Health Care Personnel for Hepatitis B Virus Protection and Administering Post exposure Management.

One of the following is required:
- 3 vaccines AND a positive titer (lab report with reference range required) OR
- Positive titer only (lab report with reference range required) OR
- Signed declination waiver on the form available for download from this requirement.

Declination is acceptable for religious or allergic reasons. You must indicate why you are declining on your school form.

NOTE: Titers MUST have a numerical result that indicate >or=12.0 mIU/mL as this is considered positive and the anything less is negative.

If series is in process, submit where you are in the series ALONG WITH the declination waiver available for download from CastleBranch and a new alert will be created for you to complete the series.

If titer is negative or equivocal, new alerts will be created for you to provide one booster shot and a repeat titer.

**Immunization Exemption Guidelines**
Medical exemptions (dated statement signed by a healthcare provider stating that a vaccine(s) are medically contraindicated for a student) and religious exemptions (dated statement signed by a student or parent/guardian, if the student is <18 years of age, stating that a vaccine(s) are against sincerely held religious beliefs) must be renewed annually, at the start of the school year. This may affect the student’s ability to attend and pass clinical, dependent on the facility policies. Reasonable accommodations will be made to address students with declination forms to attain clinical experiences.

**Additional Guidelines**
Appropriate/Acceptable Documentation/Proof Guidelines:
Immunizations and titer information should be on official letterhead or stationery signed by a healthcare provider or official copies of clinical laboratory with reference ranges provided.

**Exposure/Development of a Communicable Disease**
If a student has been exposed to a communicable disease, the student must immediately contact the Dean, Division of Nursing, to report exposure. It will be left to the discretion of the Dean, in conjunction with the faculty, to determine if it is safe for the student to attend clinical assignments. Students diagnosed with a communicable disease are required to present documentation to the Dean indicating that they are no longer infectious before they will be allowed to participate in classroom/clinical activities.

**Pregnancy**
If a student becomes pregnant while enrolled in the program, her confidentiality will be protected. If during the course of a clinical practicum of the Nursing program a student becomes pregnant or thinks she may be pregnant the following policies designed to protect the student will apply:
- The student will immediately let the Program Dean know they are pregnant or think they may be pregnant.
- The student will immediately let their clinical instructor or clinical preceptor know they are pregnant or think they may be pregnant.
- The student voluntarily accepts any and all risks associated with continuing in the Nursing program while pregnant both to themselves and to the fetus.
- Postpartum (after delivery) documentation from the student’s health care provider must be submitted to the Dean, Division of Nursing, indicating that the student can participate fully in all clinical experiences before the student will be allowed to return to the clinical setting.

**Surgery**
If during the course of the program, a student’s medical condition necessitates surgical intervention, documentation from his/her health care provider must indicate that the student can participate fully in all aspects of the Program, especially while in the clinical setting. This documentation must be submitted to the Dean, Division of Nursing, before the student will be allowed to return to the clinical setting.
Prolonged Absence
Students who develop a medical condition that requires them to miss a week or more of clinical experiences must provide documentation that recovery has been sufficient to the degree that the student may participate fully in all aspects of the Program. In cases of prolonged absences, the student may be asked to step out of the Program and consult with the Dean, Division of Nursing, to explore Program completion options.

Change in Student Health Status
If there has been a change in the student health status, medical clearance is required to perform the duties of a nurse. See “Essential Functions Policy”. The student’s medical clearance is needed for the protection of the student and the patients at all clinical facilities. Student must submit an official letter from their Healthcare Provider to the CastleBranch under “other documents” before approval to return to the classroom, lab, and clinical site. Students must coordinate this with the Clinical Supervisor of Nursing Preparedness.

Background Check
Instructions available through CastleBranch

Criminal Offender Record Information (CORI)
Students seeking admission to the Quincy College Division of Nursing Programs are advised that Massachusetts law permits long term care facilities, home health care facilities and other institutions providing care, treatment, education, training, transportation, delivery of meals, instruction, counseling, supervision, recreation and other services in a home or in a community based setting for an elderly person, or a disabled person to require Criminal Offender Record Information (CORI) for all employers and/or volunteers who will have direct or indirect contact with such elderly or disabled persons. Many of the providers with which Quincy College places students as part of their clinical coursework in the Division of Nursing Programs now require that all such students participate in a CORI check. These providers reserve the right to refuse and or reject and students whose CORI does not meet the applicable guidelines. Students who do not complete the applicable clinical coursework are ineligible for graduation from the Quincy College Division of Nursing Program. Therefore, please be advised that admission to the Quincy College Division of Nursing Programs is specifically conditioned upon a satisfactory CORI check, if required and acceptance by a clinical provider. By accepting a student into the Quincy College Division of Nursing Program, Quincy College does not represent or warrant that said student wilt be eligible for placement in a clinical program. The full CORI policy is on record in the Division of Nursing. The CORI officer for the Division of Nursing Programs is Elizabeth Walker, Associate Director, Human Resources. She can be reached at 617-984-1690 or by email at lwalker@quincycollege.edu. See Educational Services Associate for the Division of Nursing for processing.

CPR
Student and faculty at the clinical sites must maintain a CPR Healthcare Provider card. If CPR card expires student will not be eligible to return to the clinical site until CPR certification has been renewed. Expired CPR certification will result in a clinical warning. Notification will be sent at 90 days, 60 days and 30 days prior to expiration date.

Physical Exam
A Student must be able to practice nursing as it is defined in the law. He/she must have adequate cognitive, sensory and psychomotor functions to effectively implement nursing care. A student with sensory or motor-skill/strength limitations must be able to demonstrate the ability to meet those standards for performance, using adaptive equipment where necessary. A student must be able to tolerate physically taxing activities and exercise restraint during stressful situations in order to meet the demands of the profession.

Essential Functions Policy
The student must be able to thoroughly, efficiently and reliably:
- Recall information from reading material, lecture, discussion, patient evaluation
- Interpret and extrapolate information from reading material, lecture, discussion, patient evaluation
- Apply information from reading material, lecture, discussion, patient evaluation
- Analyze information from reading material, lecture, discussion, patient evaluation
- Synthesize information from reading material, lecture, discussion, patient evaluation
- Evaluate or form judgments about information from reading material, lecture, discussion, patient evaluation

Affective
The student must be able to:
- Establish professional, trusting, empathetic relationships with a variety of individuals
- Demonstrate respect and engage in non-judgmental interactions regardless of individuals’ life-styles and cultures
- Accomplish work effectively in groups
- Meet externally determined deadlines
- Be present at required activities in classroom, lab and clinical settings
- Attend to cognitive, communication and psychomotor tasks for as long as three hours at a time.
Communication
The student must be able to:
- Hear the spoken word
- Attend selectively and in a controlled manner to various types of communication, including the spoken and written word and non-verbal communication
- Speak intelligibly in English
- Communicate in writing, intelligibly in English
- Relay information in oral and written forms reliably, thoroughly and intelligibly to individuals and groups
- Read English (typed and hand-written)

Psychomotor
The student must be able to:
- Reliably inspect and observe the skin, facial expression, anatomical structures, posture, and movement of others, typically by sight
- Assess blood pressure, lung and heart sounds, typically by listening with a stethoscope
- Reliably read equipment dials and monitors, typically by sight
- Feel pulses, skin condition, muscle and tendon activity, joint and limb movement, typically with hands and fingers
- Negotiate level, ramps and stairs to assist patients/classmates appropriately, typically from an upright position
- React and effectively respond quickly to sudden or unexpected movements of patients
- Manipulate dials, knobs, electrodes and other small to large parts and pieces of equipment typically with the hands/fingers:
- Lift at least approximately 100 pounds in order to move dependent patients
- Move continuously throughout an 8 to 12 hour work day;
- Transport self from one room to another, from one floor to another
- Don and doff clothing, including gowns, masks, gloves

Accordingly, the standards for classroom and clinical participation will be interpreted by the Department of Nursing to reflect the essential functions of a nurse’s employment. The student must display physical and emotional stability such that his/her behavior will not lead to excessive absence from the classroom or clinical setting or render him/her unable to meet established reasonable standards of performance in the classroom or clinical setting.

Declining Offer of Admission
If a student is accepted into the program but opts not to attend, they must submit an email or letter to the Admissions Office stating that they will not be enrolling in the program. If the student would like to attend the program in a different semester, they must complete the application process again and will not be guaranteed a seat in the future program. If a student enrolls in the program but drops during the add/drop period, they must complete the application process again if they wish to attend in a future semester and will not be guaranteed a seat in the future program.

Seat Deposit and Matriculation Fee
After a student is accepted into the nursing program, they are required to pay a $375 seat deposit and matriculation fee by a set deadline. Information about the payment will be included in the acceptance letter and email. Failure to pay will result in the student forfeiting their seat in the program.

Student Record Policy
Quincy College follows and enforces all federal and state laws protecting the confidentiality and security of student records. The Family Educational Rights and Privacy Act (FERPA) applies to all academic, financial, and other student records. The Associate Degree Program in Nursing maintains records in compliance with the federal, state, and college regulations. The Enrollment Services Offices maintains the permanent academic record for the student.

Enrolled Students
Copies of contact data and evaluation reports, including clinical evaluations and warning letters, and agreement/confidentiality forms of currently enrolled students are maintained in a locked file cabinet in a locked office until the student completes the program by the Educational Services Associate in the Division of Nursing. The records will be destroyed upon program completion, except clinical evaluations which are maintained for a period of 3 years. The office of Enrollment Services maintains all official grade reports and college records. Faculty maintain student records including contact sheets, clinical warnings, notices of concerns, exams, quizzes, graded written assignments, clinical evaluations, and notes for excused absences throughout the semester. Following completion of the course, the files are maintained for a period of three years in a locked office by the Educational Services Associate in the Division of Nursing.

Graduates
Names of graduates and transcripts will be maintained permanently in the Registrar’s Office. All program related documents are discarded when the student completes the program. Copies of clinical evaluations will be maintained for
three years in a locked office by the Educational Services Associate in the Division of Nursing. Records will be destroyed after three years.

Withdrawals
Program records on withdrawn students will be maintained for 3 years by the Educational Services Associate in the Division of Nursing in a locked office. Records will be destroyed after three years. The Registrar’s Office maintains the official transcript, class attendance, and reason for withdrawal for a period of seven years. Records will be destroyed after seven years.

Failure
Students who have failed a nursing concentration course and have been required to leave the program, will have records maintained for three years by the Educational Services Associate in the Division of Nursing in a locked office. Records will be destroyed after three years.

Medical Records
All student health forms are stored on CastleBranch, a thorough background screening program that provides compliance management. These health forms will be reviewed and evaluated by the Clinical Supervisor of Nursing Preparedness.

Program Records
School (program) records including college catalogues, self-study reports, program plans, curriculum, annual reports, Board and ACEN correspondence, program committee minutes, brochures, and NCLEX-RN results are maintained for a period of five years in the office of the Dean, Division of Nursing. Graduate surveys are maintained in the Office of Institutional Research and Assessment.

Transfer policy

Practical Nursing Program
Only Fundamentals of Practical Nursing I and Fundamentals of Practical Nursing II, or its equivalent, from an accredited nursing program are considered eligible for transfer credit. The transferred grade must be a C+ or better to be considered. The credits and course hours must be consistent with the PNU 145 (Fundamentals of Practical Nursing I) and PNU 146 (Fundamentals of Practical Nursing II) courses outlined in the Quincy College Practical Nurse Program to be considered for transfer credit.

Students transferring from Quincy College Associate Degree Nursing (ADN) program to the Quincy College Practical Nursing (PN) Program, must have successfully completed RNU-108 (Fundamentals of Nursing) and RNU 109 (Advanced Concepts of Client Care I) with a C+ or better to receive credit for the following PN courses:

- PNU 145 Fundamentals of Practical Nursing I
- PNU 146 Fundamentals of Practical Nursing I and II
- PNU 131 Nutrition
- PNU 101 Growth and Development

Associate Degree Nursing Program
Prospective students who seek to transfer into the Quincy College Associate Degree Nursing Program from another accredited nursing program must gain approval from the Dean of Nursing. The student must provide an academic transcript, course description and course syllabi from all successfully completed nursing courses for review.

Educational Mobility Statement
Quincy College is committed to assisting students in the nursing program with the attainment of a professional nursing degree. To this end, the College offers a Practical Nursing program, from which a student who successfully passes the NCLEX as a licensed practical nurse can be admitted to the LPN to RN Associate Degree program. Students may also enroll directly into the ADN program.

Numerous articulation agreements have been created with colleges and universities throughout the Boston metropolitan area providing students with a pathway to a Bachelor of Science in Nursing degree. These schools include UMass Boston, UMass Dartmouth, Framingham State University, Curry College, Emmanuel College, Labouré College, and others. Programs through these schools are offered on ground, online, and as a hybrid model enabling students to complete the bachelor degree in the educational model that best suits their needs.

Orientation
All newly accepted nursing students are required to attend a new student orientation, the date of which will be set on a semester-by-semester basis and communicated in the acceptance letter and email. Failure to attend orientation will result in the student forfeiting their seat in the program.

Student Rights and Responsibilities
As a microcosm of a democratic society, a college has many responsibilities to its community. Not the least of these should be the development of an understanding and appreciation of our representative form of government, the rights and
responsibilities of the individual and the procedures whereby necessary changes are brought about through an orderly process.

The College itself is a community and has the rights and regulations of the community and the laws by which it is governed. All those who enjoy the rights of participation in that community must also accept the responsibilities of its membership. A basic responsibility of those who enjoy the rights of citizenship is to respect the right and regulations of the community.

The faculty has the responsibility to maintain an intellectual, fair and safe environment for learning and the administration the responsibility for overseeing and facilitating education, social and public service programs. The president may suspend students for cause. The faculty may send a student to an appropriate college official for cause.

The student is encouraged to participate in some form of student government that provides all students a voice in college affairs. All students are eligible to participate, as well as hold office. The Quincy Campus currently has organized the Quincy College Student Nurse Club, overseen by three Nursing Faculty Advisors. To gain more information, please refer to the Canvas Announcement or see course instructor.

Student Rights

● Write, publish and disseminate their views, provided such forms of expression do not interfere with or disrupt the educational process or the rights of others.
● Assemble and voice their views peacefully on college property with prior administrative approval. The use of slander and obscenity is prohibited. The expression of such opinions will not interfere with the rights of others, will not interfere with the freedom of others to express themselves and will not interfere with the operations of the College.
● Enjoy privacy and confidentiality as members of the college community. No information in the student’s record will be released to any source without the student’s written consent, other than directory information, or as required by law.
● Review their college record with reasonable notice in the presence of a faculty member or administrator.
● Belong to or refuse to belong to any organized group within the college.
● Representation and voice on all committees of the college having to do with academic standards, student affairs, and curriculum matters.
● Obtain an education of the highest quality.
● Participate in all financial aid programs available at the college providing eligibility requirements are met.
● Fair and equal treatment by faculty, staff and the administration in all college matters such as instruction, evaluation, and services.
● Receive due process in any grievance or disciplinary procedure.

Student Responsibilities

● Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect towards the rights of others.
● Be knowledgeable of, and comply with, the policies and procedures of the College. This includes but is not limited to reading and understanding the College catalog and handbooks as well as academic and graduation requirements.
● Be knowledgeable of, and comply with, the regulations and laws of duly constituted civil agencies within the community of which the college is part.
● Provide accurate and complete information on college forms.
● Meet course requirements (Students are free to take reasoned exception to views expressed.),
● Dress and behave in an appropriate manner that does not present safety hazards or cause disruptions,
● Carry and be prepared to show official college identification card at all times on college grounds,
● Conduct themselves in responsible fashion at off-campus events/learning activities; and
● Obey lawful instructions of college personnel.

The Division of Nursing has identified the following additional student responsibilities

● Meet course requirements as identified on course syllabi
● Meet financial obligations to the College
● Fulfill academic responsibilities in an honest and forthright manner
● Utilize appropriate support services when needed or as advised
● Seek help from faculty when needed or as advised
● Become an active participant in learning by seeking out answers to questions
● Abide by the equipment usage, clinical and computer policies
● Meet published course and clinical deadlines
● Recording of lectures will be in accordance with college policy
● Join/seek out groups and individuals who will help in student goal achievement
● As future nurses, conduct themselves in a professional manner in the classroom, on campus, and when engaged in all Quincy College learning activities on or off campus
● Notify college officials if a condition exists which is in violation of students’ rights, college policies, rules, standards, and/or procedures
● Students have an ethical responsibility to repay all loans received for educational purposes.
Financial Aid
Students may be eligible to receive financial aid. Financial aid information and policies can be obtained in the Financial Aid Office at the College or online at the College website (www.quincycollege.edu). Students who receive financial aid have an ethical responsibility to meet all financial aid regulations.

Non-Discrimination Policy
Quincy College is an academic community dedicated to openness, tolerance and respect. Our doors and programs are open to all students and employees without regard to age, race, religion, sex, marital or parental status, national origin, veteran status, physical or mental disability or sexual orientation. The College does not discriminate in its education programs or in admissions to, access to, treatment in, or employment in its programs and activities. Quincy College strives to not only meet, but exceed all Federal, State and Local statutes governing equal opportunity and inclusion.

All questions, concerns, or complaints regarding the College’s Affirmative Action/Title VI or Sexual Harassment/Title IX policies should be forwarded to the, Vice President for Human Resources located at Presidents Place, Seventh Floor Quincy MA 02169 or by calling 617-984-1768.

Reporting of Criminal Offense
For all non-emergencies, please contact William Hall, Executive Director, Campus Services and Facilities, at 617-984-1760. Dial 911 for emergencies only by using phones in any administrative office. Any suspicious activity in and around campus should be reported by calling the above number or you may report crime to the following:

Enrollment Services and Registrar
Dean, Division of Nursing
Dean of Natural Sciences
Dean of Liberal Arts

Quincy College Emergency Quick Call List
Director of Administrative Services and Facilities: 617-984-1760
Associate Vice President, Information Technology: 617-984-1698
Cathie Maloney, Director Student Records and Registrar: 617-984-1787
Text messaging: Text 847411 type QCTIPS and then your tip
Campus Security: 857-225-1934
Emergencies during evening or weekend hours:
Campus resource officer: 857-939-3593
President’s Place 857-225-1934, Presidents place security: 617-458-2550 Plymouth: 774-259-9016
Evening Administrative Team: 857-225-1774

Incident Reporting
All incidents that occur at any Quincy College Affiliated facility, need to be filed with both Quincy College and the facility where the incident occurred. Quincy College policy requires all student injuries be reported and evaluated. Student is to seek medical attention for medical clearance. If student is unable to obtain medical clearance they are to notify their Lead Faculty and the Assistant Dean of Clinical Experience of injury via phone (617-405-5932). All incidents that involve either Quincy College Nursing Students or Quincy College Adjunct Faculty need to be reported through the online Incident Reporting system. To access the reporting system go to www.MyQCportal.edu. On the left of the page is “Submit an Incident Report”.

Confidential Reporting
If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may want to consider making a confidential report. With your permission, the Director of Campus Services and Facilities can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Limited Voluntary Confidential Reporting
As a department of the City of Quincy, Quincy College has no written policy about Limited Voluntary Confidential Reporting. Instead, those procedures are the purview of the police department.

Student Accessibility Services
Student Accessibility Services works with the campus community to provide equal access and opportunity to educational programming and services for students with disabilities. Services are determined individually, based on federal guidelines and Quincy College policies. Our goal is to minimize the impact of the disability by providing reasonable accommodations for the student to meet course outcomes. Any student with a documented disability or questions regarding services for students with disabilities should contact the Student Accessibility Services Office at sas@quincycollege.edu or call the Quincy campus: 617-405-5915 | Plymouth campus: 617-984-1731
Student Success Coaching
Life Balance Coaching supports students, in confidence and with appropriate referrals, as needed, in developing plans to overcome obstacles and achieve their academic goals. At the Quincy Campus, please call 617-984-1681. At the Plymouth Campus, please contact call (617) 405-5953.

Military and Veterans Services
The Military and Veterans Services Office is located in room 514 at Presidents Place. Appointments can be made by calling the Quincy Campus (617) 405-5928, the Plymouth Campus (617) 984-1752 or by emailing veterans@quincycollege.edu

Advising, Testing and Tutoring
The Learning Centers at Quincy College provide academic tutoring, support and encouragement, and other resources to help students from all backgrounds become better learners and reach their academic goals. Free tutoring is offered by professional and peer tutors in a variety of subjects. Tutoring services at the Nicastro Learning Center are available by both appointment and walk in service. Tutoring services at the Plymouth Campus Learning Center are available by appointment. In addition, students can improve their academic skills by utilizing self-tutorial learning software. An official Quincy College student ID is required to access services at the Learning Centers. The Quincy Campus Learning Center is located in Presidents Place at 1250 Hancock Street Room 508 and can be reached at 617-984-1664. The Plymouth Campus Learning Center is located at 36 Cordage Park Circle Room 220. To make an appointment for Plymouth contact the front desk at 508-747-0400.

The Center is open to students during the following hours: Monday - Thursday 10am - 6:30 pm, Friday, 10am - 4pm, and Saturday 9am – 1pm or call for an appointment at 617-984-1664.

College Bookstore
The Barnes & Noble Bookstore at Quincy College Official Bookstore, located at 1250 Hancock Street in President’s Place, Atrium Suite 101 and at 36 Cordage Park Circle in Plymouth. The bookstores stock all required textbooks, including ATI books and products, for courses offered at the College. Payment for books, and all other items may be made by cash, check, or credit cards, and Barnes and Noble gift cards. The bookstore sells both new and used textbooks and accepts textbook returns as per their policy. Course supplies other than textbooks may also be purchased in the bookstore. A variety of items such as gifts, accessories, men’s & women’s apparel, and electronics are available for purchase. The College Bookstore can be contacted at 617-328-1602.

Computer Laboratories
Quincy College maintains computer laboratories at the Quincy and Plymouth campuses. The Quincy campus computer laboratories:
- Located at Presidents Place - Room 503 - for Computer Science classes and open lab time.
- Located at Presidents Place - Room 411 for Nursing classes and open lab time.
- Computers are available for student use in the Anselmo Library and in the student lounge.

The Plymouth computer laboratories:
- Located on the lower level at Plymouth Campus - Room 108 for Nursing students
- Computers are available for student use in the Plymouth Kroviz Library and in the Student Lounge - Room 208.

For all computer laboratories:
- Hours of open lab time for registered students are posted each semester.
- Print stations are located in the lounges, computer labs and library.
- Show a current student photo ID card.
- Sign in and out of the labs.
- Obey posted rules as well as any instructions from the lab monitor.
- Bring flash drives to save documents.
- Refrain from bringing food or beverages into any computer laboratory or classroom.

Failure to obey these requirements may result in loss of open lab privileges. Students are urged to use the virus protection programs on the computers to check their flash drives before using them. Students who intentionally introduce viruses onto the computers or otherwise damage computer equipment will be subject to strict disciplinary procedures.

Computer Lab – Division of Nursing Students Only
Nursing students may use the computer lab located on the fourth floor of the Division of Nursing on the Quincy Campus. These computers are equipped with Microsoft Word, PowerPoint, internet access, and software specifically designed to provide additional study for students in the healthcare fields. Students using these computers must follow the guidelines below.

Division of Nursing Computer Lab Policies
- Students are required to bring their own paper for printing
- Absolutely no food or drinks
- Students must sign in to use the computers at the front desk
- Report equipment problems to Educational Services Associate Ext:1601
- Please only print nursing assignments
Quincy College Email Policy

The purpose of this email policy is to ensure the proper use of the Quincy College email system and make users aware of what Quincy College deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Quincy College Network. This policy covers appropriate use of any email sent from a Quincy College email account or through the Quincy College Portal. If you do not have a working Quincy College email account please contact Information Technology at: ITsupport@quincycollege.edu

FERPA (Family Educational Rights and Privacy Act) was passed by Congress in 1974. It grants four specific rights to a post-secondary student:

- To see the records that the institution is keeping on the student
- To seek amendment to those records and in certain cases append a statement to the record
- To withhold the disclosure of a student’s educational record except for situations involving legitimate educational interest or as may be required by law
- To file a complaint with the FERPA Office in Washington

FERPA applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education. FERPA governs what may be released, but does not require that any information be released.

Quincy College Email Policy

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it’s important for users to understand the appropriate use of electronic communications.

The purpose of this email policy is to ensure the proper use of the Quincy College email system and make users aware of what Quincy College deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Quincy College Network. This policy covers appropriate use of any email sent from a Quincy College email address and applies to all employees, vendors, and agents operating on behalf of Quincy College.

- All use of email must be consistent with Quincy College policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- Quincy College email account should be used primarily for Quincy College business-related purposes; personal communication is permitted on a limited basis, but non-Quincy College related commercial uses are prohibited.
- All Quincy College data contained within an email message or an attachment must be secured according to the Data Protection Standard.
- Email should be retained only if it qualifies as a Quincy College business record. Email is a Quincy College business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
- Email that is identified as a Quincy College business record shall be retained according to municipal guidelines with a minimum duration of two years.
- The Quincy College email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Quincy College employee should report the matter to their supervisor immediately.
- Users are prohibited from automatically forwarding Quincy College email to a third party email system (noted in 4.8 below). Individual messages which are forwarded by the user must not contain Quincy College confidential or above information.
- Users are prohibited from using personal third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Quincy College business, to create or memorialize any binding transactions, or to store or retain email on behalf of Quincy College. Such communications and transactions should be conducted through proper channels using Quincy College approved documentation.
- Using a reasonable amount of Quincy College resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Quincy College email account is prohibited.
- Quincy College employees shall have no expectation of privacy in anything they store, send or receive on the company’s email system.
- Quincy College may monitor messages without prior notice. Quincy College is not obliged to monitor email messages.
Email Policy Compliance
Compliance Measurement: The Information Technology team will verify compliance to this policy through various methods, including but not limited to, periodic walk-through’s, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Exceptions: Any exception to the policy must be approved by the Information Technology team in advance.

Non-Compliance: An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment as deemed appropriate by management.

Course Orientation
Each nursing course begins with an orientation. During this time students receive a copy of the course syllabus. Faculty will review:
- Specific course expectations
- Methods of grading and evaluation
- Attendance policies
- Plans for clinical orientation
- Faculty office hours
- Contents of the course responsibility sheets

Classroom Attendance Policy
Attendance is not graded; however attendance will affect academic performance. It is expected that students come to class prepared to engage in discussion and learning activities by having completed the required assignments for that week. Inadequate preparation for class should not be a deterrent from attending; however, the expectation remains that the student will participate in the scheduled learning plan. If absenteeism is contributing to poor student performance, remediation may be required. Students should plan to arrive before class starts. Late entrance to a learning environment is disruptive and if tardiness affects the learning environment. Students who are not present at the start of class may be asked to remain quietly outside of the classroom until break at the instructor’s discretion. Students are asked to contact their course instructor if they cannot meet these guidelines.

Classroom Behavior Policy
The teaching-learning process is collaborative and mutually respectful. Participative presence is necessary to facilitate the teaching-learning process. The delivery of health care and nursing in particular is a participatory activity and cannot be done without individual and collective involvement. That means that your absence affects the learning of others. It is important to understand that class participation means more than showing up for class. Students are expected to remain for the duration of the class time.

Class participation includes:
- Arrive on-time. Students arriving to class late may not be able to enter the classroom until the break.
- Actively participate in class including being adequately prepared.
- Turn cellular phones off.
- Are honest and sensitive in your reactions to class and discussions.
- Contact the instructor if you have a problem with the instructional methods and/or need assistance with course workload, have suggestions or other issues.

Types of behaviors exhibiting participation:
Participatory behaviors are collegial classroom courtesy behaviors include:
- If late, you are to take the closest available seat and do not disrupt the lecture in progress. If you need to leave class early, inform your instructor before class.
- Refrain from talking to others or conducting non-classroom business while the lecture is in progress. This includes texting.
- Secure permission from each instructor to use a tape recorder or for video taping.
- Do not bring drinks that do not have spill-proof lids into the classroom or eat in the classroom.

Statement Regarding Permission to Record Lectures
We grant permission for student to make audio recordings of our lectures solely for the education of students currently enrolled in this class. Other uses of recordings, copies of PowerPoints, or other supporting materials such as posting to any web page or publication in any other form or to make video recordings, is prohibited unless additional specific permission to do so is obtained. We ask all recording devices be turned off during break periods and promptly at the end of each lecture. We do NOT give permission to record any conversations or comments that occur before or after the lecture, or during break as these are confidential. Any such recordings lack consent and may be illegal. Students should check and obtain permission before recording any guest lectures, clinical discussion, or other learning experiences. Students must alert instructor prior to recording.
Academic Integrity Statement

In keeping with our mission, Quincy College will foster a high standard of academic honesty for students, faculty, and staff and will seek to preserve the rights of our entire College community. As part of our academic integrity policy, all members of the college community will adhere to the basic values of mutual respect and responsibility as well as individual and institutional integrity. Students will be informed about those actions that constitute a breach of integrity and about those sanctions that may result from academic dishonesty. In the interests of promoting the best environment for learning, we, the community of Quincy College, pledge to advance the principles of honor and integrity in all of our actions.

Student Guidelines

Students assume full responsibility for the content and integrity of the coursework they submit. Therefore, to assist students in observing academic integrity, the following guidelines have been developed:

- Students must do their own work and submit only their own work, unless otherwise permitted by their instructor. If appropriate citation guidelines are not stated on the syllabus, students are encouraged to contact their instructor for guidance.
- Students may collaborate or cooperate with other students on assignments or examinations only as directed by the instructor.
- Students must follow all written and/or oral instructions given by instructors or designated college representatives for taking exams, placement assessments, tests, quizzes, and other evaluative instruments.

Types of Academic Dishonesty

Academic dishonesty goes against the core values of the Quincy College Mission Statement. These values are HONESTY, TRUST, FAIRNESS, RESPECT, and RESPONSIBILITY.

- Plagiarism is the representation of the words and/or ideas of another as one’s own in any academic assignment. Examples include but are not limited to: stealing or downloading the entire text of a paper, cutting and pasting various sources together to simulate a new essay, copying small portions of a paper, or misattributing source material.
- Cheating is using or attempting to use unauthorized materials, information, or study aids in any graded assignment. Examples include but are not limited to: copying from another student, accessing unauthorized books or documents, receiving messages without authority during an exam, and improper use of calculators, computers, or any other electronic devices during exams or other assignments.
- Fabrication is the falsification of any information or citation in any academic assignment. Examples include but are not limited to: inventing sources, data, or citations for a paper or assignment.
- Facilitation is knowingly aiding or abetting acts of academic dishonesty. Examples include but are not limited to: assisting others to cheat or plagiarize or participating in a conspiracy to cheat.
- Misrepresentation is engaging in acts of deception or forgery in an academic context. Examples include but are not limited to: misrepresenting one’s own work as something that it is not, lying to an instructor or fabricating excuses to improve a grade or to make up for missed work, and excessively misusing computer software to create works that do not truly reflect a student’s skill level.

Disciplinary Procedures Involving Students

Violations of the standards of Academic Integrity described in the College Academic Integrity Statement may result in disciplinary action up to and including dismissal from Quincy College. Any faculty or staff member who notices infractions of the standards of academic integrity and honesty must file an Academic Incident Report and initiate disciplinary procedures in response to those violations. Students who notice infractions of the standards of academic integrity are encouraged to report the infraction either verbally or in writing to a member of the Quincy College faculty or staff.

Examples of penalties that may be imposed by the College include, but are not limited to:

- Formal written warning placed in the student’s file
- Reduced or failing grade for the assignment
- Reduced or failing grade for the course
- Suspension from college
- Dismissal from the college

Severe, flagrant, or multiple violations that have import beyond a specific course may lead to disciplinary action that could result in dismissal from the college and/or denial of readmission to the college. The following factors will be considered in all determinations of penalty:

- The nature or seriousness of the offense
- The injury/damage resulting from the offense
- The student’s prior disciplinary record

Civility Statement

Quincy College was founded in the belief that learning is a lifelong activity, and that education can improve the quality of life for individuals and society. The College values freedom of expression and recognizes the constitutional and statutory rights of students and staff. It is the intent of the College to promote and foster an atmosphere and environment conducive
to the academic mission of recognizing the dignity and worth of each member of our community, regardless of status (student, administrator, support staff or faculty member) should treat every other individual, irrespective of status, rank, title, or position, with dignity and respect.

**Grading, Progression and Dismissal Policies**

The Nursing Program faculty utilizes the college system of grading found in the Quincy College Catalog for computation of letter grades. Final grades are issued to students in the form of a letter grade at the end of the semester. Grading policies and individual course requirements are reviewed with students at the beginning of each course.

Please note that all LPN to RN (formerly APN) students must take both RNU-206 and RNU-208 to fulfill program requirements.

**Grading**

- A minimum grade of “C+” (77%) is required in each course within the program of study. Students receiving less than “C+” (77%) in a general education, science, or science lab course will be unable to continue in the Nursing Program until these grades meet the minimum standard. Students who receive less than “C+” (77%) in a required program course must remediate before continuing in the Nursing Program. The passing grade of C+ (77) applies only to the incoming Spring 2018 students and all students thereafter. Final grades are not rounded.

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- Students must pass the clinical component of a course before a theory grade is computed. Theory grade is not calculated into the clinical grade.
- A passing grade in clinical is calculated by dividing the total number of clinical outcomes assessed as supervised by the total number of clinical outcomes. The percentage must be at least 77% to earn a passing clinical grade. These must include outcomes related to safety, community education and accountability. Dependent performance in any of these three (3) will result in a clinical failure.

**ADN Program:** Dependent performance in any of the second level clinical outcomes will result in a clinical failure. 

**PN Program:** One or more unsatisfactory clinical outcomes on the final evaluation results in clinical failure.

ADN Students must demonstrate achievement of dosage calculation competency at or above 80% with each nursing course. Medication administration is contingent upon achievement of 80% on the dosage calculation competency test. Students will be rated as “dependent” on the safety level clinical outcome if their score remains less than 80% after 3 attempts by the date determined in the course syllabus. Failure to achieve 80% in 3 attempts will result in a course failure due to clinical failure. Students who have a clinical failure do not have the option to return to the Nursing Program.

The course grade in nursing reflects total course performance and it is the grade recorded on the official college transcript and student grade report. Students who do not meet the clinical outcomes of the nursing course will receive a course grade of F.

**Testing**

- All test grades are cumulative within a nursing course.
- Unit examinations are scheduled and given weight by faculty for each course. Examination weights are stated in the course syllabus and are the same for each course section.
- Students who miss a testing session must (1) notify the instructor prior to examination and (2) complete a make-up examination within 24 hours of returning to school. Make-up examinations may be different from the examination given to the class and may be in a different format (i.e. essay, short answer, fill in the blanks, etc.).
Students who miss more than one scheduled examination or fail to notify their instructors prior to absence at a scheduled examination may have points deducted from their scores on the make-up examination; see course syllabus.

All enrolled students are required to take all scheduled examinations in a course regardless of their standing in the course.

What is documented on answer sheets will be the only basis on which grades will be determined unless prior arrangements are made with the instructor.

Nursing faculty reserve the right to utilize test designs, content and method as determined by regulatory agencies.

All students must take the assigned standardized tests.

Incompletes must be made up before the student can progress to the next course level.

Cheating will not be tolerated. Students caught cheating must meet with the nursing faculty. As noted in Quincy College Policies and Procedures and on page 13 within this handbook, any faculty or staff member who notices infractions of the standards of academic integrity and honesty must file an Academic Incident Report and initiate disciplinary procedures in response to those violations. One of the consequences of this may result in the student being removed from the College. A grade of zero will be factored into the student’s average for the examination in which the cheating occurred.

All requests for review of an exam must take place before the end of the course in which the exam was taken. The exam review must take place before the close of grades for that course.

No extra credit is permitted.

Examination retakes are not allowed.

No exam questions, answers, or exam review content may be recorded in any form.

For the students who meet the criteria under the Americans with Disabilities Act, please contact the Student Accessibility Office.

Assignments
All nursing assignments are to be submitted on the due date.

- If a student is absent on a due date, assignments are due the first day of return or at faculty discretion.

- Assignments not submitted by the due date may have points per deducted from the actual score, see course syllabus. Students who are aware that an assignment may be late are encouraged to speak with faculty and attempt to secure an extension.

- Participation and completion of all assigned projects is required.

- All submitted work must be the original work of the student.

Expectations
Students will assume responsibility for their own learning. Students are expected to check Canvas and their Quincy College email on a daily basis. Important announcements may be posted on Canvas at any given time and it is the expectation that students take responsibility for their education and periodically check the course Canvas site and/or their Quincy College email account. The student understands that the course faculty cannot cover every detail of theoretical knowledge in the classroom or laboratory setting. The student is responsible for reading and understanding theory discussed in the course textbook and supplemental readings provided by the faculty. The student understands that extensions for assignments will not be granted.

Course Progression Policy
A minimum grade of “C+” (77%) is required in each course within the program of study. Students receiving less than “C+” (77%) in a general education, science, or science lab course will be unable to continue in the program until these grades meet the minimum standard. Students who receive less than “C+” (77%) in a required program course must meet with the Dean of Nursing and complete an Academic Improvement Plan before continuing in the nursing program. Any student placed on Clinical Warning must be aware that a maximum of three (3) such actions (clinical warnings) during the completion of their academic program results in a recommendation for dismissal of the Nursing Program. Students are eligible for progression to the next level at the conclusion of each course in the program based on successful completion of the pre and co-requisite courses. Non-nursing courses must be completed prior to or concurrent with the approved curriculum sequence.

Withdrawal from a Nursing Course
A student may withdraw from a nursing course for a variety of reasons such as personal issues, family responsibilities or impending academic failure. A student may withdraw from a nursing course one time only during the nursing program. The last day to withdraw is published in the current Quincy College Academic Calendar.

Students who withdraw from a nursing course in either the ADN or PN program are eligible to retake the course from which they withdrew one time only. Eligibility to enroll is not a guarantee that the student will be re-enrolled if space limitations exist. A grade of 77 (C+) or better must be earned in the repeated course in order to continue in the program. If a grade less than 77% (C+) is earned in the repeated course, the procedures for failure of a nursing course apply.

The procedure to re-enroll following withdrawal from a nursing course is as follows:

The Dean of Nursing reviews course grades within seven days of the end of a course to identify nursing course withdrawals. The Student Information System is used to confirm first or second withdrawals from a single nursing course. The Dean of Nursing writes a letter to the student who withdrew from a nursing course:
• If a first course withdrawal, the letter explains the process for retaking a course from which the student withdrew.
• If a second course withdrawal, the letter is notification of dismissals from the program.

The procedure to retake the course from which the student has withdrawn:
• Upon receipt of the letter from the Dean, the student contacts the Educational Services Associate in the Division of Nursing to schedule a meeting with a Nursing Faculty Advisor or the Dean of Nursing.
• The student meets with the Dean of Nursing to review the reasons why the student withdrew. Possible reasons may be a medical withdrawal, personal hardship, family responsibilities or failure to achieve academically.
• Depending on the reason why the student withdrew, the advisor/Dean will request evidence that the student is ready to successfully resume his or her studies within a program of study. For example, a health care provider statement is required for medical withdrawal.
  o If the withdrawal was for personal hardship or other socio-economic situations, the advisor will review with the student whether resolution of those situations has been achieved in order for the student to successfully resume his or her studies.
  o If the student withdrew for academic reasons, the advisor will assist the student in developing an Academic Plan for Improvement which includes strategies, as appropriate, for remediation, tutoring, financial aid counseling, a semester of non-enrollment, or referral to Student Services.
• The faculty advisor/Dean will determine whether the student is adequately prepared to retake the nursing course and complete and send the Re-enrollment Following Withdrawal form to the Director of Advising, to the Registrar and to Student Services. An Academic Plan for Improvement, if appropriate, will accompany the form to the Director of Advising.
• Upon request for readmission, students are required to meet with the Dean of nursing, develop an academic success plan for sustained performance.
• The student registers for the nursing course to be repeated.
  o The Nursing Faculty Advisor monitors the student’s success at midterm or more frequently as warranted and sends Notices of Concern to the student with copy to the Office of Academic Advising.
  o If the repeated course is passed, academic monitoring can cease.
  o If the repeated course is failed, the student is ineligible to retake the course a third time.

Please note all tuition and fees will be assessed at the rate in effect for the given semester for which the student is returning. Students are required to complete the financial aid process each academic year. Contact the financial aid office with any questions and go online to www.fafsa.gov to begin the process.

Withdrawal from the Nursing Program
A student who wishes to withdraw from the nursing program must complete a withdrawal form available from the Educational Services Associate in the Division of Nursing and submit the form to the Registrar’s Office by the stated deadline each semester. Failure to attend class or merely giving notice to an instructor is NOT considered an official withdrawal. If the student withdraws, a grade of “W” is recorded on his/her transcript. Withdrawal requests are NOT accepted by phone. Withdrawal from the nursing program is final. If, at any time in the future, the student wishes to return to the program, he or she must write a letter of intent to the Dean of Nursing and apply for readmission. Application for readmission does not guarantee the student will be readmitted to this program. If the student is readmitted, time limits for completion of degree of study apply. The student is eligible to enroll in another academic major at Quincy College.

Dismissal
Students who have failed a second nursing course in the Nursing program (which includes a final grade average of less than 77% (C+) and satisfactory or unsatisfactory clinical performance) are ineligible for re-enrollment and are dismissed from the program. Students who achieve an unsatisfactory grade in Clinical are dismissed from the Nursing program. Additional factors which may cause dismissal from the Program:
• excessive absence (see Attendance Policy).
• unethical behavior (see Academic Integrity Policy).
• cheating (see Policies and Procedures).
• testing positive for any drug for which the student does not have a legal prescription.

Students may appeal the decision of the faculty to the Dean, Division of Nursing, who will advise them of the Quincy College grievance procedure.

A student may withdraw from either a nursing course or the nursing program. Withdrawal from a nursing course is interpreted as meaning the student has the intention of returning to the program. Withdrawal from the nursing program, in most cases, indicates a student does not intend to return to this program of study at Quincy College.

Readmission Policy
Eligibility
Any student who has withdrawn from or failed from a nursing course is eligible to apply for readmission. (Please note: any student who was accepted into the nursing program but never attended, or any student who enrolled in the nursing program but dropped the course during the add/drop period must reapply using the standard nursing application). It is
recommended that students sit out for a semester before applying for readmission to the program. Students must re-apply within four years of leaving the program. Students are encouraged to complete non-nursing classes within the nursing curriculum before reapplying. Readmission to the nursing program may occur only once.

Withdrawal
If a student withdraws from the nursing program, the student must fill out the withdrawal form with the nursing department with their reason for withdrawal. The form will be sent to the Registrar’s Office and a copy will be sent to the Admissions Office. An email will be generated to the student from the Registrar’s Office outlining their options, including enrolling in another program and reapplying to the nursing program.

Failure
If a student fails a nursing course, an email will be generated to the student from the Registrar’s Office outlining the student’s options, including enrolling in another program and reapplying to the nursing program.

Readmission Policy Following Academic Failure
Students are required to achieve a 77% (C+) final grade average to pass a nursing course and to progress. Failure to achieve satisfactory clinical performance results in failure of the course, regardless of final grade average.

Students must be in full compliance with all immunization and health requirements through their Castle Branch account. Students must be cleared by the Supervisor of Clinical Preparedness to be eligible for re-enrollment to the nursing program.

Students who fail a course due to Unsatisfactory clinical performance are ineligible to re-enroll and are dismissed from the program.

Students who have failed one nursing course, regardless of final grade average (less than 77% (C+) and satisfactory clinical performance) are eligible to retake the failed course without applying for readmission to the nursing program. Eligibility to enroll is not a guarantee as space limitations may exist.

Students who have failed a second nursing course in the Nursing program (Final grade average of less than 77% (C+) and Satisfactory clinical performance) are ineligible for readmission and are dismissed from the program.

Application For Readmission
If a student chooses to re-apply to the nursing program, they must complete the application for readmission. The application will be received and processed by the Admissions Office. Admissions will provide the information on the application, as well as Quincy College transcripts and the student’s withdrawal form (if applicable) to the Admissions Committee.

https://register.quincycollege.edu/ICS/Admissions/Online_Forms

Review
All applications for readmission will be reviewed by the Nursing Admissions Committee at designated points during the semester. The committee will review each application on a case-by-case basis and make a recommendation, which they will communicate to the Admissions Office.

- Accept: if the committee recommends that the student be readmitted, a letter will be sent to the student from the Admissions Office stating that they have been approved for readmission into the program pending seat availability, which will be known at the end of the semester. Another letter will be issued to the student from the Admissions Office at the end of the semester stating whether or not a seat is available for the student.
- Deny: if the committee recommends that the student not be readmitted, a letter will be issued to the student from the Admissions Office stating the student has not been approved for readmission. The student is eligible to apply for re-admission for future semesters.
- Defer: if the committee recommends that the student be deferred to a future semester, a letter will be issued to the student from the Admissions Office guaranteeing a student a seat in a future semester pending availability.

Student Grievance Policy
The purpose of the grievance procedure is to provide students at the College a process for resolving any concerns relative to their student rights. The grievance procedure has a specific number of days in each phase, which is to be understood as the maximum time before the next phase is initiated. However, the time limits may be extended up to five additional days by mutual agreement of the parties involved at each level of the grievance. NOTE: The number of days in each step refers to class days, not calendar days, during fall and spring semesters only. Intersession and summer sessions are not considered class days for this purpose. During Intersession and summer sessions, the term “days” shall mean business days (Monday – Friday, excluding holidays).

- Informal Resolution Process
  - The student may first discuss his/her grievance with the individual against whom the grievance exists.
● Initiation of Formal Academic or Social Grievance
  ○ Step One
    ■ If the grievance is not resolved informally within seven days, the student shall formally and in writing present the grievance to the appropriate Center Director or Dean, unless one of the conditions below exists:
    ■ If the grievance is directed against a Dean, the grievance shall be presented to the Vice President responsible for that area directly.
    ■ If the grievance is directed against a Vice President, the grievance shall be presented directly to the President.
    ■ If the grievance is directed against the President, the grievance shall be presented directly to the Board of Governors.
    ■ The student will receive a response to his/her grievance at step one within seven days.
  ○ Step Two
    ■ If the grievance is not resolved by the appropriate Dean (or other level when applicable) within seven days, the grievant shall formally and in writing present it to the Vice President for Academic Affairs for academic concerns and the Associate Vice President for Student Development for social issues. The Vice President must respond in writing within seven days with his/her decision to the grievant.
  ○ Step Three
    ■ If the grievance is not satisfied with the resolution at step two, the student may request formally and in writing to the President to convene a grievance appeal committee. The selection of the committee to hear a student grievance will be as needed. The College President will appoint neutral and objective individuals from the following representative groups:
      ● Administrators: (1)
      ● Faculty members: (1)
      ● Students: (1)
    Each committee member will receive a written report of the grievance with the supporting statements and the evidence. Within seven days after receiving the written grievances, the committee will hold a hearing and both the grievant and the individual against whom the grievance is directed is given the opportunity to present and be heard. Within seven days after the hearing, the committee will inform the Dean of its decision and the reasons for the decision in writing. The Dean will inform both parties of the committee’s decision in writing.
  ○ Step Four
    ■ Within seven days of the grievance committee’s decision at Step Three, the grievant or the respondent may formally and in writing appeal the decision to the College President. That appeal is to be accompanied by the original grievance and copies of the subsequent written statements, evidence, and decisions. The President will make his/her decision known to all parties within seven days after receiving the appeal.

NOTE: The grievant may withdraw his/her grievance at any phase of the process provided that concerned parties are notified in writing.

Final Grade Appeal Process
A registered student who believes that he/she has received a final grade, in accordance with published Quincy College grading criteria, which is not justified, may apply to an Academic Review Committee for evaluation of his/her final grade. The purpose of the final grade appeal process is to eliminate the inappropriate use of the student grievance procedure for grade disputes. A disputed grade does not constitute violation of a student’s rights and is therefore not subject to the student grievance procedure. Each faculty member clearly states his/her grading policy on the course syllabus. Grading is at the discretion of the individual faculty member in accordance with the faculty member’s grading policy and applicable College policies. An Academic Review Committee may review the grading policy of a faculty member to determine:
  ● If the grading process is academically sound
  ● If the process used by the faculty member to arrive at the student’s final grade is fair and academically sound
  ● If the justification for the student’s final grade
If the Committee determines by a majority vote, and after making written findings, that the grade as originally determined by the faculty member is not justified, then it may change the final grade to the grade that the majority of the Committee determines to be appropriate. Further, the Committee may, also upon majority vote and having made written findings, recommend to the faculty member a re-evaluation of his/her grading policy.

Academic Review Committee
The Vice President of Academic Affairs selects a committee of five (5) members and three (3) alternates from the following groups: teaching faculty, Deans, and the Plymouth Campus. One member will be a member of the Quincy Education Association. Appointments to the committee shall be made no later than the start date of an academic year and shall last for one (1) academic year. If the grade appeal process involves a committee member, that member must recuse him/her-self from the committee and its deliberations for that grade appeal only and must be replaced by an alternate member. The Vice President may ask an alternate to serve on the committee in the absence of a committee chair. The term of each shall be one academic year, with the chair being ineligible for service as chair in the next succeeding year. The vice chair shall
chair committee meetings in the absence of the chair. The committee will determine the schedule of meetings at the first meetings in September. The schedule will be posted and distributed to all academic divisions. Following each committee meeting, the decision(s) rendered will be forwarded to the Vice President, Academic Affairs no later than three (3) business days following the committee’s meeting. The Vice President will notify the student, the affected faculty member and the College President of the committee’s decision.

It is recommended that the student attempt to resolve the final grade dispute with the faculty member with whom the dispute exists, before requesting a hearing by the Academic Review Committee. The request for a hearing must take place within 30 days of issuance of final grades by the Enrollment Services Office.

If the student is unable to resolve the final grade with the faculty member, the student may appeal to the Academic Review Committee. In order for the final grade appeal to be heard by the Academic Review committee, the student must submit the following:

- Letter addressed to the Chair of the Academic Review committee which states the reason why the student feels that the final grade is not justified
- Copy of the course syllabus outlining the grading and attendance policies
- A record of all test grades received in the course
- Copies of all available graded assignments, laboratory assignments, or other work assigned by the faculty member during the course
- Copies of any papers submitted during the course that affected the final grade (terms papers, research papers, care plans, etc.)

The Chair of the Academic Review committee will request that the faculty member submit the following documents:

- Copy of the course syllabus outlining the grading and attendance policies
- Class, clinical, and/or laboratory attendance records
- List of all grades earned by the student while enrolled in the course
- Copies of any available grade assignments, papers, tests, quizzes or other materials that the student completed while enrolled in the course

The inability of the student to provide documents as designated above, and/or of the faculty member to provide documents as designated above shall not serve as a bar to the committee hearing the student’s appeal and rendering a decision on the student’s appeal.

Following the receipt of ALL available documents identified above, the chair of the Academic Review Committee will place the student’s grade dispute on the agenda of the next regularly scheduled academic Review Committee meeting. In the event that waiting for the next regularly scheduled committee meeting may jeopardize the student’s continued education at Quincy College, opportunities for transfer to a four year institution, or employment opportunities, the chair will schedule a meeting sufficiently prior to the next scheduled meeting to adequately accommodate those student issues. The faculty member and the student may offer testimony, may bring witnesses, and both will have the opportunity to question witnesses.

The Academic Review Committee will forward a written decision, including the basis for the decision, the names and titles of those present, a list of documents presented, and a numerical record of the committee’s vote to the Vice President of Academic Affairs within three (3) days following the committee’s decision. Those committee members who disagree with the decision of the majority of the committee, and who vote in the minority, may submit to the Vice President a written report indicating the basis for their disagreement.

The Vice President of Academic Affairs will, in writing, inform the students, the faculty members, and the college President of the committee’s decision within three (3) business days following the receipt of the decision from the chair of the Academic Review Committee.

**Student Governance**

**Class Representatives**
Students in both the first and second year are eligible to be class representatives. Students volunteer for these positions.

**Duties**
Class members may work on community service projects and organize fundraising activities. The class representatives are responsible for organizing communication systems, facilitating class service projects, and professional recognition activities, if desired. Association with the National Student Nurses Association is strongly encouraged.

**Committee Work**
Student representation is actively solicited for the standing committees within the division of Nursing. Participation on these committees gives students a voice in the curriculum content and the overall program of learning. Faculty looks forward to student ideas and participation. Participation is a great way to learn more about the profession and provides more exposure to the nursing critical thinking process.

The committees are:
● Nursing Faculty Organization – meets once a month for 2 hours. Usually attended by a class representative or designee.
● Nursing Curriculum Committee – meets once a month for 2 hours. Usually attended by a class representative or designee.
● Systematic Evaluation Plan of the Program – meets once a month for 2 hours. Usually attended by a class representative or designee.

For Student Representation within the College
See Quincy College Policy Manual Article III- Composition of the Senate for all details of the Quincy College policy regarding student representation on the College Senate committee and Quincy College Policy Article IV for composition of the Standing committees. Students who are interested in representing the nursing program in college-wide affairs are asked to self-nominate to the Director of Student Affairs.

Program Completion
The full-time and part-time Practical Nurse Programs must be completed within four years of the initial program admission date. A student may request a leave of absence. The request must be submitted in writing to the Dean of Nursing.

Graduation
During the final semester, students will complete an Intent to Graduate Form and return to the Office of Student Records and Registrar along with and a $150 non-refundable fee (valid only for one academic year). Quincy College confers degrees twice each academic year. Fall semester completions are conferred in January and Spring semester completions are conferred in May. All graduates are invited to participate in the May Commencement. An audit of graduation requirements will be conducted to determine student graduation status. Please note that per Quincy College policy, no credits may be transferred during the final semester.

There are two ceremonies for the nursing graduate: the Professional Recognition (pinning) Ceremony and the College Commencement. Both ceremonies are symbolic and important. The Professional Recognition Ceremony is a professional ceremony only for nurses and their families. This ceremony conveys the richness of the nursing profession as well as recognizes the uniqueness of nursing. It is a symbol of your passage from a student to a professional.

The College Commencement is an opportunity to participate in the graduation along with others within a larger higher education community to which you also belong. It is symbolic to you as a nurse because you belong to a larger community of professionals and health care providers. Recognizing your uniqueness as a nurse and as a member of a larger community is important. Your accomplishments need to be recognized and participation in both is encouraged. Students who have not completed all program requirements with a grade of C+ (77%) will not be allowed to participate in either the Professional Recognition Ceremony or Commencement. Any student with an outstanding balance will not be allowed to participate in either ceremony. The Program Administrator will not release the NCLEX-RN applications to students with outstanding accounts.

Professional Recognition Ceremony (Pinning Ceremony)
In order to participate in the Professional Recognition Ceremony and/or Commencement, the student must:

● Complete all program requirements (including lab courses) with a grade of C+ (77%) or better.
● File an application and fee for commencement with Enrollment Services by the College’s deadline date.
● Satisfy all obligations due to Quincy College before participation in the Professional Recognition Ceremony. This may include a financial account, library account or other obligations.
● Be professionally dressed for the Professional Recognition Ceremony. Professional dress means a white nursing uniform and white uniform shoes. Graduates should style their hair to be off the neck. Students may purchase the Quincy College Nursing Pin that is awarded after all course and program requirements have been met. At faculty discretion, students who are inappropriately dressed will be denied participation.

Gifts to the Faculty
Faculty is aware that students sometimes wish to express their appreciation by presentation of gifts. Professional, legal, and ethical frameworks prevent faculty from accepting gifts from individual students. Faculty cannot accept gifts or favors with a value of more than fifty dollars ($50.00) from students (or their family members).

Clinical Requirements
Centralized Clinical Placement Online Orientation and Clinical Assignment Ticket
Students and Adjunct Faculty are required to complete the Online Orientation Program as part of their clinical education experience. **Students must complete a CCP Ticket for each clinical placement.**

The Online Orientation Certification is valid for 1 year; August 1 to July 31 the following year. Access the Online Orientation program at: [www.mcnplacement.org/orientation](http://www.mcnplacement.org/orientation)

Please remember, reading the modules does not relieve students or Adjunct Faculty of their responsibility to locate and review the policies and procedures that have been adopted by each of the health care organizations to which the students
are assigned. If students have questions regarding the content within the modules or the process, they should contact their clinical instructor or school’s contact person.

**Clinical and Lab Attendance and Make-up Policies**

Attendance at all laboratory and clinical sessions is required. All clinical absences will require student make-up according to methods outlined by the faculty and/or the Assistant Dean of Clinical Experience to ensure course/clinical objectives are met and will be scheduled at the discretion of the course instructor. It is the student’s responsibility to coordinate clinical make-up with the course instructor via email. At the recommendation of the clinical instructor, the make-up assignment may be:

- An additional clinical experience at the student’s expense (see information below)
- A computer clinical-based experience, and/or
- A critical thinking exercise.

Absences are to be reported to the designated faculty as soon as absence is apparent. Students who have more than one clinical absence (excused or unexcused) will be placed on clinical warning and are required to meet with the nursing faculty and the Assistant Dean of Clinical Experience to determine whether clinical objectives can be or are being met. If it is determined that the student can meet the objectives, a make-up plan will be developed. If successful completion of the objectives is unlikely or unreasonable, faculty may recommend that the student withdraw from the course. If clinical objectives are not met, this will result in a clinical failure. “No call, no shows” to clinical sessions will result in a clinical warning.

Class and/or clinical absences may affect the student’s ability to obtain a positive reference from an instructor. If clinical is missed due to weather emergencies or College closing, clinical make-up is not required. Otherwise, all clinical absences must be up.

**Clinical Makeup Process**

- If a student or the school cannot schedule the clinical make-up within already scheduled clinical time, then a separate clinical experience will need to be arranged. This can be in the form of a paper or project that will reflect the 6 hours of clinical missed
- Only Quincy College contracted or adjunct nursing faculty are allowed to provide clinical make-up.
- The clinical instructor will submit a written evaluation of the student’s make-up experience to the Assistant Dean of Clinical Experience. This evaluation will be retained in the student’s record until graduation.
- In the event the student’s performance is unsatisfactory during the make-up experience, the student will not receive credit for the make-up. An additional make-up will have to be assigned. It is important to note that a second clinical make-up day may not be possible. If scheduling is not possible and the second written assignment has not been completed satisfactorily as assigned, the student cannot progress to the next level or in the program or graduate.
- Students that have any pending clinical make-up are ineligible to sit for their final exam. This could lead to dismissal from the nursing program.
- Open labs are NOT to be used as makeups for missed clinical.

**Remediation for Improving Clinical Performance**

- If a student’s clinical performance is not progressing satisfactorily toward meeting the course objectives, the clinical faculty will prepare a written remediation plan in collaboration with the lead faculty member. The plan will be presented to the student at a meeting to include student, lead faculty, and adjunct clinical faculty involved. The plan will define specific area(s) of remediation, proposed learning options/methods, expected outcomes, and a time frame for evaluation of student progress.
- A copy of the plan will be retained by the lead faculty and a copy placed in the student’s file in the Nursing Department.
- Progress will be documented by the faculty and communicated to the student in a timely manner. Adjunct faculty are responsible for informing lead faculty of the student’s progress.
- For students requiring additional practice in the nursing laboratory, faculty will complete a Skill Lab Remediation form and make a phone/email referral to the Assistant Dean of Laboratory/Simulation Experiences.

**Clinical Grading Methodology**

This document has been prepared so that every student enrolled in the nursing programs at Quincy College will understand what is expected in regard to Classroom, Clinical and Laboratory conduct. The student must understand that failure to comply with these stated expectations will have a negative impact on his or her overall course grade, and may also affect progression in the Nursing Program.

The purpose of the Clinical Evaluation is to:

- Determine the student’s ability to apply theoretical knowledge to the understanding of Clinical problem solving
- Document the mastery of essential nursing practice (competencies)
- Assess the student’s level of interactive skill with clients relative to Health promotion and maintenance
- Utilize performance feedback to maintain effective and relevant learning experiences.
- Assess the quality of instruction and the validity of the learning sequence.
Effects of the evaluation process include the following:

- Reinforce the importance and value of required competencies in the nursing role
- Timely feedback about performance in order to enhance efficiency and effectiveness
- Progress toward level and program outcomes
- Ability to look critically at one’s own performance through the constructive observations of others
- Opportunity to collaborate with faculty.

Clinical Warnings
Clinical Warnings are issued when it is determined that a student is unsafe, unaccountable or does not meet the criterion referenced performance standard. A student placed on clinical warning must develop a written remediation plan by their next clinical day. The remediation plan must be submitted to each subsequent clinical instructor until taken off clinical warning. Daily self-evaluation forms of clinical performance must be completed and submitted to the clinical faculty member. The instructor will copy the form and attach them to the student’s clinical evaluation tool. The student will seek daily feedback from the instructor.

Clinical Group Experience
Faculty will work with the Assistant Dean of Clinical Experiences to establish clinical groups for each nursing course. Students are responsible for providing their own transportation to and from the assigned clinical experience. Some nursing courses in the day program may have evening or weekend clinical rotations. Some nursing courses in the part-time program may have day clinical experiences. Switching of clinical assignments will not be permitted.

Clinical Experience Guidelines
The nursing faculty requires that nursing students provide safe, effective, and supportive client care. To fulfill this purpose, nursing students must be (1) free of chemical impairment; (2) physically well, and (3) emotionally focused during participation in any part of the nursing program including classroom, laboratory, and clinical settings.

Students must remember:

- To sign in and out of their clinical experience.
- They are guests in the clinical agency and their behavior should be appropriate to that role. They are accountable for the quality of care given to clients assigned for learning experiences.
- They are expected to comply with agency policies and procedures. Students must attend a facility orientation.
- They are expected to report to their assigned nursing unit promptly at the scheduled time in professional attire (See Dress Code Policy).
- If for some reason a student cannot report for a clinical experience on an assigned day or will be late coming to clinical, he/she is to call the nursing instructor at least one hour prior to the beginning of the experience explaining the reason for the absence or delay. Make-up time will be required for absences or tardiness. (See Attendance and Make-up Policies). Failure to call or notify faculty will result in a clinical warning for lack of accountability. Any student who is a no call or no show for a scheduled clinical learning experience will be placed on Clinical Warning. Absences must be made-up within a reasonable time frame before progression to the next level.
- Students are not to leave the assigned nursing unit without informing staff and the instructor.
- They are expected to comply with agency policies and procedures. Students must attend a facility orientation.
- The cafeteria and coffee shops are available for your use during scheduled break time.
- Telephones in the agency are for business use, not personal use. Students do not make or receive phone calls on the nursing unit.
- Cell phones are not permitted on the nursing in clinical settings. You may ask you instructor to hold your cell phone during your clinical experience for emergency calls. Students are not permitted to use cell phones in the clinical areas. Cell phones MUST be shut off while in the clinical area. Cell phones use is only permitted for clinical activities.
- Students may not smoke or chew gum while wearing a Quincy College uniform or lab coat.
- Smoking is NOT permitted at any clinical agency.
- Students are permitted to use the agency library within the established rules and regulations of the agency.
- Students may not transact any business for clients nor may they act as a witness for any consent forms.
- Students are never permitted to take drugs or any other supplies from the clinical unit.
- Students are not to make engagements with or to take gifts or money from clients or their families.
- Students are expected to adhere to the clinical agency’s parking policies. If agency parking policies are not followed, a clinical warning will be issued. If the student continues to not follow the agency parking policy, the student will be removed from the clinical rotation and may.
- All information about clients is confidential and on a need to know basis. Quincy College is in compliance with HIPAA regulations.

Confidentiality Policy
Confidentiality is a patient’s right and the responsibility of the nurse, nursing student, and health care team members. Any information in written, oral, or electronic form about a patient’s physical, emotional, or mental health or treatment is considered confidential and should be shared only in a private area among healthcare providers involved in the care and treatment of the patient. This information must be handled discretely and privately and protected against theft, loss, or inappropriate disclosure.
Nursing students, by virtue of the educational process, will routinely have access to protected health information (PHI) of patients under their care at a variety of clinical agencies. In accordance with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, nursing students will participate in annual educational review sessions regarding confidentiality and HIPAA regulations. Documentation of participation in the review sessions will be retained in the students file. Students sign a confidentiality agreement upon entrance into the nursing program which is retained in their file. Students will be required to sign a Confidentiality Agreement and comply with the Confidentiality Policies and HIPAA regulations at the clinical agency where they are assigned for clinical lab. Assignments that include patient-related information must be handled securely to avoid unnecessary or inadvertent disclosure and will not include patient identifying information. Students suspected of violating patient confidentiality will be suspended from clinical and an investigation will be conducted by the Assistant Dean of Clinical Experience and the Dean of Nursing. A student found to have violated patient confidentiality will be subject to disciplinary action, up to and including dismissal from the program.

Informatics and Technology
The Health Information Technology for Economic and Clinical Health (HITECH) Act updated federal HIPAA privacy and security standards. A breach is, generally, an impermissible use or disclosure under the Privacy Rule that compromises the security or privacy of the protected health information such that the use or disclosure poses a significant risk of financial, reputational, or other harm to the affected individual. Examples of a breach includes, but is not limited to:

- Reviewing the medical records of family members, neighbors, celebrities, etc.
- Leaking papers with a client’s identifiable information in public areas visible to others.
- Failing to confirm the accuracy of a fax number before faxing patient-identifiable health information.
- Talking in public areas, talking too loudly, talking to the wrong person.
- Email or faxes sent to the wrong address, wrong person, or wrong number.
- Failure of user to log off computer systems, allowing others to access their computer or system.

Examples of Student Breaches:

- Using a cell phone to take pictures of a patient/resident.
- Using a cell phone to record a health care provider explaining a surgical procedure.
- Posting a picture of themselves with a client on Facebook.
- Providing treatment advice to a client via Twitter.
- Posting a picture of a client’s open wound on the internet.
- Posting details about a student’s clinical day without mentioning the client’s name, but giving out details about the injuries to allow others to guess who it was.
- Posting comments to a blog about a client they care for in the previous year, including the name of the unit.

Unethical Behavior and Possible Breaches

- It is unethical and disrespectful to post negative comments about the health care organizations to which you are assigned for clinical or the staff who work there. Questions and concerns should be communicated to the clinical instructor rather than posting on a social media site. Be aware of the potential for loss of perspective and committing a security or privacy breach by mentioning private information in negative comments on social media sites.

HIPAA violations may lead to dismissal from the academic program.

Quincy College Vision of Clinical Skills and Simulation Center
The vocation of the clinical simulation labs is to integrate critical components of nursing education that supports the development of core knowledge, core competencies, professional values, and role development in professional nursing education.

Mission of the School of Nursing Clinical Skills and Simulation Center
The goal of the Skills and Simulation Center for Quincy College (SSCQC) is to provide a safe learning experience that promotes successful understanding in all aspects of health care with development of excellence in education, practice, and service. To provide quality hands-on learning experiences in a safe and realistic environment that are based on nursing knowledge, patient safety, evidence-based practice and professionalism.

Purpose of the Skills & Simulation Center
The SSCQC faculty and administration are here to make the students clinical experience educational, and to initiate informative knowledge to the students. Simulation activities will be integrated throughout your curriculum. Simulations and case scenarios are designed to help the students develop problem-solving and decision making skills. Challenges will include attempts to include all environmental factors to make the students learning experience realistic and authentic. For enhanced learning all students are required to come to lab prepared. The faculty will provide the students with positive feedback and debriefing of their performance. It is essential that students be active participants in the process of self-analyzing their performance and utilization of critical thinking during the reflection process.

General SSCQC Guidelines – Students Responsibilities
The Nursing Skills labs are an extension of your clinical and academic programs. Therefore, all the same requirements for maintaining professional behaviors in both Clinical and Academic settings apply (examples: dress code, language/ behavior, etc.). See Nursing Division handbook and Quincy College student handbook.

- Appropriate attire is required. Follow college/nursing handbooks. You are required to wear your clinical uniform and name tag for all skills & simulations. You must wear your name tag & student ID at all times!
● No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users. Please do not access other areas unless instructed to do so, see all posted signs and directions.
● All faculty, staff and students must complete the SSCC orientation prior to using the equipment, and must turn in required signed lab agreement form from the handbook.
● Children are not permitted in the lab.
● Cell phones can be distracting. Please make sure your cell phone is turned off when you are in the lab.
● Absolutely no food or beverage in the lab. This is a simulated hospital environment and you do not eat in your patients’ rooms. Enjoy your snacks and drinks outside of the lab.
● All students and faculty must have successfully passed a CPR for healthcare provider’s class prior to any lab activity.
● When entering the labs, you are required to sign in book or roster. We want to be able to keep track of when you are practicing and testing. We also use the information for staffing purposes so we can meet the need of our students. Don’t forget to sign out before you leave.
● When you enter, put your coat and book bag in the designated areas (keep your valuable with you as we are not responsible). Make sure you have all of your materials to practice/test with you (textbooks, check off lists, stethoscopes etc.).
● Use of the computers is restricted to assigned classroom work only and not for personal use.
● Skills lab resources manuals/reference materials are available for use. Please do not remove from the lab.
● Do not use the equipment for any purpose other than specified; anyone who fails to comply with this request will be asked to leave the center.
● Any equipment malfunction or abuse must be reported to the lab coordinator immediately.
● All beds, (lowered to the ground with rails down), manikins’, (should not be removed from the beds unless instructed to do so), linens, (properly place back on the manikins’ after use as if caring for a real patient), and equipment used should be returned to where it came from. Individuals serving as patients are to remove their shoes when lying on beds.
● Smoking is prohibited.
● If you need any supplies or equipment and you cannot find them - communicate to the faculty.
● New equipment will be issued for most checkoffs. If you are returning for a repeat checkoff, you may not be using new equipment.
● There are cameras in some of the simulation areas, do not pull the curtains around the patients across the foot of the bed as this blocks the cameras. You can provide privacy between patients.
● Sharing of resources (space & supplies), when practicing may be necessary. Four to six students per bed/manikin is acceptable. Working in groups is also beneficial to learning.
● Let the lab coordinator know if you have suggestions for new purchases that would enhance your learning.
● It is the responsibility of the student to review the course syllabus for due dates and late assignment policies.
● Complete peer evaluations as assigned by course faculty.
● If there is a sharps injury or other injury, please inform lab staff immediately or a serious injury dial 911! Phones are in the labs.
● If you have a latex allergy, or suspect that you do, it is your responsibility to notify skills lab personnel. Non-latex gloves and equipment is available upon request.

In particular cases some things can be simulated and some things cannot. For example, we cannot control the mannequin’s skin temperature, but we can provide the voice of the mannequin.

If you need information about your patient and cannot get it do not hesitate to ask. The most important points to remember:
● One person speaks at a time. We cannot hear you, or give you credit for doing or saying something if multiple people are talking at the same time.
● Treat each patient simulator as a patient and be respectful of lab equipment, keep them clothed and covered when not performing procedures/skills.
● Manikins:
  ○ Use gloves when handling all manikins and parts.
  ○ Do not move manikins or manikin parts without the help of lab personnel.
  ○ Do not use betadine on manikins.
  ○ Keep pens/ or writing tools away from manikins.
● It is okay to make a mistake. You will learn from your mistakes. We will not stop you if you are making an incorrect decision or treatment. We will review during the debriefing process.
● Everything you say, and everything you do should be exactly like it is a real patient! If you say something (i.e. “this dummy is stupid”), or do something (i.e. take pictures with your cell phone, send text message to your friends, laugh inappropriately, etc.) that we determine to be inappropriate, we will ask you to leave the simulation and send you for counseling.

The nursing skills labs are an integral part of your nursing education where you have the opportunity to overcome your fears and insecurities while working with a variety of task trainers, high fidelity manikins, and actual hospital equipment. By using the provided equipment and supplies, you are able to simulate a clinical environment where you have the ability to learn and practice safely without causing harm to your patients. The nursing skills lab is staffed by professional RN’s who are available to educate, support and guide you!
Confidentiality
In order to preserve the realism of the scenarios used in the SSCQC and to provide an equitable learning experience for each student, all persons using the SSCQC will be required to sign a confidentiality agreement (see attached copy of confidentiality agreement). Because every simulation has the possibility of being recorded, manikin accessibility will be treated like a real patient. Students are expected to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. Students agree to report any violations to the faculty or instructor.

Lab Attendance and Make-Up Policy
Lab and simulation session make up policies are consistent with clinical make up policies. The skills and simulation activities will be integrated throughout your curriculum. Throughout your nursing program, you will spend time in the nursing skills lab each semester, whether you are learning new skills, reviewing previously learned skills, or being evaluated in preparation for clinical. Simulation activities will be a key component of all these elements, whether it is using simple task trainers, high fidelity manikins or a peer. Critical thinking is encouraged by incorporating the rationale for what you are learning as well as understanding the nursing assessments and responsibilities that accompany these skills.

Open labs allow the opportunity to practice independently with your peers, with adjunct faculty and Professors to develop your skills. How much time you dedicate to practice is dictated by how quickly you learn and by the complexity of skills. You all have your own style and pace of learning; therefore, plan your time and needs accordingly. Practice is completed on your own time and testing may either be on your own time or during scheduled class/clinical or lab time (course dependent). Currently there is no mandatory time requirements for practice. Therefore, it would be beneficial to include open lab practice time into your weekly schedule.

The lab schedule is posted on Canvas, in the course syllabus, and outside of the labs on the doors. Lab hours vary each semester and are subject to change. Scheduled skills and simulation labs are mandatory for attendance, all missed labs must be made up. Students who have absences that exceed greater than one day will receive a clinical warning (see clinical attendance and make-up policy). “No call, no shows” to scheduled lab sessions will result in a clinical warning. Students are welcome to practice during open lab hours, (the calendar is posted on Canvas and outside the lab doors). No appointments needed for open labs and students can attend any open lab at any campus. Open labs are NOT to be used for make-ups for missed simulation labs.

Missed skills labs need to be scheduled through course faculty in coordination with open lab faculty. Missed simulation labs must be made up following the clinical makeup policies.

Open labs may be used for scheduled appointments made in advance for remediation as indicated by faculty. No student can attend an open lab for remediation without a remediation or clinical warning notice from faculty. This is the students “ticket” into the lab for specified review based on content agreed upon between student, faculty and laboratory faculty.

Further Attendance Guidelines
The Nursing department follows the guidelines for attendance outlined in the college catalog. A student desiring to withdraw from a course or the College must complete an official withdrawal form and submit the form to the Registrar’s Office by the stated deadline each semester. Failure to attend class or merely giving notice to an instructor is NOT considered an official withdrawal. If the student withdraws, a grade of “W” is recorded on his/her transcript. Withdrawal requests are NOT accepted by phone.

Nursing students are expected to attend all class, lab and clinical sessions of courses in which they are enrolled and are responsible for all material presented therein. Regular attendance is essential for successful completion of the program. No clinical absences are permitted.

Absences will be monitored by faculty. Time missed will be made up via methods at the discretion of the faculty. Students absent without a valid excuse for more than twice the number of weekly meetings or who cannot meet the course objectives because of excessive absences will be withdrawn from the class. Unexcused absences may include, but are not limited to tardiness, unreported absence, scheduled vacation or events, excessive undocumented illness. If it is determined that the student will be unable to meet the course objectives within the assigned time frame, a meeting will be conducted with the student to explore academic options.

Absences from Class/Lab/Simulation
If a student is absent from class/lab/simulation for two or more consecutive days, she/he must present a physician’s note to the College Health Center stating:

- Dates of Treatment
- Release date to return to class and/or clinical

Late Starts: If the College delays opening, students are to report to the clinical agencies at the time designated when the College will open.

DPH Visits: Students are required to make up theory and/or clinical practice which have been canceled due to DPH Visits. The College will make every effort to place students where course objectives can be met.

Tardiness: Students are expected to report to class and clinical on time to be mentally and physically prepared to participate in clinical at their scheduled time. Tardiness is disruptive to faculty and clinical agency staff and will not be tolerated.
Notification: In the event that tardiness or absence is necessary, the student must contact the clinical instructor where s/he was assigned as soon as possible. The student should also email the course faculty member.

Student Dress Code for Clinical, Simulation, and Lab Experiences
The Quincy College nursing student uniform serves to identify you as a student nurse amongst many health care providers. The uniform was selected to present a professional image of you, the nursing program and the college.

As a student in the nursing program, you are expected to comply with the dress code. The clinical agency and nursing faculty have authority to deny access to clinical, simulation or lab experiences if a student does not adhere to the dress code.

Students participating in an assigned clinical or simulation experience are expected to wear a complete Quincy College nursing student uniform. In some clinical units a dress code may be outlined by the clinical agency (i.e. operating room). When a student is assigned to these specific areas, they will follow the specified agency protocol. The college lab is an extension of the clinical learning environment. The activities in the lab are intended to help students gain the knowledge, skills and attitudes required for practice. Learning and deliberate practice of skills in this environment needs to be done while adhering to the program’s Dress Code.

The uniform may not be worn at the student’s place of employment. Dress code requirements for clinical and simulation experiences, clinical site visits during non-clinical hours, scheduled labs and lab practice are outlined below.

- Blue uniform top with Quincy College patch sewn to left chest.
- Blue uniform pants. (tops/pants can be ordered from the Quincy College Book Store)
- Long sleeve undershirt, white only
- Clean solid white leather shoes or walking sneakers. Shoes with heels, clogs, high top sneakers, or sneakers with colored insignia are not permitted.
- White stockings/socks.
- The uniform must be clean, pressed, and in good repair.
- Quincy College Student Name Tag pinned to right chest
- Stethoscope, bandage scissors, pen light, and watch with a sweep or digital second hand. In addition, bring BP cuff to Simulation and Lab experiences.

Additional Requirements Related to Professional Appearance*
- Fingernails must not protrude beyond the fingertips. Only clear (not chipped) nail polish is permitted. Tips, wraps, or acrylic gel nails are not permitted because of the risk of infection.
- Jewelry is limited to one ring or ring set (i.e. wedding band and engagement ring), one pair of stud earrings and a wrist watch. In some clinical areas all jewelry must be removed.
- Visible body piercings, including but not limited to, eyebrow, lip, tongue, cheek and nose are not permitted
- Tattoos must be completely covered.
- Ear gauges must be plugged with plugs matching skin tone.
- Hair must be pulled back in a neat controlled style away from the face and off the collar.
- Male facial hair must be neat and well-trimmed.
- Hair must be of a color found in natural hair.
- No offensive body odor.
- No odor of smoke or cologne/perfume/powder.

*These additional requirements apply to clinical, simulation, clinical sites during non-clinical hours, scheduled labs and lab skill practice

Student Identification Card Requirement
All students must possess a Quincy College photo identification card. The identification card serves as proof of identification while on campus and is required to gain access to and use the facilities of Quincy College. All students are required to carry their Quincy College photo identification card with them at all times while on campus. Students must present a current Quincy College photo identification card when attending examinations.
Student Handbook Honor Pledge

I ____________________ pledge that I will abide by the following honor code while enrolled in this course.

I will neither receive from nor give aid to a student or retrieve information from high/low technology during examinations and all individually graded assignments. This includes but is not limited to the use of electronic dictionaries, palm pilots, crib sheets, cell phones, tapping codes, etc.

I will preserve the integrity of examination questions by maintaining confidentiality. Students will not record in any form or discuss examination questions, answers, or exam review content with past, present, or future students.

Client Confidentiality

The practice of professional nursing is one that requires a high level of trust between nurses and their clients. In recognition of this high level of trust that is inherent in any nurse–client interaction, it is understood that I am expected to maintain absolute confidentiality with respect to client’s information and communications (written, computerized, and verbal).

Ethical Behavior

Students are expected to maintain the American Nurses Association Code of Ethics in all settings. Failure to do so may result in dismissal from the Program.

Attendance

Attendance at all nursing lectures, assigned laboratory and clinical experiences is expected. Faculty is required to maintain attendance records for all scheduled learning experiences. These records will be maintained until the student graduates (See Grading, Promotion and Dismissal Policies, and Attendance and Make-up Policies). I understand that lateness and absences may impact my grade and prevent me from continuing in the program.

I have received the handbook, and I have had an opportunity to read the handbook, and understand that I may ask my nursing faculty any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook and any revisions made to it. Additionally I will return one signed copy of the Honor Pledge to my course instructor.

Date ______________________________________________________

(STUDENT – PRINT NAME)

____________________________________________________________

(STUDENT – SIGNATURE)

This form (when signed) is filed in the student’s academic record and will be kept on file while the student is enrolled in the program.
# Quincy College 2017-2018 Academic Calendar

## Fall 2017 Full Semester Day Course Dates

### September

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- 8/30/17-9/1/17 Fall Faculty Non-Instructional Days
- 9/4/17 Labor Day | College Closed
- 9/6/17 Classes Begin
- 9/6/17-9/22/17 Add/Drop Period

### October

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- 10/9/17 Columbus Day | College Closed

### November

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- 11/10/17 Veteran’s Day Observed | College Closed
- 11/11/17 Veteran’s Day | College Closed
- 11/17/17 Last Day to Withdraw to Receive a Grade of “W”
- 11/22/17 Thanksgiving Recess Begins (Offices close at 12PM, Classes End at 4PM)
- 11/23/17-11/26/17 Thanksgiving Recess | College Closed

### December

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- 12/15/17-12/15/17 Classes End/Final Exams Begin
- 12/24/17 Christmas Recess Begins (Offices close at 12PM)
- 12/26/17-12/26/17 Christmas Recess | College Closed
- 12/29/17 New Year's Holiday Begins (Offices close at 12PM)
- 12/30/17-1/1/18 New Year's Break | College Closed

*Final exam period varies according to course format including evening, weekend, online, and flex courses.*
### WINTER 2017-2018

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- 1/2/18 Classes Begin
- 1/2/18, 1/3/18, 1/4/18, 1/5/18, 1/6/18, 1/9/18, 1/10/18, 1/11/18
- 1/12/18, 1/16/18 Classes Meet (1/17/18 Make-up Day)
- 1/2/18-1/3/18 Add/Drop Period
- 1/5/18 Last Day to Withdraw to Receive a Grade of "W"
- 1/16/18 Final Exam/Winter Intercession Ends
- TBA: Winter Nursing Pinning
### QUINCY COLLEGE 2017-2018 ACADEMIC CALENDAR

#### SPRING 2018 FULL SEMESTER DAY COURSE DATES

#### JANUARY

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- 1/15/18 Martin Luther King, Jr. Holiday | College Closed
- 1/16/18-1/18/18 Spring Faculty Non-instructional Days
- 1/22/18 Classes Begin
- 1/22/18-2/2/18 Add/Drop Period
- TBA Winter Nursing Pinning

#### FEBRUARY

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- 2/1/18-2/2/18 Add/Drop Period
- 2/19/18 Presidents Day | College Closed

#### MARCH

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- 3/12/18-3/17/18 Spring Break | No Classes
- 3/12/18, 3/16/18, 3/17/18 College Closed
- 3/30/18-3/31/18 Spring Holiday Weekend | College Closed

#### APRIL

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- 4/12/18 Last Day to Withdraw to Receive a Grade of “W”
- 4/16/18 Patriots Day | College Closed

#### MAY

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- 5/3/18-5/9/18 Classes End/Final Exams Begin
- 5/17/18 Honors Convivium-Pending Venue
- 5/22/18-5/25/18 Spring Faculty Non-instructional Days
- 5/25/18 Commencement
- 5/26/18 Memorial Day | College Closed
- TBA Spring ADN Nurses Pinning

*Final exam period varies according to course format, including evening weekend, online, and fax courses*
QUINCY COLLEGE 2017-2018 ACADEMIC CALENDAR

SUMMER 2018

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- 5/29/18 Summer I 5-Week Classes Begin
- 5/29/18 Summer I 10-Week Classes Begin
- 5/29/18-6/5/18 Summer I 5-Week Add/Drop Period
- 5/29/18-6/1/18 Summer I 10-Week Add/Drop Period

JUNE

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- 6/22/18 Summer I 5-Week Last Day to Withdraw to Receive a Grade of “W”
- TBA Spring PN Nurses’ Pinning

JULY

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- 7/2/18 Summer I 5-Week Session Ends
- 7/9/18 Summer II 5-Week Session Begins
- 7/9/18-7/13/18 Summer II 5-Week Add/Drop Period
- 7/27/18 Summer I 10-Week Last Day to Withdraw to Receive a Grade of “W”

AUGUST

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- 8/3/18 Summer II 5-Week Last Day to Withdraw to Receive a Grade of “W”
- 8/9/18 Summer II 5-Week Session Ends
- 8/10/18 Summer II 10-Week Session Ends
- 8/13/18 Summer I 10 Day Classes Begin
- 8/13/18, 8/14/18, 8/15/18, 8/16/18, 8/17/18, 8/20/18, 8/21/18, 8/22/18, 8/23/18, 8/24/18 Summer II 10 Day Classes Meet
- 8/23/18 Last Day to Withdraw to Receive a Grade of “W”
- 8/24/18 Summer II 10 Day Classes End
- 8/30/18-9/3/18 Faculty Fall Non-Instructional Days

QUINCY COLLEGE
THE COLLEGE OF THE SOUTH SHORE™

37
# Quincy College 2018-2019 Academic Calendar

## Fall 2018 Full Semester Day Course Dates

### September

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- 8/30/18 & 8/31/18 & 9/4/18 Faculty Non-Instructional Days
- 9/3/18 Labor Day | College Closed
- 9/6/18 Classes Begin
- 9/9/18-9/22/18 Add/Drop Period

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- 10/8/18 Columbus Day | College Closed

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- 11/12/18 Veteran’s Day Observed | College Closed
- 11/16/18 Last Day to Withdraw to Receive a Grade of “W”
- 11/21/18 Thanksgiving Recess Begins (Offices close at 12PM; Classes End at 4PM)
- 11/22/18-11/23/18 Thanksgiving Recess | College Closed

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- 12/7/18-12/19/18 Classes End/Final Exams Begin
- 12/24/18 Christmas Recess Begins (Offices Close at 12PM)
- 12/25/18 Christmas | College Closed
- 12/31/18 New Year’s Holiday Begins (Offices Close at 12PM)

*Final exam period varies according to course format including evening, weekend, online, and flex courses.*
### WINTER 2019

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- 1/1/19 New Year’s Holiday | College Closed
- 1/2/19 Classes Begin
- 1/2/19, 1/3/19, 1/4/19, 1/7/19, 1/8/19, 1/9/19, 1/10/19, 1/11/19, 1/14/19, 1/15/19 Classes Meet (1/10/19 Make-up Day)
- 1/2/19–1/3/19 Add/Drop Period
- 1/7/19 Last Day to Withdraw to Receive a Grade of "W"
- 1/16/19 Final Exams/Winter Intercession Ends
# Quincy College 2018-2019 Academic Calendar

## Spring 2019 Full Semester Day Course Dates

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- 1/15/19-1/18/19 Spring Faculty Non-Instructional Days
- 1/21/19 Martin Luther King, Jr. Holiday | College Closed
- 1/23/19 Classes Begin
- 1/23/19-2/18/19 Add/Drop Period
- TBA Winter Nursing Pinning

### February

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- 2/1/19-2/8/19 Add/Drop Period
- 2/18/19 Presidents Day | College Closed

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- 3/1/19-3/16/19 Spring Break - No Classes
- 3/11/19, 3/15/19, 3/16/19 College Closed

### April

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- 4/15/19 Patriots Day | College Closed
- 4/18/19 Last Day to Withdraw to Receive a Grade of “W”
- 4/19/19-4/20/19 Spring Holiday Weekend | College Closed

### May

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- 5/1/19 Classes End/Final Exams Begin
- 5/15/19 Honors Convivium-Pending Venue
- 5/17/19, 5/20/19-5/23/19 Faculty Meeting & Advising Days (Non-Instructional)
- 5/24/19 Commencement-Pending Venue
- 5/27/19 Memorial Day | College Closed
- TBA Spring ADN Nurses Pinning

*Final exam period varies according to course format including evening, weekend, online, and flex courses*
# Quincy College 2018-2019 Academic Calendar

## Summer 2019

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- 5/28/19 Summer I 5-Week Classes Begin
- 5/28/19 Summer I 10-Week Classes Begin
- 5/29/19-6/4/19 Summer I 5-Week Add/Drop Period
- 5/28/19-6/7/19 Summer I 10-Week Add/Drop Period

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- 6/2/19 Summer I 5-Week Last Day to Withdraw to Receive a Grade of "W"
- TBA Spring PN Nurses Pinning

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- 7/1/19 Summer I 5-Week Session Ends
- 7/6/19 Summer II 5-Week Session Classes Begin
- 7/6/19-7/15/19 Summer II 5-Week Add/Drop Period
- 7/6/19 Summer II 10-Week Last Day to Withdraw to Receive a Grade of "W"

### August

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- 8/2/19 Summer II 5-Week Last Day to Withdraw to Receive a Grade of "W"
- 8/6/19 Summer II 5-Week Session Ends
- 8/6/19 Summer I 10-Week Session Ends
- 8/15/19 Summer I 10 Day Classes Begin
- 8/15/19-8/23/19 Summer I 10 Day Add/Drop Period
- 8/22/19, 8/23/19, 8/24/19, 8/25/19, 8/26/19, 8/27/19, 8/28/19, 8/29/19, 8/30/19, 9/2/19, 9/3/19 Summer I 10 Day Classes Meet
- 8/20/19 Last Day to Withdraw to Receive a Grade of "W"
- 8/23/19 Summer I 10 Day Classes End
- 8/28/19-8/30/19, 9/3/19 Fall Faculty Non-Instructional Days

*Summer Final Exams Administered on the Last Day of Class.
# Quincy College 2019-2020 Academic Calendar

## Fall 2019 Full Semester Day Course Dates

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- 8/23/19 - 8/30/19 & 9/3/19 Fall Faculty Non-Instructional Days
- 9/2/19 Labor Day | College Closed
- 9/4/19 Classes Begin
- 9/4/19-9/20/19 Add/Drop Period

### October

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- 10/14/19 Columbus Day | College Closed

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- 11/11/19 Veteran’s Day | College Closed
- 11/25/19 Last Day to Withdraw to Receive a Grade of “W”
- 11/27/19 Thanksgiving Recess Begins (Offices close at 12PM; Classes End at 4PM)
- 12/5/19-12/6/19 Thanksgiving Recess | College Closed

### December

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- 12/5/19-12/16/19 Classes End/Final Exams Begin
- 12/24/19 Christmas Recess Begins (Offices Close at 12PM)
- 12/25/19 Christmas | College Closed
- 12/31/19 New Year’s Holiday Begins (Offices Close at 12PM)

"Final exam period varies according to course format including evening, weekend, online, and flex courses."
QUINCY COLLEGE 2019-2020 ACADEMIC CALENDAR

WINTER 2020

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- 1/1/20 New Year’s Break | College Closed
- 1/2/20 Classes Begin
- 1/2/20, 1/3/20, 1/6/20, 1/7/20, 1/8/20, 1/9/20, 1/10/20, 1/13/20,
  1/14/20, 1/15/20 Classes Meet (1/10/20 Make-up Day)
- 1/2/20-1/3/20 Add/Drop Period
- 1/7/20 Last Day to Withdraw to Receive a Grade of “W”
- 1/15/20 Final Exams/Winter Intercession Ends
# Quincy College 2019-2020 Academic Calendar

## Spring 2020 Full Semester Day Course Dates

### January

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- 1/15/20-1/17/20 Spring Faculty Non-Instructional Days
- 1/20/20 Martin Luther King, Jr. Holiday | College Closed
- 1/22/20 Classes Begin
- 1/22/20-1/27/20 Add/Drop Period
- TBA Winter Nursing Pinning

### February

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- 2/1/20-2/7/20 Add/Drop Period
- 2/10/20 Presidents Day | College Closed

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- 3/9/20-3/13/20 Spring Break | No Classes
- 3/9/20, 3/13/20, 3/14/20 College Closed

### April

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- 4/10/20-4/18/20 Spring Holiday Weekend | College Closed
- 4/17/20 Last Day to Withdraw to Receive a Grade of “W”
- 4/20/20 Patriots Day | College Closed

### May

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- 5/1/20-5/5/20 Classes End/Final Exams Begin
- 5/13/20 Honors Convivium—Pending Venue
- 5/18/20-5/24/20 Spring Faculty Non-Instructional Days
- 5/22/20 Commencement—Pending Venue
- 5/25/20 Memorial Day | College Closed
- TBA Spring ADN Nurses Pinning

*Final exam period varies according to course format including evening, weekend, online, and flex courses.*