



Associate Degree in Nursing (ADN) Student Handbook

Fall 2026 – Summer 2027
Final



Associate Degree in Nursing (ADN) Program

Nursing, AAS-T

Health, Sciences, Education, and Wellness Institute (HSEWI)

3000 Landerholm Circle SE T308

Bellevue, WA 98007 – 6484

[Nursing@ Bellevue College](#)

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Introduction to Bellevue College Nursing Program

The faculty and staff of the Bellevue College Associate Degree in Nursing (ADN) program value you and your participation and want to help you succeed. We are committed to health care equity and to building an inclusive environment for learning.

The ADN Student Handbook will provide you with important information about the policies, curriculum, and expectations of the nursing program. Students are responsible for knowing and following the contents of the handbook. Contact information for the nursing faculty can be found at the [Staff and Faculty webpage](#). Prospective and current students can contact the program at bellevueADN@bellevuecollege.edu. Program offices are located at T-308.

ADN Program Outcomes

Upon completion of the Nursing AAS-T degree, students will be able to:

- Demonstrate clinical reasoning and use clinical judgment to provide safe care and promote human flourishing at the individual and family levels.
- Provide Patient-Centered Care through a lens of social equity to culturally diverse individuals and families.
- Collaborate in the management, coordination, and delivery of interprofessional care for diverse individuals, families, and communities.
- Demonstrate professional behaviors that reflect values consistent with lifelong learning, cultural humility, and ethical standards.
- Provide value-effective communication as an individual and as a team, using information technology to support and provide safe patient care.

Common Abbreviations Used in this Document

BC- Bellevue College

CAIT- Collaborative Academic Intervention Tool

HSEWI- Health Sciences, Education and Wellness Institute

ADDD- Automated Drug Dispensing Devices

ADN- Associate Degree in Nursing RN = Registered Nurse

RN-BSN- Registered Nurse to Bachelor of Science in Nursing

Section 1: ADN Program Information

Accreditation and Approval

The Bellevue College Associate Degree in Nursing program is accredited by the [National League for Nursing Commission for Nursing Education Accreditation](#) (NLN CNEA). Contact the Commission at: 2600 Virginia Avenue, NW, 8th Floor, Washington, D.C. 20037 or 202-909-2538.



The ADN program is also approved by the [Washington State Board of Nursing](#). Contact the Board of Nursing at: 111 Israel Road SE, PO Box 47864, Olympia, WA 98504 or 360-236-4703.

Curriculum Design Model

ADN education is designed around program learning outcomes and course outcomes in the following areas:

- Swanson's Caring Theory
- Professional and ethical standards
- Teamwork
- Quality improvement
- Evidence-based practice
- Informatics
- Health Equity
- Clinical Judgement
- Safety

Teaching methodologies are based on cognitive (thinking), affective (feeling), and psychomotor (doing) domains of learning. Adult learning theories inform a collaborative environment where the student is an active participant in the learning process. Simulation

provides experimental hands-on learning. Technology and informatics facilitate innovative, accessible learning. The curriculum design model is based on a cycle of evaluation and revision that responds to changing healthcare demands.



Nursing curricula are designed using frameworks and data from these professional sources:

- [Washington Center for Nursing Statement on Academic Progression in Nursing](#)
- [Department of Health and Human Services Patient Bill of Rights](#)
- [DTA \(Direct Transfer Agreement\) Washington State guidelines](#)
- Swanson's Caring Theory
- [American Nurses Association \(ANA\) Nursing Code of Ethics](#)
- National League for Nursing Core Competencies
- [National Student Nurses' Association Code of Ethics](#)
- Best Practices & Teaching Methodologies NLN Certified Nurse Education
- Bellevue College Mission/Values
- Global Initiatives Programs
- Quality and Safety Education for Nursing

Clinical Judgement Model

Our ADN program uses the Clinical Judgement Model to measure safe decision making and clinical judgement.

[Clinical Judgment Measurement Model | NCLEX](#)

Nursing Faculty and Staff

Please visit our website for a [list of nursing faculty and staff](#)

Faculty Cohort Advisors

Each nursing student cohort will be assigned a nursing faculty cohort advisor. The faculty cohort advisor will be able to provide direction regarding courses and college resources. Advisors are available to meet with students regarding personal and academic support by appointment.

See list of Faculty Cohort Advisors on ADN website and/or Canvas Courses. If Faculty Advisor is not available (such as during Summer Quarter), the student will check in with the Course Coordinator, then follow the communication chain.

Communication Chain

If students have concerns about the nursing program or classes, it is expected that students will follow these lines of communication:

1. Lecture/Clinical/Skills Instructor
↓
2. Course Coordinator and/or Faculty Cohort Advisor
↓
3. ADN Program Chair
↓
4. Associate Dean of Nursing
↓
5. Dean of Health Sciences, Education and Wellness Institute

Section 2: BC Information and Resources

Bellevue College offers a wide range of student support services to help you succeed academically, personally, and professionally. Resources include tutoring, writing support for nursing students, mental health counseling, housing and food assistance, financial aid, disability accommodations, multicultural services, childcare, and technology support.

We encourage all nursing students to become familiar with these services early in the program. Many supports—such as the Academic Success Center, Benefits Hub, Counseling Center, and Disability Resource Center—can be especially helpful as you navigate the demands of nursing school.

Explore the full list of [campus resources here](#):

See your course syllabi for additional HSEWI resources.

Section 3: ADN Curriculum

Program Requirements and Sequencing

The ADN Program is a part of the Bellevue College Health Sciences, Education and Wellness Institute (HSEWI) Division. Information about the ADN program (AAS-T degree) is available at the [Bellevue College Catalog](#), [ADN program](#) webpage, [Associate Degree in Nursing \(ADN\) Application Instructions](#) webpage, and [Associate Degree in Nursing \(ADN\) Plan of Study](#) webpage.

The ADN plan of study includes a full-time and a part-time progression. The Nursing AAS-T page in the [BC Course Catalog](#) provides the full credit requirements for the AAS-T degree. Students who want to transfer credits from another accredited institution should go to the [Transfer Credits to Bellevue College](#) webpage or contact [Student Central](#).

The ADN program is sequenced strategically, and progression through the program is dependent upon the successful completion of prior coursework. Prerequisite and nursing courses are specified in the official plan of study and cannot be taken out of order or separately. The plan of study is developed by the Program Manager and is uploaded to TargetX for students to be able to view and follow along with. Students that deviate from their established education plan upon admission to the nursing program will have an updated TargetX plan upon notification to the Program Manager about being out of sequence.

By enrolling in the nursing program, students commit to attending the required classes, clinical (including simulation), labs, and to fulfill the requirements of each course within the designated timelines defined by the program.

Upon admission to either the Full-Time or Part-Time cohort, students are expected to stay in that progression plan. If a student intends to change between Full-Time or Part-Time progression, they must meet with the Associate Dean of Nursing and Program Chair to

determine feasibility. Due to clinical and lab limitations, a case-by-case decision will be made.

Full-Time Plan of Study Progression (beginning Winter 2024)

Table 1 outlines the six-quarter ADN full-time progression plan.

Plan of Study for Full-Time Progression (6 Quarters)			
Year	Quarter 1 (Fall, Winter)	Quarter 2 (Winter, Spring)	Quarter 3 (Spring, Fall)
ADN Year 1	NURS 120 (6 credits) Nursing Fundamentals	NURS 122 (6 credits) Nursing Care of the Adult Client I	NURS 124 (6 credits) Nursing Care of the Adult Client II
	NURSL 121 (3 credits) Nursing Fundamentals Lab	NURSL 123 (1 credit) Nursing Care of the Adult Client I Lab	NURSL 125 (1 credit) Nursing Care of the Adult Client II Lab
	NURS 121 (3 credits) Nursing Fundamentals Clinical	NURS 123 (5 credits) Nursing Care of the Adult Client I Clinical	NURS 125 (5 credits) Nursing Care of the Adult Client II Clinical
Year	Quarter 4 (Fall, Winter)	Quarter 5 (Winter, Spring)	Quarter 6 (Spring, Fall)
ADN Year 2	NURS 248 (4 credits) Population Health	NURS 254 (4 credits) Nursing Care of the Pediatric Client	NURS 260 (3 credits) Transition to Professional Nursing
	NURS 249 (4 credits) Care of the Client Within Their Environment	NURS 255 (3 credits) Nursing Care of the Pediatric Client Clinical	NURS 261 (4 credits) Pre-Professional Nursing Preceptorship
	NURS 250 (4 credits) Health of the Mind	NURS 256 (4 credits) Nursing Care of the Maternal Client NURS 257 (1 credit) Nursing Care of the Maternal Client Clinical	NURS 262 (5 credits) Ethics and Professionalism in Healthcare

*Please note that Full-Time option does not offer courses in the Summer Quarter

Part-Time Plan of Study Progression (beginning Winter 2024)

Table 2 outlines the ten-quarter ADN part-time progression plan.

Plan of Study for Part-Time Progression (10 Quarters)				
Year	Spring	Summer	Fall	Winter
ADN Year 1	Quarter 1	Quarter 2	Quarter 3	Quarter 4
	NURS 120 (6 credits) Nursing Fundamentals	NURS 121 (3 credits) Nursing Fundamentals Clinical NURSL 121 (3 credits) Nursing Fundamentals Clinical Lab	NURS 122 (6 credits) Nursing Care of the Adult Client I	NURS 123 (5 credits) Nursing Care of the Adult Client I Clinical NURSL 123 (1 credit) Nursing Care of the Adult Client I Lab
ADN Year 2	Quarter 5	Quarter 6	Quarter 7	Quarter 8
	NURS 124 (6 credits) Nursing Care of the Adult Client II	NURS 125 (5 credits) Nursing Care of the Adult Client II Clinical NURSL 125 (1 credit) Nursing Care of the Adult Client II Lab	NURS 254 (4 credits) Nursing Care of the Pediatric Client NURS 255 (3 credits) Nursing Care of the Pediatric Client Clinical	NURS 256 (4 credits) Nursing Care of the Maternal Client NURS 257 (1 credit) Nursing Care of the Maternal Client Clinical NURS 262 (5 credits) Ethics and Professionalism in Healthcare
ADN Year 3	Quarter 9	Quarter 10	n/a	n/a
	NURS 248 (4 credits) Population Health	NURS 260		

	NURS 249 (4 credits) Care of the Client Within Their Environment NURS 250 (4 credits) Health of the Mind	(3 credits) Transition to Professional Nursing NURS 261 (4 credits) Pre- Professional Nursing Preceptorship		
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Section 4: Student Success

Bellevue College uses a 4-point grading scale for theory courses (see [BC Policy 3000: Grading](#)) and has established progressive interventions for students who require additional academic support (see BC Policy [3200](#) / [3200P](#) Academic Standing). The ADN program has additional grading standards for students in order to prepare them for licensing examinations.

A final course grade of “C” or above is required to pass any theory nursing course and a grade of “S” (satisfactory) is required to pass any clinical/lab course. Students who earn a grade below “C” or “S” in any course will not be able to progress to the next course.

Upon early recognition of a student not meeting course objectives, the program faculty will create a student success plan using the Collaborative Academic Intervention Tool (CAIT). The purpose of the CAIT is to guide students towards strategies that will help them meet expectations of the course and program outcomes.

ADN Grading Criteria for Theory Courses

Table 3 shows grading scale for the ADN program.

Passing	Failing
A = 94.5 - 100	C- = 73.5 - 77.49
A- = 90.5 - 94.49	D+ = 69.5 - 73.49
B+ = 88.5 - 90.49	D = 59.5 - 69.45
B = 85.5 - 88.49	F = $\leq$ 59.49
B- = 82.5 - 85.49	n/a
C+ = 79.5 - 82.49	n/a
C = 77.5 - 79.49	n/a

ADN Grading Criteria for Clinical, Simulation, and Lab Courses.

A grade of SATISFACTORY means the student meets **all** of the following:

- Final CET score of greater than 33, unless otherwise indicated in the course syllabi.
- Meets expectations of attendance of clinical and simulation per course syllabus.

- No more than one clinical and/or one simulation per course missed to meet course objectives.
- **Labs are mandatory.** Make-up lab work is not guaranteed and will be at the discretion of the faculty.
- Passing of skills testing in lab.

A grade of UNSATISFACTORY means the student **does not meet any one** of the following:

- Safety standards. If at any time a student endangers the health or safety of a client through carelessness, lack of preparation, or failure to follow the nursing program's policies and procedures, then the student can be immediately dismissed from the nursing program.
- Attendance requirements.
- Passing of skills testing in lab.
- Final CET score of greater than 33 (for CETs using effective noticing, interpreting, responding and reflecting).

Clinical Evaluation Tool (CET)

Student performance will be assessed using the Clinical Evaluation Tool (CET) designated for each clinical course. Performance on written assignments and oral presentations will be included in this evaluation. **Attendance is mandatory for clinical experiences.** If students do not meet the clinical evaluation tool requirements, the clinical experience may be affected and could result in not meeting course outcomes.

The letter grade of "SATISFACTORY" (pass/S) or "UNSATISFACTORY" (fail/U) is assigned at the end of the quarter and reflects the clinical performance throughout the rotation.

Collaborative Academic Intervention Tool (CAIT)

The Collaborative Academic Intervention Tool (CAIT) is a structured support process used to assist students who are not meeting academic or clinical performance expectations in a nursing course. The CAIT is designed to foster student success by identifying concerns early and facilitating a collaborative success plan between the student and faculty.

A CAIT will be initiated by the course instructor when a student's performance falls below the established thresholds for theory or clinical coursework. This may include, but is not limited to, examination scores below 78%, a course grade trending below passing, if

clinical performance does not meet expectations outlined in the Clinical Evaluation Tool (CET), or if the instructor is concerned that a student will not meet course objectives.

The CAIT process includes a meeting between the student and course instructor and/or course coordinator to review performance concerns, outline areas for improvement, and develop a strategic plan for improving performance in the domains of concern. The CAIT remains active for the duration of the course and serves as a formal notice to the student and faculty that focused academic improvement is required for progression in the ADN program. Ongoing communication and follow-up are expected as part of the intervention.

The intent of the CAIT is to focus on helping the student meet course outcomes and continue progressing in the nursing program.

NURS 198 Nursing Success Seminar

This course is tailored to the enrolled student who has not met previous course objectives, programmatic objectives, or who needs additional support before continuing progression. The Associate Dean of Nursing will approve the use of this course and may require it as part of the Re-Entry plan.

Progression in the ADN Program

Student progression in the ADN program is dependent on successful completion of all mandatory course requirements as outlined in each course syllabus. The term “course” refers to theory, lab, and clinical/simulation components. Additional progression requirements include:

- Clinical attendance
- Professional behavior and interactions
- Adherence to safety standards in both classroom and clinical settings

Faculty members have the right and responsibility to restrict a student’s participation in class or clinical if there are concerns related to safe nursing practice, agency policy adherence, or the well-being of others.

Interruptions in Progression

A student’s progress may be interrupted for several reasons, including but not limited to:

- Course failure (“C-” or below or “Unsatisfactory”)

- If you receive an Unsatisfactory grade in either the clinical OR lab course that accompany each other within the quarter, but a Satisfactory grade in the other course, your options depend upon which course you failed:
 - If you failed the clinical course, you may choose between retaking the accompanying lab course or NURS 198.
 - If you failed the lab course, you may choose between retaking the accompanying clinical course or NURS 198.
- Withdrawal from a course or the program
- Approved Leave of Absence (LOA)
- Dismissal from program

Re-Entry Plan and Process

Any student intending to return following an interruption in program progression must meet with the Associate Dean of Nursing to develop a Re-Entry Plan.

During the Re-Entry Meeting, Students are expected to:

- Discuss factors contributing to the interruption
- Contribute to a plan for future success
- Provide documentation if applicable

The Re-Entry Plan must be signed by both the student and the Associate Dean of Nursing to be valid. All students are subject to the policies and curriculum in place at the time of re-entry. Re-entry is not guaranteed and is dependent on space availability. Students must re-enter within 365 days of the last quarter attended.

Leave of Absence (LOA)

Students may request a LOA for personal, family, or emergency reasons.

LOA Process:

- Submit a written LOA request (using the official form), outlining the reason.
- Meet with the Associate Dean of Nursing to develop a Re-Entry Plan.
- Monitor BC email at least twice weekly for program updates.

Additional LOA Responsibilities:

- Complete [BC Term ActivationBC Term Activation](#), if required

- Respond to program emails
- Follow all terms in the re-entry plan

Course Withdrawal

Students should not withdraw from a course without first meeting with their Nursing Faculty Advisor or the Associate Dean of Nursing. Unapproved course withdrawal may result in program dismissal.

- **BC Withdrawal Policy:** Refer to [Policy 2450](#) – *Official Withdrawal from a Course(s)*
- Withdrawals may have implications for tuition and financial aid.
- Students pursuing other BC programs after withdrawal will be dismissed from the ADN program and must reapply for future admission.

Students who withdraw without an LOA are not guaranteed re-entry and should follow the LOA policy if planning to return.

Dismissal from the ADN Program

Students may be dismissed from the program for the following reasons:

Academic Reasons:

- Failure of any one of **NURS 120, NURS 121, or NURSL 121**. This failure will count towards total failures if re-accepted.
- Any combination of:
 - Three total course failures and/or withdrawals.
 - Failure to enroll in nursing courses for more than **4 consecutive quarters** (365 days).

Professional or Conduct-Related Reasons:

- Failure to meet expectations outlined in Professional Accountability and Growth Evaluation (PAGE).
- Repeated or significant violations of professional standards or BC Student Conduct Code Policy 2050.
- Behavior that compromises patient safety.
- Behavior that egregiously disrupts the learning environment.

Students that are dismissed from the program will receive an “F” and/or “Unsatisfactory” in courses that they are enrolled in when dismissed.

Any serious violation(s) of professional standards, or behavior(s) that places a patient or others at risk may result in immediate and permanent dismissal without eligibility for readmission.

If a student is dismissed from the program and deemed eligible for readmission, they will need to provide a statement reflecting on their dismissal and what actions they will take to improve.

During the review process for possible program dismissal or during an appeal, students are not allowed to attend theory, clinical, simulation and/or labs. This may impact a student’s progression where a Re-Entry plan will need to be developed. The Associate Dean of Nursing takes all information into account when considering a dismissal (this may include email/Teams exchanges, meeting(s) minutes, Canvas materials, etc). The Associate Dean of Nursing will issue the letter of dismissal when warranted via email and mailed letter. Students may appeal the dismissal through BC Policy 1450/1450P.

Section 5: Instruction and Course Policies

Instructional Modalities

Instruction is conducted using various teaching modalities: theoretical instruction (on-ground or hybrid), nursing skills labs, simulations, and face-to-face clinical (direct patient care). It is an expectation that students be punctual and attend theory courses, clinical experiences, and nursing skills labs on the assigned days and at the specified times. Please refer to each course syllabus for specific details.

Disruptive or Unprofessional Behavior

Disruptive or unprofessional behavior may result in removal from the learning environment. A student who is removed due to disruptive or unprofessional behavior will forfeit participation in that learning session and will not be provided a makeup opportunity for the missed experience. The missed learning opportunity may affect the student’s ability to meet course outcomes and may impact progression in the program.

Students are expected to comply promptly with faculty directives to leave a learning environment. Failure to comply may result in further escalation, including referral to

Campus Safety and/or initiation of the student conduct process, consistent with Bellevue College Policies 3450/3450P.

Remote Participation:

Attendance via Zoom or Microsoft Teams is only permitted when prior arrangements have been made with faculty and approved in advance. These arrangements are typically granted in limited circumstances and are not a substitute for in-person attendance expectations. Access will be granted by the instructor as the host of the meeting.

Recording Policy:

To protect student privacy, patient confidentiality, and the integrity of the learning environment, audio and video recording of any class session—including theory, lab, clinical, or simulation—is strictly prohibited unless explicit permission has been granted in advance by the instructor and all parties involved.

If a student needs these resources, then they must go through the Disability Resource Center. Recordings obtained by students are for personal academic use only and cannot be distributed or posted on any public site or social networking site including but not limited to YouTube, Facebook, or any blog sites. Violation of this prohibition may result in dismissal from the program and review under the BC Student Conduct Code.

Examinations, Tests and Quizzes Policy

ADN Program Online Exam and Quiz Policy

Exams in the ADN program are a vital part of preparing the student for safe nursing practice and readiness for the NCLEX-RN. To maintain fairness and academic integrity, all students are expected to adhere to the following policy for online quizzes, tests, and exams.

General Expectations

- All exams, quizzes, and tests must be completed on the scheduled date and time.
- Students are expected to complete assessments independently unless the instructor specifies otherwise (e.g., collaborative testing).
- Any use of outside resources is prohibited unless explicitly allowed. This includes but is not limited to: Notes, textbooks, websites, internet searches or AI tools (e.g., ChatGPT, Grammarly), remote applications, internet enabled devices, messaging

apps, phones, smartwatches, smart glasses or other people. These items could be required to stay in the student's backpack.

Scheduling and Attendance

If a student cannot complete an exam at the scheduled time, they must notify the instructor in advance. If a student has Disability Resource Center accommodations that apply to exams, it is the student's responsibility to communicate with the (instructor) regarding those accommodations before the exam date. Failure to do so may result in accommodations not being implemented as intended. Make-up exams are granted at the instructor's discretion and may not be approved. If a make-up exam is not approved, the student will receive a score of zero. Make-up exams may be approved under the following conditions:

Excused Exam Absences

Students must notify the (instructor) **prior to the exam** and (may need to) provide documentation within 48 hours. Examples of excused absences include:

- Personal illness or injury (with provider note or self-attestation)
- Hospitalization of student or dependent
- Death or serious illness in the immediate family
- Jury duty or court-mandated appearance
- Religious observance (with advance notice)
- Disability accommodations approved through the Disability Resource Center (DRC)

Non-Excused Exam Absences

The following reasons are not considered excused and may result in a score of 0 on the exam/quiz:

- Travel for leisure or non-emergency family events
- Routine medical or dental appointments
- Work or childcare conflicts
- Transportation issues
- Oversleeping or time mismanagement
- Instructors have the discretion to consider additional circumstances beyond what is included in this list

Failure to notify faculty in advance may result in a score of zero. If a make-up is approved, it is the student's responsibility to schedule the exam. The test may be required to be administered at the Placement & Testing Center. Remote Testing Environment

- All remote online assessments, including quizzes, must be completed in a quiet, distraction-free environment and independently unless the instructor specifies otherwise.
- A reliable internet connection and access to a working computer are required. If this is not available, the student must arrange with the instructor to complete the exam in the Placement & Testing Center.
- Exams will use browser lockdown software or proctoring tools; follow all setup instructions provided by your instructor ADN Program Online Exam and Quiz Policy.
- For remote exams, students must remain in view of the camera for the duration of the exam. Leaving the camera frame or disconnecting may result in the exam being invalidated.

Expectations During the Exam

- Personal belongings, including phones, smartwatches, bags, and notes, must be placed at the front or designated area of the classroom before the exam begins.
- Only instructor-approved items may be at the desk during the exam (e.g., pencils, calculator, water bottle with a sealed lid).
- Scratch paper will be provided by the instructor and will be collected at the end of the exam. Students may not bring their own scratch paper or remove any paper from the exam room.
- Students may have water, but food is not permitted unless approved through an accommodation.

Academic Integrity

The following are considered academic dishonesty and are strictly prohibited:

- Copying, saving, or photographing any part of an assessment
- Sharing or discussing questions or answers with others outside of approved collaborative testing
- Posting content to websites, group chats, or social media
- Using unauthorized notes, websites, AI tools, or receiving outside help
- Logging in under another student's credentials

Any violation of academic integrity involving exams, quizzes, assignments, or other course work will be reported to Student Affairs in accordance with [BC Policy 2050](#), Student Code of Conduct, and may result in a score of zero, PAGE intervention, or dismissal from the program.

Exam Review and Analysis

Exam review and analysis may be provided at the instructor's discretion to support student learning and clinical judgment. This may occur in a secure, proctored setting or through instructor-guided feedback. Exam content will not be distributed, copied, or shared. Access to specific questions or rationales may be limited to preserve exam integrity.

Attendance and Expectations

Attendance is an essential professional obligation in both classroom and clinical environments. 100% attendance is generally expected for all classes, clinicals, simulations, and lab sessions. The course times are defined by the course instructors; tardiness is arrival any time after the defined times.

During the quarter, notifying instructors of a planned absence does not necessarily mean students can make up missed work, or that the absence does not impact their grade in the class. Students must understand their instructors' expectations regarding submission of work and attendance by contacting their instructor(s) directly.

Attendance and participation include physically attending an on-campus class and logging in to an online class Canvas site and participating in class discussions or other online assignments.

All students should be aware that notifying their instructors of a planned absence during the first week of the quarter does not prevent an instructor from dropping a student for non-attendance or non-participation. Planned absences are not automatically excused and require conversation with the course faculty. Make-up work, including assignments, tests and quizzes, are not guaranteed to be offered by faculty and missed class can result in a zero on any assignment, test, or quiz.

Theory Classes Attendance

Students are expected to attend all classes as assigned. If a student will be absent from the class, they should notify the instructor **prior to** class time. Students are responsible for monitoring class announcements for any updates. Student attendance may be taken throughout the quarter. Faculty may initiate a drop in accordance with BC Policy 2450P2: [2450P2 Instructor-initiated Drop \(Procedures\) :: Policies and Procedures.](#)

Lab Attendance Lab attendance is mandatory. Students must notify the lab instructor/s if they are going to be late to lab. Incidences of tardiness greater than 15 minutes may result in the student not being able to participate in lab that day. Any missed lab hours must be made up during the same quarter. Students may need to complete remediation prior to

skill demonstration. It is the student's responsibility to coordinate with faculty on how make up will be done.

Clinical/Simulation Attendance

Students are expected to attend all scheduled clinical and simulation experiences. These hours are essential for meeting course outcomes, developing clinical competence, and ensuring safe nursing practice. In accordance with [WAC 246-840-531](#), associate degree nursing education programs must include a minimum of 500 hours of faculty-planned clinical or direct patient care experiences. Clinical absences risk the student not meeting minimum requirements and, as such, are taken very seriously. Excessive absences or failure to meet critical learning outcomes may result in a non-passing Clinical Evaluation Tool (CET) score (e.g., below 33), which constitutes an unsatisfactory grade and impacts progression in the program. Students may obtain an Incomplete for the course depending on individual circumstances. Please refer to [BC Policy 3000P2](#).

Make-up clinical experiences are not always available; therefore, students are expected to make every effort to attend scheduled clinical and simulations. We understand that absences sometimes occur due to personal injury or illness, personal or family emergencies, or other unpredictable events that prevent attendance in a safe manner. Should a clinical absence need to occur, students are expected to contact their clinical instructor/Faculty of record as appropriate for the course **prior to** the scheduled clinical or simulation or as soon as able to. Examples of some unexcused absences are vacations, work, planned provider/dental appointments, or any other event that could occur outside of clinical time.

Per [WAC 246-840-534](#), simulation can count as a clinical experience. If a clinical or simulation session is canceled due to inclement weather, faculty will provide a make-up opportunity, as clinical hours are required for program completion. **Students are expected to be flexible and attend the rescheduled session.**

Simulation Expectations

Simulation Center Basic Assumption

We believe that everyone participating in activities at Bellevue College Nursing is intelligent, capable, cares about doing their best, and wants to improve.

Simulation has been found to be an effective teaching modality that helps bridge the gap between coursework and clinical practice. It is designed to give students experience in

patient care as close to real life as possible. It provides students with an opportunity to apply their learning, develop critical thinking and clinical judgement, improve communication and teamwork skills, and build competence and confidence in a safe environment.

All simulation experiences have been thoughtfully planned out to meet your learning needs. We want these experiences to be meaningful, enrich your education, and enhance your critical thinking and patient care skills. Simulation experiences at Bellevue College include patient simulators (manikins or task trainers), standardized patients (an individual trained to portray a patient), and virtual reality, including both computer-based and fully immersive using haptic technology.

Your participation in simulation is part of your clinical hours. You are expected to come to simulation prepared just as you would in the real patient care setting. Please review the following expectations to ensure your success:

Simulation Attendance

- Simulation attendance is mandatory. You are required to attend simulation, just as you are required to attend your clinical rotations: arrive on time, dressed in clinical uniform, wearing your ID badge, and prepared to actively participate in the learning activities.
- Inform the simulation instructor **immediately** if you are unable to attend your assigned simulation day/time due to illness or extreme circumstances.
- Notify the simulation instructor if you are going to be late to simulation. Incidences of tardiness greater than 15 minutes will be documented, and the student may be excused from participating in the simulation, resulting in missed, required clinical hours.

Simulation Safety

- Practice of invasive procedures (IV starts, phlebotomy, etc.) is not permitted in the Simulation Center without special permission and consent.
- Follow universal precautions while participating in all activities in the Simulation Center using hand washing, hand sanitizing, gloves, gowning, and other precautions as needed.
- All items provided by the Bellevue College Nursing are NOT STERILE, NOT FOR HUMAN USE and FOR TRAINING USE ONLY. These items must remain in the simulation center or lab.

- Most items used are latex free, however those with a latex allergy or sensitivity should notify a Simulation Center staff member to ensure appropriate precautions are in place.
- To ensure both staff and student safety, no students are allowed in the simulation center without faculty or staff present.

Preparation

- Complete your assigned pre-work such as your ticket-to-simulation and come prepared to apply your knowledge. Students must submit all pre-work before attendance, or they will not be permitted to attend the simulation.
- Bring a pen/pencil and paper to take notes, just as you would during class or clinical rotation.
- Bring your Wi-Fi-enabled laptop or tablet for reviewing and documentation.
- Bring your cell phone to complete the online evaluation tool after debriefing.
- Bring your Stethoscope!

Performance

- Invest in the simulation scenario as if it were a real patient situation.
- “Suspend disbelief” during simulations. This means engaging in scenarios as fully as possible, suspending judgment of realism to gain new knowledge and skills.
- Interact with the simulated or standardized patient, family members, and other members of the healthcare team in a respectful and ethical manner, and focus on learning, even if the suspension of disbelief becomes difficult.

Professionalism

- Demonstrate professionalism and respect throughout the simulation experience.
- Abide by the “Vegas Rule,” *what happens in sim, stays in sim*.
- Maintain confidentiality of debriefing discussions and students’ performance in the simulation scenarios to support a safe and collegial learning environment.
- Keep the content of simulation activities confidential to avoid spoiling the experience for those who have not yet participated.
- Violations of simulation confidentiality will be treated as an academic integrity violation.
- Follow the established dress code - Wear your scrubs and name badge, pull hair back, no excessive or dangling jewelry (single pair of stud earrings, watch, & wedding ring only).

- No food or drink to be consumed in the Simulation Center or lab learning spaces, to prevent risk of damage to equipment. Covered drinks are allowed only in the observation/debriefing rooms.

Respect

- Offer comments to classmates in a respectful and sensitive manner and be respectful to people with varied viewpoints, including those with whom you do not agree.
- Appreciate the contributions of diversity to varied student and patient perspectives, seeking understanding, equity, and inclusion.
- Students should be attentive to communication and apply the concepts of TeamSTEPPS of mutual respect, teamwork, and situation monitoring.

Application/Follow-up

- Reflect on your simulation experience and complete any post-simulation reflection assignments.
- Provide meaningful feedback on your evaluations.
- Look-up pathophysiology, skills, medications, interventions, etc. that you did not fully understand to further your own knowledge.
- Focus on the concepts you learn in simulation and how to apply them to future patient situations.

Clinical Onboarding Expectations

Clinical experiences are conducted at healthcare organizations and community partners who have entered into a contract (affiliation agreement) with Bellevue College to host nursing students. Clinical experiences include onsite healthcare hours, simulation hours, and virtual clinical hours. It is the student's responsibility to be flexible and adhere to the clinical schedule set forth by the healthcare and community partners.

Communication with Healthcare Partners

Per the Affiliation Agreements with our clinical sites, students are **not permitted** to contact or communicate directly with healthcare partners regarding clinical placements. All questions, concerns, scheduling, or issues related to clinical sites must be directed to the Bellevue College Clinical Placement Coordinator and follow the established communication chain.

If a healthcare site contacts a student directly, the student must **not respond** and must immediately notify faculty and the Clinical Onboarding Team before taking any further action or communication. This policy ensures that we maintain professional relationships

and adhere to the terms agreed upon with our clinical partners. Failure to follow this policy may result in addressing the professional behavior concern via the PAGE process.

Changing Clinical Placements

Clinical placement changes are considered on a case-by-case basis; however, they are not guaranteed and may not be available every quarter. If students recognize a hardship when assigned a clinical placement, they are expected to reach out to the clinical coordinator for consideration **as early as possible**. We adhere to the BC Policies regarding [Faith and Conscience Accommodations](#) and [Accommodations for Students with Disabilities](#).

All approvals for clinical placement switches will be at the discretion of the clinical placement coordinator and program chair. Students must complete the following requirements:

- Students that are switching will be fully compliant with all universal onboarding requirements by the established deadline. No extension of the deadline will be given without documented extenuating circumstances.
- The student wishing to exchange clinical placement must find another student with whom to switch.
- Both students must agree to the switch and email the clinical placement coordinator with their cohort information and the consent to the switch.
- Further exchanges within the clinical course will not be permitted.
- Students are responsible for making sure that they are not causing schedule conflicts within their own schedules.

Onboarding Requirements

To participate in clinical experiences, students must submit all required clinical onboarding paperwork to the Canvas onboarding course and Clinical Placements Northwest (CPNW) **before the designated deadline**. Please keep in mind that Bellevue College does not set or control clinical site standards or documentation requirements. These requirements are separate from a student's employment at a site and must still be completed. **Failure to submit paperwork by the designated deadline prohibits the student from participating in clinical courses and will result in the student needing to create a re-entry plan with the Associate Dean of Nursing.**

Students will not be cleared to attend clinical courses if the onboarding requirements as listed on the Canvas site are not completed by the deadlines posted on Canvas.

Vaccination and Background Check Requirements for Clinical Sites

Students enrolled in a clinical practice course must follow the vaccination requirements for the clinical site. Bellevue College does not make any guarantees of placement for practicum or external sites to students not fully vaccinated. Healthcare partner facilities and businesses may deny access to the site to students not fully vaccinated (all vaccinations listed on the Clinical Passport), which may result in an inability to fulfill academic requirements. Alternatives to clinical work and site placements may not be available, and students may not be able to finish the program. The ADN program cannot guarantee placement at a clinical site that permits a medical or religious vaccine exemption.

To comply with affiliation agreements between clinical sites and Bellevue College, students participating in clinical placements are expected to follow all background check requirements. Bellevue College uses Clinical Placements Northwest (CPNW), a FERPA-compliant organization, to administer yearly background checks. Some healthcare partners may require additional background checks through the Department of Social and Health Services (DSHS). Please see the [Clinical Participation Requirements :: Nursing](#) website for updated information.

Students should be aware that some clinical facilities may require fingerprinting for federal background checks and/or may be conducting random drug screens.

Students should review [State Board of Nursing](#) policies regarding criminal history impacts on licensure. Pursuant to the affiliation agreements, criminal history may impact a student's ability to participate in clinical placements.

Personal Health Insurance

Students are highly encouraged to carry their own comprehensive health and accident insurance that will provide continuous coverage during their participation in nursing courses. Students are responsible for their own health needs, health care costs, and health insurance coverage.

Fit-Testing

Students are not allowed in rooms that require Airborne precautions without having an up-to-date fit testing, checking with their clinical instructor, and following clinical site policies. Respirator fit testing is not provided by the Bellevue College Nursing program. If clinical sites require fit testing, students will need to provide evidence of a valid fit test record to the clinical coordinator.

Clinical Orientation Requirements

In some cases, a student will be placed with a healthcare partner that requires a clinical orientation scheduled during Bellevue College academic breaks. Students must attend these mandatory orientations. There may not be a make-up opportunity for site-specific clinical orientations. **Attendance is mandatory for clinical site orientation.**

A student who does not attend a mandatory clinical orientation will forfeit the clinical experience, will not progress in the nursing program, and will need to meet with the Associate Dean of Nursing to discuss a Re-Entry plan.

Our clinical partners may have additional restrictions, therefore if a student is unable to participate in their assigned clinical experience, the student will need to meet with the Associate Dean of Nursing and/or Program Chair.

Nursing Student Dress Code Policy

As a nursing student, you're preparing to be a healthcare professional. How you dress matters—for safety, professionalism, and respect for the people you care for. Whether you're in class, lab, clinical, or online, your appearance should reflect that you're part of the nursing profession.

Theory (Zoom and In-Person / On-Campus)

In-person class:

- Wear clean, modest, and school-appropriate clothes.

Zoom class:

- Present yourself in attire appropriate for a classroom or professional meeting.
- Keep your camera on (if required), sit in a well-lit and relatively uncluttered area, and use your full name display.
- Avoid distractions in the background and dress as if attending class in person.

*If your home environment is not conducive to these requirements, check with faculty about campus-based options for attending online classes.

Presentations or Guest Lectures (In-Person or Online)

When delivering or attending presentations, students are expected to elevate their appearance to reflect the professional nature of the event.

Good choices:

- Business casual clothes.

- Clean shoes (closed toe preferred).
- Avoid overly casual items such as faded or ripped jeans, hoodies, or athletic wear.
- Midriff-baring and very short shorts are generally considered inappropriate in a professional setting.

Skills Labs, Simulation and Clinical / Fieldwork

Each clinical facility has its own dress code policy. It is essential to follow the specific dress code set by the clinical site, as their policies take precedence over Bellevue College's dress code if there is any discrepancy. Always be respectful of the facility's expectations and guidelines to maintain professionalism and ensure a positive experience during your clinical rotations.

When you're in a skills lab or simulation, dress as you would in a real healthcare setting.

What to wear:

- Royal blue scrub top and pants (BC ADN approved brand with BC logo).
- BC student photo ID badge.
- Watch with a second-hand or digital timer.
- Closed-toe, closed-heel, non-slip shoes.
- Plain white, black, or grey undershirt (if needed).
- Hair pulled back and neat.
- Clean, short nails without chipped polish or artificial nails.
- No strong scents.
- Minimal jewelry (jewelry cannot interfere with patient care, safety, or infection control).
- No gum, tobacco chewing, or nicotine delivery systems.

Tattoos, piercings, facial hair:

Tattoos and piercings are generally accepted in the workplace as long as they are not offensive, unprofessional, or distracting. Adhere to clinical site policies, as they meet the safety rules of the clinical site. Ask if you're unsure.

Important Note:

If you do not follow the dress code, you will be sent home and lose clinical hours.

Administration of Medications at Clinical Policy

All students are responsible for reading and adhering to these protocols, which are found on the [ADN Guiding Practices for Students](#) webpage.

Medical Marijuana/ Impairment at Clinicals

Nursing students are expected to be physically and mentally fit to provide safe, effective patient care at all times. **Impairment due to drugs, alcohol, or any other substance—including medical marijuana—is strictly prohibited** in all clinical, classroom, simulation, and lab settings.

Although medical marijuana may be legal under state law, it remains prohibited under federal law and is **not permitted** in any aspect of the nursing program. Students may not use or be under the influence of marijuana, including medical marijuana, while participating in any program-related activity.

Any student suspected of being impaired will be removed from the learning environment immediately, and the incident will be reviewed. **Violation of this policy may result in disciplinary action, up to and including dismissal from the program.**

Please see [BC Policy 4500](#)

Patient Confidentiality

Patients are entitled to the confidentiality of their medical information. Federal legislation, the Health Insurance Portability and Accountability Act (HIPAA), mandates that no personally identifiable patient information be released without the patient's permission.

Students may share non-identifiable information for course and learning purposes within the confidential clinical site and classroom only.

Clinical agencies require that absolutely no reference to a patient, even if de-identified, be shared electronically via email or on social networking sites such as Facebook. Sharing de-identified patient information on Canvas is permissible as directed by the instructor since Canvas access is password protected. Pictures, audio, or video recordings of patients must never be taken.

Section 6: Professionalism Standards and Process

The Role of Professionalism in Nursing and at Bellevue College

Professionalism is the foundation of safe, ethical, and compassionate nursing care. As a Bellevue College Associate Degree in Nursing (ADN) student, your conduct reflects not

only on you as an individual, but also on the integrity of the nursing program, the college, and the nursing profession at large.

Professionalism Expectations

Expected Professional Behaviors

Students are expected to:

- Demonstrate accountability for their actions and academic work
- Communicate respectfully and effectively with peers, faculty, patients, and clinical staff
- Arrive on time and prepared for all learning experiences
- Maintain patient confidentiality and adhere to HIPAA standards as outlined in facility policies
- Follow all clinical site, Bellevue College, and classroom policies, including dress code and electronic device use
- Engage actively and constructively in all components of the program
- Accept feedback with openness and apply it to improve performance
- [Adhere to ethical guidelines from the American Nurses Association \(ANA\), International Council of Nurses \(ICN\), and National Student Nurses' Association \(NSNA\)](#)

Insufficient Professional Behaviors

Insufficient professional behavior includes, but is not limited to:

- Repeated tardiness or absences
- Dismissive, disrespectful, or aggressive language or actions
- Lack of preparation or refusal to engage in required learning experiences
- Dismissal of feedback or unwillingness to reflect on performance
- Sharing confidential information without a valid academic or clinical reason
- Use of cell phones or technology in violation of site-specific or classroom policies
- Inappropriate use of social media that negatively affects peers, instructors, patients, or staff
- Non-compliance with dress code and hygiene expectations

Professional behavior ensures effective teamwork, builds trust with patients and families, and supports high-quality care. At Bellevue College, we are committed to fostering a

learning environment grounded in respect, accountability, and cultural humility. We recognize that students come from diverse backgrounds and experiences, and we strive to support every student's growth into the professional role of a nurse.

Addressing Professionalism Concerns: Guided Conversations and PAGE Process

The ADN program believes in early, supportive intervention and a clear, structured approach to professionalism development. Most professionalism concerns will first be addressed through a guided conversation, and if needed followed by a progressive accountability process called the **Professionalism Accountability and Growth Evaluation (PAGE)**.

At any time within the PAGE process, a student may be referred by faculty via email to the Dean of Student Support and/or Director of Student Care and Community Standards. A meeting will be scheduled with the student and appropriate student support member to discuss available resources and expectations. At this meeting a written performance improvement plan will be developed and shared with the referring faculty member.

PAGE 0 Guided Conversation

When a concern is identified, the student will meet with a faculty member to:

- Review professionalism expectations
- Explore potential barriers or contributing factors
- Identify culturally responsive supports and strategies
- Document the conversation, including agreed-upon next steps
- This meeting is developmental in nature and is not considered formal discipline. The focus is on understanding, reflection, and growth.

PAGE 1 – Initial Concern

If professionalism concerns continue, a PAGE 1 form will be initiated. This includes:

- A written summary of the concern(s)
- Specific expectations for improvement
- Documentation shared with the student and filed with the program
- Meet with the faculty advisor quarterly.

After the student and faculty complete the PAGE 1, the student is expected to maintain the behaviors listed within the ADN Student Handbook, and any other expectations set within the PAGE 1 throughout their progression within the program. The purpose is to instill accountability for appropriate behaviors expected of nursing students.

PAGE 2 – Ongoing Concern

If there is insufficient improvement or new professionalism concerns arise, a PAGE 2 plan is initiated. This includes:

- A review of previous documentation
- A more detailed support plan, possibly including check-ins, referrals to support services, or mentorship
- Notification that further violations may lead to final warning or dismissal consideration
- Meet with the faculty advisor quarterly.

PAGE 3 – Final Warning

If professionalism issues persist, the student will receive a final PAGE 3 warning. This final stage includes:

- A clear statement that further violation will result in a faculty vote regarding dismissal from the ADN program
- A final opportunity for the student to reflect and improve
- Meet with the faculty advisor quarterly.

Dismissal Vote

If additional professionalism violations occur after PAGE 3, a faculty vote will be held to determine whether the student will be dismissed from the program. The student will be notified of the decision and provided with appeal information in accordance with ADN Student Handbook policy on Dismissal and relevant Bellevue College policies.

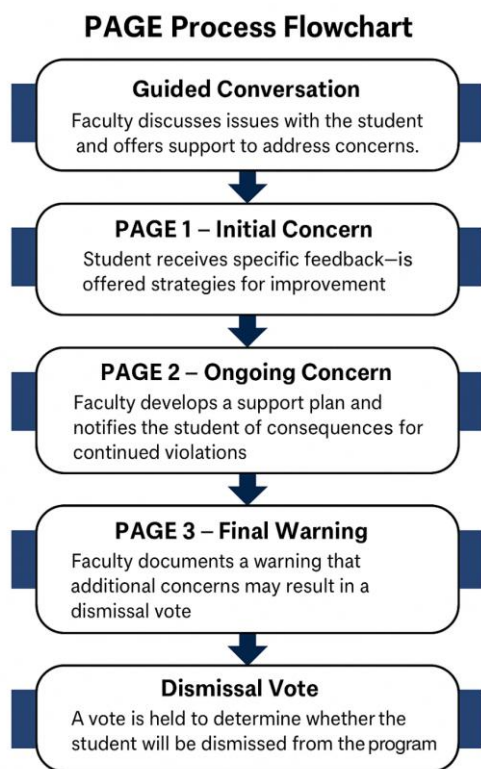
Special Considerations

Conduct Code Violations:

Any behavior that violates the [Bellevue College Student Conduct Code](#) will result in a referral to the BC Student Conduct Officer in addition to the program's professionalism process. This may occur at any stage of PAGE or independently.

Serious Misconduct or Safety Issues:

If a student's behavior inordinately fails to meet reasonable professionalism expectations or poses an immediate risk to patient safety, public health, or the well-being of others, the program reserves the right to bypass the progressive PAGE process and proceed directly to a dismissal vote.



Section 7: ADN Program Policies

Admissions Policy

The ADN program follows BC Policy [2200](#) / [2200P](#) Admissions Rules, which permit additional criteria for admission based on program accreditation and limited capacity. Prospective students must apply for general admission to BC and follow instructions for selective admission to the nursing program found on the Associate Degree in Nursing (ADN) Applications Instructions page. Admissions to the ADN program is contingent on completion of entrance requirements by established deadlines, and professional behaviors throughout the application process, including orientation and can be rescinded at any time.

The ADN program adheres to BC Policy [4150](#) Equal Opportunity in Education and Employment, which stipulates that Bellevue College does not discriminate based on “the presence of any sensory, mental, or physical disability.”. However, because of the demands of the nursing profession, the program stipulates some functional abilities for admission.

Functional Abilities

Students in the nursing program at Bellevue College must demonstrate the functional abilities necessary to assess a client’s needs. Refer to the following examples:

Visual Abilities

- Read for prolonged periods of time either hardcopy or on a computer screen
- Visualize small font (6 font) written words and information on paper, computer screen, and medication label
- Distinguish and appropriately respond to multiple visual inputs
- Prepare and administer medications including the correct use of small, calibrated syringes (1/2 mL), ampules, etc.
- Monitor and assess subtle changes in patient status (i.e., signs/symptoms, drainage, wound color/appearance, wound depth, cyanosis, etc.)

Auditory Abilities

- Hear monitor alarm(s), emergency signals, ringing telephones, telephone interactions, calls for assistance
- Respond and react immediately to spoken instructions and/or monitor equipment
- Tolerate occasional exposure to loud and unpleasant noises
- Distinguish changes in tone and pitch in heart, lung, and bowel sounds using a stethoscope or modified stethoscope
- Distinguish sounds and understand verbal communication in environments with multiple auditory inputs

Olfactory Abilities

- Ability to detect smoke and odors
- Ability to tolerate occasional unpleasant odors

Tactile Abilities

- Palpate for pulses, temperature, texture hardness or softness, physical landmarks, etc.

- Discriminate subtle differences between sharp/dull and hot/cold

Motor Function Abilities

- Handle small delicate equipment/objects or hand-held devices without extraneous movement, contamination, or destruction
- Move, position, turn, transfer, assist with lifting or lift and carry adult patients without injury to the patient, self, or others
- Lift, push, pull or transfer (bed-to-chair, bed-to-bed) an adult or pediatric patient
- Use hands, wrists, and arms to apply up to 10 pounds of pressure to bleeding sites or when performing CPR
- Coordinate eye/hand, fine and gross motor movements
- Perform electronic keyboarding/documentation and/or extensive writing with a pen and/or pencil
- Stand, bend, walk, stoop, and squat while providing patient care

Communication Abilities

- Effectively read, write, comprehend, and speak the English language
- Communicate relevant, accurate, and complete information concisely and clearly, both verbally and in writing, to patients and healthcare members
- Communicate and function effectively in environments with multiple auditory and visual inputs

Cognitive Abilities

- Perform mathematical calculations accurately for medication preparation and administration
- Make appropriate, rapid decisions in stressful or emergency situations
- Manage multiple priorities and function effectively in stressful situations
- Remember multiple messages and information
- Adapt rapidly to environmental changes and multiple tasks demands
- Maintain concentration and focus on professional care setting

Inclement Weather Policy

The Nursing Program follows Bellevue College guidelines and HSEWI division policies during severe weather conditions.

[Campus Suspended Operations \(Procedures\)](#)

Weather Emergency Procedures

If the campus is closed, **all in person theory classes, labs, simulations, and clinical sessions are canceled**. Bellevue College communicates closures and delays through multiple channels, including the college website, BC Alerts (www.bellevuecollege.edu/alerts), email, and local news outlets.

It is the student's responsibility to monitor these sources—especially email, phone alerts, and the BC Alerts system—to stay informed about schedule changes.

Make-Up Work and Attendance Due to Inclement Weather:

See Attendance Policy for specific details. Missed clinical or class time due to weather-related disruptions may require make-up assignments or rescheduling to meet course objectives. Faculty may decide to provide an online modality if appropriate.

Students must monitor emails and announcements from faculty regarding the make-up plan for clinical, lab, simulations and/or theory class. Faculty will provide guidance on how and when missed content will be addressed.

Licensed Practical Nursing (LPN) Policy

The Associate Degree in Nursing (ADN) program is designed to prepare students for the role of a Registered Nurse (RN) and does not align with the scope of practice or licensure requirements for a Licensed Practical Nurse (LPN) in Washington State. Students enrolled in the ADN program are not eligible for automatic LPN licensure based on partial completion of the RN curriculum. We do not offer any courses for LPN licensure or renewal.

Complaint Policy

Student Rights and Responsibilities

Students have the right to receive clear, timely, and equitable information about grading policies, program expectations, BC Policies, and course requirements as listed in the Syllabus and Canvas site. In turn, students are responsible for upholding these expectations in all interactions with faculty, staff, and peers.

Steps for Complaint Resolution

Students are expected to follow all BC Policies. The following policies are relevant to student complaint procedures:

Type of Complaint	Policy
Grade Dispute	<u>BC Policy 3000P – Grade Dispute Procedures</u>

Discrimination, Harassment, Retaliation	BC Policy 1440P
General Complaints	BC Policy 1450 / 1450P
Sexual Harassment (Title IX)	BC Policy 1445P
Bias or Hate-Related Complaints	BC Policy 1460 / 1460P

Additionally, students may complete a CARE Team form if you are struggling with personal concerns or support. Please see their website for more information and information: [CARE Team - Bellevue College](#).

Bellevue College and the ADN program encourage open, respectful communication and timely resolution of student concerns. Students are expected to follow the established communication chain for program-related concerns involving coursework, and clinical experiences.

Filing a Formal Student Complaint

If a concern remains unresolved after following either the ADN program's chain of command or the appropriate Bellevue College policy, students may file a **Formal Student Complaint** through the college's general complaint resolution process (BC Policy 1450 / 1450P). If a student is filing a formal complaint, then they must notify the Associate Dean of Nursing for tracking purposes to be compliant with WAC 246-840-519.

Safety Event Reporting Protocol

This plan provides guidance to faculty and leadership related to errors/safety events/near misses by students, faculty, preceptors or staff nurse working with students in clinical settings, simulations, and labs. The full text of this plan can be found on the [ADN Guiding Practices for Students webpage](#).

Students who are injured and require immediate attention should call 911. Less severe injuries or accidents that occur to students in the clinical setting should be reported immediately to the clinical instructor. Injuries that require immediate attention may be treated on-site. Any expenses incurred for treatment at the site, or any additional treatment elsewhere, are the responsibility of the student.

Injuries or accidents that occur to students in the classroom/nursing skills lab must be reported immediately to the instructor, if readily available, or to [BC Public Safety](#), 425.564.2400.

Nursing Technician

There is an additional work-related opportunity for nursing students in the state of Washington. Some area hospitals, clinics, and/or nursing homes recognize the role of a Nursing Technician to practice “within the limits of their education, to gain valuable judgment and knowledge through expanded work opportunities” ([WAC 246-840-840](#)). This position requires registration with the Washington State Department of Health as a Nurse Technician after you are hired for the role. After successfully completing one quarter of the nursing program, students are then able to apply for a nursing technician position. For more information, please review the following administrative code: [WAC 246-840-840](#). Students are expected to maintain their log of skills experience checklist.

A student must maintain good academic standing to work as a Nursing Technician. If a student is no longer in good academic standing, then the program will notify the appropriate contacts. The definition of “good standing” as applied to a nursing technician, means the nursing technician is enrolled in a registered nursing program or licensed practical nursing program approved by the board and is successfully meeting all program requirements.” ([WAC 246-840-010:\(16\)](#)). Washington State law ([WAC 246-840-900](#)) requires that the nursing program must notify the [Washington State Board of Nursing](#) of any student working as a nursing technician who is no longer in good standing the program. Eligibility for working as a nursing technician resumes if a student re- enrolls and meets all eligibility requirements described in [WAC 246-840-860](#).

Graduation Requirements

The following conditions must be met for successful completion of the Nursing AAS-T:

- Complete courses in the degree plan in the plan of study sequence and with a minimum grade of “C” in each theory course and a minimum grade of “S” (satisfactory) in each clinical/lab course.
- Earn a minimum cumulative grade point average of 2.0 in all non-nursing coursework taken at BC.
- Earn a cumulative grade point average of 2.0 or better in the courses applied to the ADN degree, including credits transferred from other colleges.
- Complete the minimum required residence credits at BC: one-third of the credits applicable toward an associate degree.
- Submit official transcripts for credits transferred from other colleges.
- Apply for graduation through BC Policies.
- Completion of minimum 500 clinical and simulation hours.

Eligibility to apply to take the licensure exam for initial licensure occurs after ALL requirements for the Associate Degree in Nursing have been completed, and the student has [applied for graduation](#). Students must complete the published plan of study and achieve the specified grades below, to graduate from the ADN Program:

- A grade of “C” or better in all theory courses
- A grade of “S” in all clinical courses
- All requirements, including prerequisite and corequisite courses, have been met according to the Nursing AAS-T degree requirements found in the [BC Course Catalog](#).

The student is responsible for completing all college requirements and taking steps to have all account holds removed before BC Evaluations & Graduation will release the final transcript.

Licensure

Approval to take the NCLEX will not be granted until the “Certificate of Completion” (COC) is submitted by the associate dean of nursing to the Washington State Board of Nursing (WABON), and the student submits an official transcript showing that the degree has been posted to WABON.

- WABON provides [information regarding application requirements for licensure](#).
- NCLEX-RN provides a [test plan for taking the NCLEX-RN Examination](#).

Following the successful completion of the ADN Program, the student is eligible to sit for the National Council Licensing Exam (NCLEX RN [Registered Nurse]). The National Council of State Boards of Nursing develops and administers this exam ([ncsbn.org](#)). Licensure information is discussed at the start of NURS 260 Transition to Professional Nursing and can also be found on [Washington Board of Nursing \(WABON\)](#). Any concerns regarding the application process should be directed to the [Washington Board of Nursing \(WABON\)](#).

Nursing Advisory Board

The primary purpose of advisory committees is to serve as advisors to the college, providing advocacy, recommendations, and support for quality professional-technical degrees. The ADN program advisory board meets regularly to advise the faculty and help to evaluate and update the curriculum.

Student Participation

As community stakeholders, students are encouraged to engage in institutional and program-wide governance to support attainment of the program outcomes. Student Cohort Representatives are invited to Nurse Education Partnership Meetings every quarter to provide feedback. Additionally, students are invited to Nursing Advisory Committee Meetings and Student Townhalls.

Student Cohort Representative

Becoming a Cohort Representative is a valuable leadership opportunity that supports student-faculty communication and contributes to the continuous improvement of the nursing program. Cohort Representatives play an essential role in nursing program governance, serve as advocates for their peers, and develop professional skills that are foundational to nursing leadership.

All Cohort Representatives Are Expected To:

- Represent their cohort with professionalism and integrity
- Communicate respectfully between students and faculty
- Attend required meetings and actively participate
- Share relevant updates with peers
- Uphold confidentiality and promote a positive learning environment

Nursing Student Association (NSA)

The Nursing Student Association of Bellevue College (BC) is a student-run organization representing students in nursing programs. Students nominate peers for the offices of the BC NSA chapter (President, Vice President, Treasurer, Public Liaison, and class representative). These elected officers are responsible for presenting opportunities for nursing students to learn and acquire the attributes necessary to become professionals. A Nursing Faculty member serves as an Advisor to the NSA. NSA President and or Officers provide an NSA Advisory Report at Program Meetings.

Graduation/Commencement/Pinning Ceremony

Graduating nursing students are encouraged to participate in celebrating their graduation through BC graduation/commencement. After the ADN Program, the graduating class may choose to have a Pinning Ceremony. The role of the student-led Pinning Committee is to plan and implement a Pinning Ceremony for their graduating class if desired. The Pinning Ceremony Standard Operating Procedure can be found on the [guiding practices for students](#) webpage.

Professional Nursing Organizations

ADN students are encouraged to participate in the following professional nursing organizations:

[National Student Nurses' Association \(NSNA\) / NSNA Code of Ethics](#)

[Organization for Associate Degree Nursing \(OADN\)](#)

Handbook Revision Tracking and Policy

The Student Handbook is updated annually using feedback from students. Faculty will vote upon implementation of any new policies within the updated handbook annually or as needed. The ADN Program reserves the right to update the handbook between quarters as necessary. Students will be required to attest to receiving and reviewing any new version of the Student Handbook after changes are made while progressing through the program.

Draft Reviewed	Faculty Voted	Implementation	Student Notification of Changes
4/8/2025, 6/16/2025, 6/24/2025, 6/25/2025, 7/30/2025	6/25/2025, 8/8/2025	Fall 2025	Fall 2025
2/20/2026, 5/22/2026, 6/8/2026	6/8/2026 (grading requirements for lab, Student Cohort Rep SOP)	Fall 2026	Fall 2026