



Lehigh Carbon
COMMUNITY COLLEGE

NURSING PROGRAMS HANDBOOK

A.A.S. NURSING PRACTICAL NURSING CERTIFICATE



2026-2027

Reviewed and revised annually

Updated October 2026

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Further information regarding the Lehigh Carbon Community College (LCCC) Nursing Programs tuition, fees and program requirements available on the LCCC website, www.lccc.edu, and through:



**ACCREDITATION COMMISSION FOR
EDUCATION IN NURSING (ACEN)**

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: 404-975-5000
www.acenursing.org



**PENNSYLVANIA STATE BOARD OF
NURSING**

Mailing Address:

State Board of Nursing
P.O. Box 2649
Harrisburg, PA 17105-2649

Physical Address:

One Penn Center
2601 N. 3rd Street
Harrisburg, PA 17110
Phone: 833-367-2762
Fax: 717-783-0822

ST-NURSE@pa.gov

Drop-off Hours:

Effective November 1, 2019
8:30 a.m. - 4:00 p.m. (M-F)

DISCLAIMER

Admissions to the nursing programs are open to anyone regardless of race, creed, color, national origin, religion, age, sex, marital status, socioeconomic status, handicap, or lifestyle.

The intention of this handbook is to provide prospective applicants, accepted applicants and current nursing students with information and guidance as they begin/continue their nursing education within the nursing programs at LCCC. This handbook serves to be informational and non-binding upon the LCCC Department of Nursing. Provision of the most updated information and policies is a priority; however, each step of the educational process from admission to graduation requires continual faculty and administrative review, and therefore acute policy remediation is intermittently necessary. The LCCC Department of Nursing reserves the right to change the requirements, regulations, policies, and fee schedules contained in this handbook at any time, at the discretion of the faculty and program administration. Students will be advised of all new or revised policies in a timely fashion. Notification may be distributed via the Learning Management System (Canvas), LCCC email, or verbal communication from faculty and/or the Program Nurse Administrator.

Informational and policy updates that occur are conveyed via college email, Canvas, virtual or live meetings, and/or in writing from the LCCC Department of Nursing.

APPROVAL AND ACCREDITATION

Lehigh Carbon Community College's nursing programs have full approval status by the Pennsylvania State Board of Nursing and are fully accredited by the Accreditation Commission for Education in Nursing (ACEN).

WELCOME

Welcome to the Lehigh Carbon Community College's Department of Nursing programs! The nursing programs handbook contains policies that pertain to prospective or current students in either the Associate Degree Registered Nursing AAS (ADN) program, or the Practical Nursing Certificate (NURC) program. It serves as a supplement to the Lehigh Carbon Community College Student Handbook; it is the students' inherent responsibility to be familiar with these policies and guidelines.

Nursing is an exciting, challenging, and evolving profession. As such, it is the responsibility of the nursing student to be familiar with the information outlined in this reference. Nursing students will quickly discover that education is a lifelong process within the field. On behalf of the college and department, we extend our very best wishes for success in a prestigious career in nursing.

If you have any questions, please contact the program nurse administrator, Dr. Courtney Pascarella, DNP, RN at cpascarella@lccc.edu.

PHILOSOPHY

The faculty of the Lehigh Carbon Community College Nursing programs accept the beliefs, mission, and operating principles of the college under which the Nursing programs operate; therefore, the faculty believe the following:

Nursing is an art and a science. As an art, nursing embraces the concept of caring as its central core. As a science, nursing involves the application of nursing theory to clinical practice through the use of the nursing process and therapeutic communication—the practice of nursing changes as the needs of society change. Ethical and legal principles have a strong influence on the practice of nursing.

The Nursing programs are responsible for educating graduates to function competently in entry-level positions in the health care system. The programs are instrumental in preparing members who contribute to the community for the betterment of society.

MISSION

Lehigh Carbon Community College's nursing programs are committed to the academic preparation of Registered and Practical Nurses who seek licensure through the National Council of State Boards of Nursing, by successful completion of the NCLEX RN or NCLEX PN examination, dependent upon their course of study. The graduates are deemed competent graduate nurses, both academically and clinically, according to the established college and program standards. These nurses will provide safe, quality, evidence-based, patient-centered nursing care in a variety of health care settings.

VISION

To be the recognized leader in preparing the highest quality graduate professional and practical nurses in the greater Lehigh Valley community.

COMMUNICATIONS

Name	Role	Location	Phone	Email
Batz, Stacey, DNP, RN	Full-time ADN Faculty	SH 6F	610-799-1568	sbatz1@lccc.edu
Buchkowski, Kathleen, MSN, RN	Full-time ADN Faculty	SH 6A	610-799-1135	kbuchkowski@lccc.edu
Burnett, Lauren, MSN, RN	Full-time ADN Faculty	SH 6D	610-799-1625	lburnett1@lccc.edu
Levin, Ina, DNP, MSN, RN	Full-time ADN Faculty	SH 6C	610-799-1562	ilevin@lccc.edu
Parvin, Renee, MSN, RN	Full-time ADN Faculty	SH 32M	610-799-1510	rparvin@lccc.edu
Pascarella, Courtney, DNP, RN	Nurse Administrator of the Nursing Programs	SH 32C	610-799-1022	cpascarella@lccc.edu
Rabert, Anne, DHA, RN	Full-time ADN Faculty; Clinical and Academic Coordinator of the Nursing Programs	SH 6G	610-799-1558	arabert@lccc.edu
Reed, Katelyn, MSN, RN	Full-time ADN and PN Faculty	SH 6B	610- 799-1039	kreed10@lccc.edu
Soldridge, Melissa, MSN, RN	Full-time ADN Faculty	SH 6E	610-799-1866	msoldridge1@lccc.edu
Wotring, Karen, MSN, RN	Full-time ADN Faculty	SH 6H	610-799-1547	kwotring@lccc.edu

Email is the faculty's preferred communication method.

Office Hours: The nursing faculty have office hours for student advisement and assistance posted in course syllabi.

- Five (5) office hours weekly in fall and spring semesters, please schedule accordingly.
- Two (2) office hours weekly in the summer semester, please schedule accordingly.
- The nursing faculty is accessible to assist the student as needed by appointment.
- It is the student's responsibility to seek faculty assistance.

Communication Platforms

Students will review the LCCC website as well as the Learning Management System (LMS), and their college email accounts a **minimum of twice daily** throughout the semester.

- Students are responsible for remaining informed.
- Students are required to utilize their LCCC Email account for all correspondence based on the Family Educational Rights and Privacy Act of 1974 (FERPA) laws.
- All communication between students and faculty must be through LCCC email.

Chain of Command

Students will follow the chain of command when dealing with any issues.

The chain of command in ascending order:

1. Individual/Peer
2. Adjunct Faculty (clinical concerns)
3. Full-time faculty (classroom/clinical concerns)
4. Ombudsman
5. Academic/Clinical Coordinator
6. Program Nurse Administrator

7. Dean of Science, Mathematics, and Healthcare Sciences
8. Vice President
9. President

NURSING PROGRAMS OUTCOMES

A.A.S Registered Nursing – (ADN) — End of Program Student Learning Outcomes

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

1. Synthesize information from nursing, biological, social, and behavioral sciences into the delivery of nursing care.
2. Promote, maintain, and restore the health integrity of assigned clients by utilizing evidence-based practice, technology, and resources for the achievement of quality patient/client outcomes.
3. Use the nursing process to provide safe, cost-effective, quality care to individuals, families, and communities across the lifespan.
4. Communicate therapeutically to ensure safe, quality care to individuals, families, and communities.
5. Provide inter-professional, evidence-based care that is socially responsible, environmentally sound, and culturally/spiritually sensitive to diverse populations within select health care delivery systems.
6. Demonstrate accountability, advocacy, and professionalism within the framework of legal and ethical standards of the nursing profession.
7. Develop attitudes, values, and personal qualities that reflect a commitment to lifelong learning as a professional nurse and member of the health care team.

Practical Nursing Certificate – (NURC/PN) — End of Program Student Learning Outcomes

Upon successful completion of this program, PN graduate will be able to:

1. Integrate the concepts of person, environment, health, nursing, and basic needs to assist with the assessment, planning, implementation, and evaluation of individuals, families, and groups across the life span.
2. Understand the cultural/spiritual needs of a diverse population within a dynamic health care system.
3. Utilize critical thinking to implement the nursing process as a framework for the delivery of cost-effective, outcome-based nursing care to individuals, families, or groups.
4. Develop the ability to use therapeutic communication and technology to promote, restore, or maintain the health of individuals, families, or groups.
5. Recognize the need for lifelong learning and the active participation in continued professional development.
6. Demonstrate the core competencies of a graduate of practical nursing.
7. Practice within the ethical/legal standards of nursing care developed by the National Federation of Licensed Practical Nurses Inc. and according to the state wherein employed.
8. Assume the roles of caregiver, interdisciplinary team member, manager, and community partner, as well as the responsibilities inherent in the scope of practical nursing as defined by the state wherein employed.
9. Employ the teaching-learning process to promote the optimum health of individuals, families, or groups within a framework of prevention and wellness care.

Program Outcomes Definitions

Term	Definition
Program Completion Rate	The percentage of students who complete the program in 100 percent of the prescribed timeframe. Calculated based on the number of students enrolled in the first nursing course through completion of the courses required for conferral of certificate or degree.
Graduate Satisfaction	Satisfaction of graduates with a program of study and the ability to practice nursing.
NCLEX Pass Rate	Percentage of graduates who pass the NCLEX on the first attempt.
Job Placement Rate	Percentage of graduates seeking employment who find employment within the 1 year of passing the NCLEX exam.

A.A.S Registered Nursing – (ADN) — Program Outcomes

Metric	Target
Program Completion Rate	At least 65% of students enrolled on the first day of the first semester in either ADN 150 or ADN 173 will graduate within 100% of the time, within 2 years of enrollment.
Graduate Satisfaction	College-wide Graduating Satisfaction Survey results will indicate an overall program satisfaction average of 80% or higher.
NCLEX-RN Pass Rate	Will meet or exceed the state minimum of at least 80% on the first attempt.
Job Placement Rate	90% of respondents seeking employment in nursing will find placement within 12 months of passing the NCLEX-RN exam (Data collected by <i>Career Development Services</i>).

Practical Nursing Certificate – (NURC/PN) — Program Outcomes

Metric	Target
Program Completion Rate	At least 65% of students enrolled on the first day of the first semester will graduate within 100% of the time, within 1 year of enrollment.
Graduate Satisfaction	College-wide Graduating Satisfaction Survey results will indicate an overall program satisfaction average of 80% or higher.
NCLEX-PN Pass Rate	Will meet or exceed the state minimum of at least 80% on the first attempt.
Job Placement Rate	90% of respondents seeking employment in nursing will find placement within 12 months of passing the NCLEX-PN exam (Data collected by <i>Career Development Services</i>).

ACADEMICS

Nursing A.A.S. (ADN) Course Sequence

Pre-Nursing Prerequisites (Completed in Health Science A.S. Program)

Course	Title	Credits
BIO 163	Anatomy and Physiology I	4
BIO 164	Anatomy and Physiology II	4
ENG 105	Research and Composition	3
MAT 121	Mathematics for Allied Health	3
PSY 140	Introduction to Psychology	3
	Total	17

Pre-ADN Semester

Course	Title	Credits
SDS 110	Introduction to Associate Degree Nursing	1
BIO 220	Introduction to Microbiology (if not already successfully completed)	4
ENG 106	Introduction to Literature (if not already successfully completed)	3
PSY 145	Human Growth and Development (if not already successfully completed)	3
SOC 150 or 151	Introduction to Sociology or Modern Social Problems (if not already successfully completed)	3
	Total	14

Nursing A.A.S. Program Sequence

Semester	Course	Title	Credits
First	ADN 150	Fundamentals of Nursing	8
Second	ADN 160	Medical Surgical Nursing I	7
Third	ADN 245	Nursing Leadership	2
Third or Fourth	ADN 205	Maternal Newborn Nursing	4
Third or Fourth	ADN 215	Pediatric Nursing	4
Third or Fourth	ADN 225	Mental Health Nursing	4
Third or Fourth	ADN 235	Medical Surgical Nursing II	4
Fourth	ADN 255	NCLEX Prep	2
		Total	35

LPN to ADN Course Sequence

Must have an active unencumbered LPN license

Pre-Nursing Prerequisites (Completed in Health Science A.S. Program)

Course	Title	Credits
BIO 163	Anatomy and Physiology I	4
BIO 164	Anatomy and Physiology II	4
ENG 105	Research and Composition	3
MAT 121	Mathematics for Allied Health	3
PSY 140	Introduction to Psychology	3
	Total	17

Pre-ADN Semester

Course	Title	Credits
SDS 111	Introduction to LPN to Associate Degree Nursing	1
BIO 220	Introduction to Microbiology (if not already successfully completed)	4
ENG 106	Introduction to Literature (if not already successfully completed)	3
PSY 145	Human Growth and Development (if not already successfully completed)	3
SOC 150 or 151	Introduction to Sociology or Modern Social Problems (if not already successfully completed)	3
	Total	14

Nursing A.A.S. Program Sequence LPN to ADN Advanced Placement First Semester

Semester	Course	Title	Credits
First	ADN 173*	LPN Transition to ADN	5
Second	ADN 245	Nursing Leadership	2
Second or Third	ADN 205	Maternal Newborn Nursing	4
Second or Third	ADN 215	Pediatric Nursing	4
Second or Third	ADN 225	Mental Health Nursing	4
Second or Third	ADN 235	Medical Surgical Nursing II	4
Third	ADN 255	NCLEX Prep	2
		Total	25

**Advanced Placement for ADN 150 Fundamentals of Nursing (8 credits) and ADN 160 Medical Surgical Nursing I (7 credits).*

Grading Scale

Letter Grade	Numeric Range	Letter Grade	Numeric Range
A	93.0-100	C+	78.0-81.9*
A-	90.0-92.9	C	74.0-77.9
B+	88.0-89.9	C-	70.0-73.9
B	85.0-87.9	D	65.0-69.9
B-	82.0-84.9	F	0-64.9

**A 78% overall grade average is needed to pass Pre-Nursing & Nursing courses.*

There is no rounding of any assignments/test grades for SDS and ADN courses. For example, a 77.5% will not be rounded up to a 78%.

Continuation Requirements - ADN Program

Academic Standards

To continue in the ADN program the student must:

- Maintain an overall minimum GPA of 2.2.
- Earn a "C+" (78%) or better grade in all required nursing courses.
- Earn a "C" or better grade in all required non-nursing courses.

Course Failure/Withdrawal Policy

- A student may not fail or withdraw from more than **one** nursing course and remain in the program. This course must be retaken and passed at LCCC.
- A medical withdrawal is not considered a failing grade.
- A student may repeat a course only **ONCE**.
- A second failure in, or withdrawal from, an ADN course will result in dismissal from the program.
- A student must resume classes with the nursing program no later than one year from previous failure/withdrawal. Any student who does not return within one year will be required to reapply and is subject to current program admission requirements.

Required Follow-Up

- Any student that fails a course must meet with the Program Nurse Administrator/Designee to discuss a required success plan.
- Students who fail or withdraw from **two** ADN courses must:
 - Contact an Academic Advisor (610-799-1137) or adviseme@lccc.edu and change their major to Health Sciences.
 - May then be considered for readmission to the ADN program by submitting an appeal, per the process below.

Appeal and Readmission Process - ADN Program

1. Student must have a written recommendation from their current faculty
2. Student must submit their appeal for readmission to the Dean of Science, Mathematics, and Healthcare Sciences including:
 - a. A professional appeal letter from the student addressing:
 - i. Reasons for the poor academic performance

- ii. Plan for addressing academic challenges
 - b. A letter of recommendation from the instructor who issued the final failure or withdrawal
- 3. All appeal materials must be submitted to the Dean of Science, Mathematics, and Healthcare Sciences within 2 weeks of the end of the semester in which the failure occurred.
- 4. Only **ONE** appeal per student will be accepted.
- 5. The Dean of Science, Mathematics, and Healthcare Sciences will share the appeal with the Nursing Admissions Committee. After review, the Dean will notify the student of the committee's decision.
- 6. The student must return to classes within 1 year of their last nursing class.
- 7. All decisions of the Nursing Admissions Committee are **FINAL**.
- 8. All readmitted students are required to meet weekly with the Education Support Specialist.

Upon readmission, the student must fulfil the requirements of the curriculum currently in effect.

NURC/PN Course Sequence

Pre-Nursing Pre-Requisites – Completed in Health Science A.S. program

Course	Title	Credits
BIO 163	Anatomy and Physiology I	4
PSY 140	Introduction to Psychology	3
SOC 150 OR 151	Modern Social Problems or Introduction to Sociology	3
	Total	10

Pre-NURC Semester (Summer)

Course	Title	Credits	Prerequisites
SDS 112	Introduction to Practical Nursing	1	BIO 163; PSY 140; SOC 150 or 151
BIO 164	Anatomy and Physiology II (if not already successfully completed)	4	BIO 163
PSY 145	Human Growth and Development (if not already successfully completed)	3	PSY 140
	Total	8	

Practical Nursing Certificate - Program Sequence

Semester	Course	Title	Credits	Prerequisites
First (Fall)	NUR 106	Nursing I	11	SDS 112
Second (Spring)	NUR 116	Nursing II	11	NUR 106
Third (Summer)	NUR 126	Nursing III	14	NUR 116
		Total	36	

Grading Scale

Letter Grade	Numeric Range	Letter Grade	Numeric Range
A	93.0-100	C+	78.0-81.9*
A-	90.0-92.9	C	74.0-77.9
B+	88.0-89.9	C-	70.0-73.9
B	85.0-87.9	D	65.0-69.9
B-	82.0-84.9	F	0-64.9

**A 78% overall grade average is needed to pass Pre-Nursing & Nursing courses.*

There is no rounding of any assignments/test grades for SDS and ADN courses. For example, a 77.5% will not be rounded up to a 78%.

Continuation Requirements - PN Program

Academic Standards

To continue in the PN program the student must:

- Maintain an overall minimum GPA of 2.2.
- Earn a "C+" (78%) or better grade in all required nursing courses.
- Earn a "C" or better grade in all required non-nursing courses.

Course Failure/Withdrawal Policy

- A student may not fail or withdraw from more than **one** nursing course and remain in the program. This course must be retaken and passed at LCCC.
- A medical withdrawal is not considered a failing grade.
- A second failure in, or withdrawal from, a NURC/PN course will result in dismissal from the program.
- Students who fail a **first-semester** nursing course and wish to retake it the following year must contact the nursing program no later than **February 1** of the following year to declare their intent to return.
- A student must resume classes with the nursing program no later than one year from previous failure/withdrawal. Any student who does not return within one year will be required to reapply and is subject to current program admission requirements.

Required Follow-Up

- Any student that fails a course must meet with the Program Nurse Administrator/Designee to discuss a required success plan.
- Students who fail or withdraw from **two** NUR courses must:
 - Contact an Academic Advisor (610-799-1137) or adviseme@lccc.edu and change their major to Health Sciences.
 - May then be considered for readmission to the PN program by submitting an appeal, per the process below.

Appeal and Readmission Process - PN Program

1. Student must have a written recommendation from their current faculty
2. Student must submit their appeal for readmission to the Dean of Science, Mathematics, and Healthcare Sciences including:
 - a. A professional appeal letter from the student addressing:
 - i. Reasons for the poor academic performance
 - ii. Plan for addressing academic challenges
 - b. A letter of recommendation from the instructor who issued the final failure or withdrawal
3. All appeal materials must be submitted to the Dean of Science, Mathematics, and Healthcare Sciences within 2 weeks of the end of the semester in which the failure occurred.
4. Only **ONE** appeal per student will be accepted.
5. The Dean of Science, Mathematics, and Healthcare Sciences will share the appeal with the Nursing Admissions Committee. After review, the Dean will notify the student of the committee's decision.
6. The student must return to classes within 1 year of their last nursing class.
7. All decisions of the Nursing Admissions Committee are **FINAL**.
8. All readmitted students are required to meet weekly with the Education Support Specialist.

Upon readmission, the student must fulfil the requirements of the curriculum currently in effect.

NURSING POLICIES

Admissions

Admissions to the LCCC Nursing Programs are open to all qualified applicants regardless of race, creed, color, national origin, religion, age, gender, marital status, socioeconomic status, disability, or orientation.

How to Apply

1. Go to www.lccc.edu and submit an application to LCCC. Click "**Apply Now**" button and select **Major: Health Care Science / Pre-Nursing**.
2. Watch for an acceptance email within 48 hours, which will include your L# (Student ID) and portal login information. **Save this information** - it will be used throughout your enrollment.
3. Submit an official high school transcript (or GED) reflecting the minimum requirements below, or the college equivalent with a grade of "C" or better.
4. Submit official transcripts from all post-secondary schools attended to registrar@mymail.lccc.edu
5. Complete the restricted (nursing) program application online by the applicable deadline below.
6. Take the in-person proctored TEAS exam. TEAS exam results will be valid for two years from the date of test.

NOTE: Per LCCC policy, all communication with the Nursing Department is conducted exclusively via LCCC email and the LCCC portal.

High School/Equivalent Requirements

Subject	Units Required
English	4
Social Studies	3
Mathematics (including one Algebra)	2
Science, with related laboratory	2

Questions about transcript equivalency: adviseme@lccc.edu

Deadline	For SDS Course In	Nursing Program Begins
October 1	Spring	Summer
February 1	Summer	Fall
June 1	Fall	Spring

Apply at the restricted application link under Academics on lccc.edu, or directly: BannerWeb Restricted Application

TEAS Exam Requirements

All applicants must take the TEAS (Test of Essential Academic Skills) exam regardless of program track. The exam must be proctored in-person and scores must be no more than 2 years old. Applicants may take the TEAS no more than two times per year ([See Program Costs Summary](#)).

Program	Minimum Comprehensive TEAS Score
ADN	Proficient
NUR (PN)	Proficient
LPN to ADN	Proficient

Application Review

Eligibility is based on a combined point system incorporating: high school requirements met, TEAS score, and grades in all required pre/co-requisite courses.

All applications are reviewed by an Admission Committee consisting of faculty from the Healthcare Sciences Division, Academic Advising, and members of the LCCC management team.

Conditions of Acceptance

Acceptance to the program is contingent on the following results:

- Drug test (a positive result rescinds the offer; the applicant may reapply in the future).
- Criminal background check.
- Child abuse background check.
- Fingerprint results.
- A valid Social Security Number is required to complete FBI fingerprinting, state and federal background checks, and CastleBranch clearance processing. Applicants without a valid SSN should contact the Program Nurse Administrator/Designee prior to applying to discuss eligibility.

Acceptance, waitlist, and denial notifications are sent via LCCC email and U.S. mail. Applicants are responsible for meeting all deadlines outlined in their notification letter.

PRIOR LEARNING ASSESSMENT FOR NURSING CREDITS

1. Apply for admission to LCCC and submit an official high school transcript and all prior college transcripts.
2. Meet with an advisor (adviseme@lccc.edu) to confirm all program prerequisites are complete.
3. Demonstrate college-level competency by providing:
 - a. Syllabi for all classes under consideration
 - b. A brief resume
 - c. Evidence that prior learning/training/work experience matches LCCC's curriculum content and course objectives
4. Nursing classes transferred from another accredited nursing program must meet the following criteria:
 - a. Must have been completed within the last 2 years
 - b. A grade of "C+" (78% equivalent) or higher is required
5. A maximum of 18 credits may be awarded through Prior Learning Assessment.
6. Advanced placement is not official until the student completes more than three credits at LCCC with a "C" or better (or "C+" or better in ADN nursing courses), and demonstrates competency via a challenge examination (78% or higher; clinical skills testing may be required).
7. Students must complete a minimum of 15 credits at LCCC to be eligible for graduation (Prior Learning Assessment credits do not count toward this minimum).
8. Cohort placement (campus and shift) contingent on seat availability and current enrollment.
9. Students who pass advanced placement testing for a first-semester nursing course (ADN 150 or NUR 106) may begin the program at the second-semester course (ADN 160 or NUR 116). ([See Program Costs Summary](#) - testing fee is non-refundable).
10. Questions: Scott Aquila, saquila@lccc.edu, Academic Services Office, Main Campus, Schnecksville.

CLINICAL REQUIREMENTS FOR PROGRAM ADMISSION

LCCC maintains legal affiliation contracts with the facilities where students complete clinical experiences. Each facility defines specific requirements that participating students must complete and maintain. **These requirements are subject to change by the clinical facility** and must remain active/current throughout enrollment. Failure to comply will result in the inability to participate in clinical experience, and consequently, failure of the associated nursing course(s).

Program Costs Summary

The table below consolidates all fees referenced throughout this section. Costs are subject to change; confirm current amounts with the Nursing Department or Business Office.

Requirement	Responsibility	Notes
In-person Proctored TEAS Exam	Applicant	Paid directly to ATI
FBI Fingerprinting	Student	Paid separately, uploaded to CastleBranch
PA State Police Background (e-Patch)	Student	Included in CastleBranch package
Child Abuse Background Clearance	Student	Paid separately, uploaded to CastleBranch
Drug Screen	Student	Included in CastleBranch package
Advanced Placement Challenge Exam (if applicable)	Student	Non-refundable
Health Insurance	Student	Ongoing; student arranged
Malpractice Insurance	Student	Ongoing; student arranged
CPR/BLS Certification	Student	Ongoing; student arranged
ATI Program (Modules, Predictor, Live Review, VATI)	Student	Included in nursing program fees

CLEARANCES

FBI Fingerprinting

Admission is contingent on review of FBI Fingerprint findings, at the discretion of the Dean of Science, Mathematics, and Healthcare Sciences and Program Nurse Administrator/Designee. Results must be completed and uploaded to CastleBranch by the deadline established in the SDS course. If a prior event is found, the student must meet with the Program Nurse Administrator/Designee prior to or during SDS enrollment (See [Program Costs Summary](#)).

Pennsylvania State Police Background (e-Patch)

Must be completed and uploaded to CastleBranch by the deadline established in the SDS course. If a prior event is found, the student must meet with the Program Nurse Administrator/Designee prior to or during SDS enrollment (See [Program Costs Summary](#)).

Child Abuse Background

Required for program admission. Must be completed and uploaded to CastleBranch by the deadline established in the SDS course. **Any findings on this clearance will prohibit admission to the nursing programs** (See [Program Costs Summary](#)).

MEDICAL REQUIREMENTS

All items below are required for program admission and must be completed and uploaded to CastleBranch by the deadline established in the SDS course.

Vaccinations and Titers

Vaccine/Immunity	Requirement	Time Limit
Measles (Rubeola)	Two vaccinations or positive titer	None
Mumps	Two vaccinations or positive titer	None
Rubella (German Measles)	Two vaccinations or positive titer	None
Varicella (Chicken Pox)	Two vaccinations or positive titer	None
Hepatitis B	See note below	Series + titer required within the first year
Tetanus	One active vaccination	Within 10 years

Hepatitis B

- At least two vaccine doses required to start the program.
- Completion of the series and a follow-up Hepatitis Surface Antibody titer are required within the first year.
- A positive Hepatitis B Surface Antibody titer is the only acceptable documentation of immunity; non-converters must provide written practitioner documentation along with proof of vaccination series.

Tuberculosis (TB)

- A QuantiFERON Gold test less than one year old is acceptable for the duration of the nursing program, except in cases of TB symptoms, exposure, or diagnosis.
- Students with a previously documented positive QuantiFERON Gold require a current chest X-ray (within 6 months) confirming no active disease, and an **annual** chest X-ray thereafter while enrolled.

Influenza Vaccination

Required annually during flu season (September-April). Proof must be uploaded to CastleBranch by the annual deadline. Students who do not receive the vaccine will not be permitted to attend clinical and will fail the course. Medical exemptions must be reviewed with the Program Nurse Administrator/Designee prior to the applicable semester; approved exemptions may limit clinical placement options.

Physical Examination

A complete physical examination, dated within 1 year of the program admission, must be completed by a licensed practitioner and declare the student "fit for duty." Students experiencing health changes during enrollment must report them to the Program Nurse Administrator/Designee. Students with restrictions will not be permitted to attend clinical until written medical clearance is received.

Essential Functions for Nursing Students

The following abilities are required for participation in the LCCC Nursing Programs. This list was compiled in accordance with the requirements of clinical facilities used in the nursing programs; it is not exhaustive and may vary according to individual institutional policies.

Communication

- Ability to speak, read, write, and understand English language, and to communicate in an understandable manner.
- Ability to communicate with acute and chronically ill patients and their significant others.
- Ability to document completely and legibly, using acceptable, professional terminology.
- Ability to follow directives with attention to detail.

Sensory

- Adequate vision (with correction if necessary), including visual acuity sufficient to read calibrated equipment (e.g., manual sphygmomanometer).
- Hearing (with assistive device if necessary).
- Sense of touch for physical assessments, including adequate tactile senses to feel vibration, assess temperature, and assess moisture.
- Sensory ability to identify and distinguish odors.

Physical

- Physical and mental proficiency and energy to fulfill job requirements.
- Strength to push, pull, or lift at least 50lbs.
- Ability to lift, carry, push, pull, stoop, and bend, depending on the assigned unit.
- Ability to squat, crouch, kneel, crawl, and climb.
- Ability to reach above shoulder level.
- Ability to stand and walk for long periods of time.
- Manual dexterity of all limbs to operate equipment, syringes, switches, and the capacity to learn additional dexterity skills as required.
- Ability to wear personal protective equipment (PPE) for extended periods as required by client care needs.

Cognitive and Emotional

- Analytical thinking abilities to perform deductive and inductive reasoning for nursing decisions.
- Ability to organize and effectively manage time to meet deadlines, including setting priorities.
- Ability to perform neat, accurate work.
- Ability to respond to increasing pressure, emergencies, and workloads.
- General good health and emotional stability.
- Ability to cope with emotional and mental stress.

Technical and Operational

- Ability to use a computer system, including but not limited to electronic health records (EHR).
- Ability to deal with varied working days and hours, including changing shifts.
- Ability to apply healthcare/clinical agency policies and procedures.

ADDITIONAL REQUIREMENTS

Health Insurance Coverage

Required throughout enrollment (See [Program Costs Summary](#)).

Malpractice Insurance Coverage

Student - nurse specific malpractice insurance is required throughout enrollment (This is separate from any coverage a licensed provider might carry; see [Program Costs Summary](#)).

CPR

BLS/CPR for Healthcare Providers (adult, child, infant, with AED) is required and must remain current throughout enrollment. Certification must include a hands-on and didactic component through the American Heart Association or Red Cross - **online only certification is not accepted**. An expired certification bars clinical attendance and results in a missed clinical shift.

DISCLOSURE OF INJURY/EXPOSURE/ILLNESS

A student who sustains an injury impairing any Essential Function must notify the primary course instructor within 24 hours. A medical clearance note with **no restrictions** is required to return to class or clinical, and must be provided to the Program Nurse Administrator and Clinical Coordinator.

DISCLOSURE OF CRIMINAL ARREST

A student arrested for a criminal act must notify the Dean of Student Development and the Program Nurse Administrator within 24 hours.

POLICY FOR THE PROTECTION OF PREGNANT AND/OR BREASTFEEDING STUDENTS

Pregnant students must notify the Program Nurse Administrator/Designee in writing upon confirmation of pregnancy, and provide OB/GYN clearance confirming ability to meet all course requirements and Essential Functions with no restrictions. Any change in health status must be reported in writing, and post-birth OB/GYN clearance with no restrictions is required to return to class or clinical. Students requiring lactation breaks should inform their instructor of the need and estimated time away as early as possible (See LCCC Student Handbook/Policies & Regulations Manual for additional detail).

ALLERGY POLICY

Students with a known sensitivity or allergy must provide documentation to the Program Nurse Administrator/Designee so appropriate accommodations can be arranged, which may include the student purchasing individualized supplies.

ELECTRONIC DEVICE POLICY

Cell phones, smart watches, tablets, and other electronic devices are prohibited on the clinical unit and during active class time unless directed by the instructor. Devices may be carried during clinical for emergency use only. Unjustified use will result in dismissal from the clinical unit and a missed clinical shift.

Faculty may require a student to display or provide a device for inspection if there is reasonable concern that a device was used to capture, store, or transmit patient information. Refusal to comply will be treated as a suspected HIPAA violation under the [Patient Privacy and HIPAA Compliance Policy](#) and reported accordingly.

PATIENT PRIVACY AND HIPAA COMPLIANCE

Students in a clinical setting are bound by the same federal privacy laws (HIPAA) and clinical facility confidentiality policies as licensed staff. Protecting patient privacy is a professional and legal obligation that extends beyond the clinical shift itself.

Students Must:

- Never photograph, screenshot, or otherwise capture images of patients, patient charts, whiteboards, EHR screens, or any other source of Protected Health Information (PHI), under any circumstances.
- Never discuss patient information - including in de-identified form - in public spaces, on social media, or with individuals not involved in that patient's care.
- Fully de-identify all patient information used in care plans, case studies, clinical papers, or classroom presentations, including removing names, dates of birth, medical record numbers, admission dates, or any other identifying details.
- Access patient records only for patients to whom the student is directly assigned, and only for purposes related to that assignment.
- Immediately report any suspected or witnessed breach of patient confidentiality to the clinical instructor and Program Nurse Administrator/Designee.

Faculty and Device Inspection

Faculty may require a student to display or provide a device for inspection if there is a reasonable concern that the device was used to capture, store, or transmit patient information. Refusal to comply will be treated as a suspected violation of this policy and reported accordingly (See [Electronic Device Policy](#)).

Consequences

Violation of this policy may result in immediate dismissal from the clinical site, failure of the clinical course, and referral to the Associate Dean of Student Development under the Academic Honesty and Code of Student Conduct policies. Clinical facilities may also independently bar a student from their site for a HIPAA violation, which may result in the student's inability to complete the course.

This policy applies in addition to, and does not replace, the specific HIPAA and confidentiality policies of each clinical affiliate, which may be more restrictive.

GENERAL INFORMATION

Student Employment

The nursing curriculum is demanding; balancing it with outside employment can be difficult.

- Students must prioritize program requirements and manage their schedule around them.
- Outside responsibilities, including employment, are not an acceptable excuse for failing to meet curriculum requirements.
- Students may not wear the student uniform for outside employment.

NURSING PROGRAM EXPECTATIONS

Professional Behavioral and Conduct Expectations

Students must adhere to a standard of behavior and conduct consistent with the high standards of the healing and scientific profession. All students must:

1. Respect the right of fellow students to pursue their studies in a professional environment conducive to study.
2. Maintain professional interpersonal relationships by demonstrating civility and respect for each other.
3. Uphold the highest standards of academic honesty and integrity.
4. Show respect for diversity among students, faculty, and patients regarding disability, social background, age, gender, religious beliefs, race, sexual orientation, and disease process.
5. Fulfill their responsibilities to their peers and patients in group work, including clinical experiences and community-based programs.
6. Adhere to all LCCC policies, including those prohibiting discrimination or harassment (See LCCC Code of Student Conduct).
7. Comply with all guidelines and requirements outlined in the ADN/NURC-PN Student Handbook.
8. Refrain from harmful, inappropriate, or unprofessional social media use.
9. Maintain patient confidentiality and comply with HIPAA and all clinical facility privacy policies at all times (See [Patient Privacy and HIPAA Compliance](#)).
10. Maintain the [Essential Functions for Nursing Students](#) throughout program enrollment.

CLASS AND CLINICAL ATTENDANCE

Attendance and engagement in course-related learning experiences are a student responsibility critical to successful course completion. Absences undermine the ability to meet course objectives and successfully complete the course. **Failure to meet class or clinical objectives will result in course failure.** There is no make-up time available for missed clinical shifts beyond the allowances outlined below. One missed lab per semester (for ADN 150, NUR 106, and NUR 116) must be made up; all other missed lab time is not eligible for make-up. Exceeding the permitted clinical or lab time outlined in this policy will result in course failure.

Classroom Attendance

Classroom attendance supports the theoretical component of the curriculum and enriches application of the clinical nursing process. Students are expected to attend all classroom activities.

- Students must notify the course instructor of any absence, lateness, or early departure **prior to class start time**, and are responsible for obtaining any information missed.
- A student is considered late if they arrive after the designated class start time.
- Attendance is tracked at the beginning of every class.
 - **1st - 2nd late event:** verbal counseling
 - **3rd and subsequent late events:** A Student Alert and or A3 is filed and remains in the student's file until program completion.
- **Religious holiday observance:** Notify the course and clinical instructor at least **1 week** in advance.
- **Military duty or jury duty:** Does not count as an absence. Notify the course and clinical instructor at least **2 weeks** in advance.
- **Injury/Illness (e.g., car accident, hospitalization):** A healthcare provider's note with no restrictions must be submitted to the course instructor, Clinical Coordinator, and Program Nurse Administrator/Designee before returning to class or clinical.

Additional class-specific requirements are outlined in each semester's course syllabus.

Academic Honesty

LCCC expects that work produced by students represents their personal efforts. Academic dishonesty includes but is not limited to:

1. Cheating on tests and exams
2. Plagiarism
3. False statements made to obtain the right to make up missed work
4. Submission of work generated substantially by artificial intelligence and represented as the student's original work, without disclosure as permitted by the course instructor.

Faculty members are expected to document the specific evidence supporting a finding of academic dishonesty (e.g., similarity reports, testing irregularities, witness accounts) as part of the referral to the Associate Dean of Student Development. The faculty member involved will normally determine how to handle each case, unless the penalty would exceed course failure or affect something beyond grades. Students are encouraged to review the full **LCCC Academic Honesty Policy**.

Instructors may require essays to be submitted to **Turnitin** for review against multiple sources to detect plagiarism and the use of Artificial Intelligence (AI). Submitted essays are retained in Turnitin's database for future plagiarism comparison only; Turnitin does not use submissions for any other purpose.

Clinical Attendance

Scheduled clinical time, laboratory time, and simulation shifts are all considered clinical time and are subject to the following:

- Students must report to their assigned clinical location adhering to the [Clinical Dress Code Policy](#).
- Assigned Saturday clinical shifts are **12 hours** and count as **2** clinical shifts.
- Arriving after the established start time is considered a lateness and counts as a **missed clinical shift**.
- Arriving unprepared for the shift results in dismissal for the day and counts as a **missed clinical shift**.
- If the student becomes ill or injured during a shift, they will be sent home; the Clinical Coordinator determines whether this counts as a missed shift. A return-to-clinical note with **no restrictions** is required, along with permission from the Clinical Coordinator or Program Nurse Administrator/Designee.
- Students must personally notify the course and clinical instructor **at least one hour before** the shift if they will be absent.
 - **Unnotified absences** are designated “**No Call, No Show**” and count as two missed clinical shifts.
 - Leaving a clinical site before the end of the scheduled shift must be communicated with course instructor and clinical coordinator prior to leaving the clinical site. Failure to notify above individuals will result in a “**No Call, No Show**” violation.
- **Religious holiday observance:** Notify at least **1 week** in advance; the absence still counts as one missed clinical shift.
- **Military duty or jury duty:** Does not count as a missed shift. Notify at least **2 weeks** in advance.
- Inability to meet clinical/course objectives due to missed shifts will result in course failure.
- A meeting with the Program Nurse Administrator/Designee is required after a student’s **last permitted** absence. Missing this meeting deadline results in an additional missed clinical shift and clinical/course failure.

Permitted Missed Clinical Shifts, by Course

Missed Shifts Allowed	Courses
1	ADN 150, ADN 173, ADN 205, ADN 215, ADN 225, ADN 235
2	ADN 160, NUR 106, NUR 116, NUR 126

Lab attendance (ADN 150, NUR 106, NUR 116) is expected; one missed lab per semester must be made up.

CLINICAL EXPECTATIONS

Time at a clinical facility, simulation experiences, and laboratory time are all considered clinical time and are governed by the Clinical Expectations below.

Clinical Guideline

- Clinical days, times, and sites are subject to change, including alteration to meet clinical site needs, guest speaker availability, testing requirements, or student learning issues.
- Clinical experiences may be scheduled within the hours of **0630-2230**.
- Saturday clinicals are routinely scheduled for the second and fourth Saturday of the month; additional Saturdays (including simulation days) may be scheduled as needed.
- Students in second-year ADN courses (205, 215, 225, or 235) may be scheduled on either designated clinical day, even if enrolled in only one of the two courses.
- Afternoon cohort clinical consists of an afternoon shift plus a 12-hour Saturday.
- Students may not combine day-shift and afternoon-shift classes/clinicals.
- Students remain in the accepted cohort for the duration of the program.
- A 30-minute lunch break is provided during clinical shifts; students must remain on-site.
- Skills and simulation labs are located at Schnecksville, Allentown, and Tamaqua campuses. Students may be assigned to any location based on need and availability.

Clinical Dress Code

Uniform

- LCCC uniform with black scrub pants or scrub skirt (no jeans or yoga pants).
- Unadorned solid black or maroon scrub jacket permitted.
- Long-sleeve plain T-shirts permitted under the uniform (white, maroon, or black only).
- Mostly black or white duty shoes/sneakers - clean, tied; no open clogs or canvas shoes.
- Black or white socks.
- Undergarments must not be visible.
- Uniform must fit appropriately at all times, including when sitting or bending.
- Uniform, shoes, and socks must remain clean and in good condition.
- Clinical college photo ID must be visible at all times (absence results in dismissal and a missed clinical shift).

Grooming

- Hair short or pulled back, off the face and collar; natural color only; no large barrettes or ornaments.
- Facial hair is clean, trimmed, and not extending below the jawline.
- Head coverings are not permitted unless for cultural/religious purposes; if worn, must be clean and solid black, maroon, or white.
- Cosmetics of natural color may be worn in moderation.
- No perfume, aftershave, or cologne.
- Appropriate hygiene and deodorant required.
- Nails may not be visible above the fingertips; no artificial nails, polish, nail art, or glitter.

Jewelry and Accessories

- No rings other than a wedding ring.
- One small post-type earring per earlobe, not extending below the bottom of the lobe; no other jewelry.
- Visible body piercings prohibited (clear spacers permitted if necessary; otherwise must be removed or covered).
- Visible tattoos must be covered; if using a sleeve, it must be white, maroon, or black.
- A watch with a second hand is required; **smart watches are prohibited.**

General

- This dress code applies to all class testing, clinical simulation, laboratory, and virtual settings unless otherwise directed by faculty.
- Non-compliance results in dismissal from clinical and a missed clinical shift.

Family Relations Clinical Policy

For the purposes of this policy, immediate family includes relatives by blood, marriage, or adoption - spouse, fiancé(e), grandparent, grandchild, parent, step-parent, child, first cousin, in-laws, and spouses of the student's immediate family - as well as any person in a close personal relationship with the student.

The Nursing program reserves the right to decline assigning related students to the same clinical rotation, due to potential impacts on supervision, safety, security, morale, or conflict of interest. **Students must notify their clinical instructor if assigned to a location involving a family member**, or whenever any other professional conflict of interest arises (e.g., a family member employed on, or a patient on, the same unit as the clinical assignment).

Risk for Health Care Students During Clinical

When performing essential functions, potential risks - depending on the assigned area - may include:

Confined to small spaces	Cuts and punctures	Slippery surfaces
Radiation	Extreme heat/cold	Extreme/constant noise
Biological hazard exposure	Burns	Electrical/chemical hazards
Assault/battery	Operating machinery	Infectious disease

Clinical Student Assignment to Clients with Communicable Diseases

Students may be assigned to clients with communicable diseases. Assignments and supervision are based on the student's demonstrated knowledge and competency in self-protection. Students must notify appropriate faculty of any health issue that may affect their ability to care for clients or protect themselves, and must consistently practice universal precautions, appropriate PPE use, and each clinical site's infection control policies.

Dosage Calculation Examinations

Students must pass a medication safety examination before administering medication. The first attempt's score counts as the exam grade; students may retake the exam **up to two times**, with required remediation before each retake. **Students who score <80% must have a formal meeting with the course instructor before the next testing attempt.** A student who is unsuccessful after the second retake will fail the course.

Required Passing Score: 92% for all dosage calculation examinations. Exams are required in the following semesters:

- ADN 2nd, 3rd, 4th
- LPN-RN 1st, 2nd, 3rd
- PN 2nd and 3rd

PROGRAM COMPLETION

Application for Graduation

All students must apply for graduation to initiate Education Verification Requirements. This must be completed before Nursing Education Verification can be sent to the State Board of Nursing - **if application is not submitted by the deadline, verification will not occur until the next graduation cycle.**

Deadline	Graduation Term	Condition
October 1	December	-
February 1	May	-
February 1	August	If participating in Commencement Ceremony
June 1	August	If NOT participating in Commencement Ceremony

COLLEGE POLICIES

All college policies are posted in the course syllabi and available at lccc.edu

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APPENDIX A:ATI STUDENT AGREEMENT



ATI AGREEMENT

Assessment Technologies Institute (ATI) is an Assessment-Driven program designed to support mastery of essential nursing content, increase competency and critical thinking in nursing practice, and to improve nursing NCLEX pass rates. These tools are utilized throughout the nursing programs at Lehigh Carbon Community College (LCCC).

Comprehensive Online/In Class Program:

- Modules within the “Learn” tab
- Practice Examinations in all major content areas
- Proctored Examinations in all major content areas
- Comprehensive Predictor
- Capstone
- Live Review
- Virtual ATI

Guidelines:

- ATI activities count as part of each course’s grades.
- Remediation is required.
- Fees are included in nursing program tuition during enrollment in Nursing Program Courses (See [Program Costs Summary](#) in the Nursing Handbook). Additional fees may apply if requirements are not completed within the Virtual ATI timeframe.

Requirements for Nursing Education Verification (NEV):

To have NEV sent to the State Board of Nursing, the student must achieve both of the following:

1. Successful completion of ADN 255 or NUR 126
2. Completion of all ATI activities assigned at the discretion of the ADN 255 or NUR 126 course faculty, as outlined in the course syllabus.

☐ **I have read, understand and agree to the above information.**

Place your full name in the signature box.

Name (*print*) _____

Signature _____ Date _____

APPENDIX B: PROFESSIONAL EXPECTATION ACKNOWLEDGEMENT**PROFESSIONAL EXPECTATION ACKNOWLEDGMENT**

The role of a student nurse is physically, emotionally, and cognitively challenging. Please keep in mind that you have the support of your faculty members, health care team, and all resources of Lehigh Carbon Community College (LCCC)

LCCC nursing students will:

1. Display a professional attitude at all times.
2. Demonstrate a respectful means of communication - personally and electronically - with peers, faculty, and administration at all times.
3. Develop a clear understanding of the nursing handbook including, but not limited to, policies, procedures, and expectations.
4. Understand that LCCC is a "No Bullying Environment." There is zero tolerance for bullying of any kind.
5. Take responsibility for their own academic and clinical goals. Grades earned are that of the student. Discrepancies must be handled according to policy.
6. Understand that clinical and lab attendance limits are outlined in the [Class and Clinical Attendance Policy](#) per the Nursing Handbook, and that exceeding the permitted number of missed clinical or lab shifts will result in course failure.
7. Understand that there is no rounding of any nursing grades.
8. Maintain Academic Integrity at all times in accordance with the Nursing and LCCC Student Handbooks.
9. Comply with the [Clinical Dress Code Policy](#) per the Nursing Handbook at all times, including standards for uniforms, nails, piercings, tattoos, hair, and grooming.
10. Maintain patient confidentiality and comply with HIPAA and all clinical facility privacy policies at all times, as outlined in the [Patient Privacy and HIPAA Compliance](#) in the Nursing Handbook.

☐ I agree to the above expectations.

Place your full name in the Signature box.

Student Printed Name

Date

Student Signature

Dr. Courtney Pascarella, DNP, RN, CRNP, FNP-C, CEN



APPENDIX C: STUDENT NURSE AGREEMENT

Student Nurse Agreement

Name _____ L# _____

Address _____

City _____ State _____ Zip _____

I understand that I am accepted into the LCCC nursing program and I will be responsible for:

1. Caring for clients of all ages, ethnic, socioeconomic, and medical backgrounds.
2. Providing my own transportation and travel to various clinical sites, some up to 50 miles from the main campus in Schnecksville, PA.
3. Devoting 6-8 hours per day to my education outside of class.
4. Scheduling time off from work on clinical days/evenings, on-campus days, and the night before clinical, as required.
5. Maintaining current immunizations, Health Care Provider CPR, health insurance, and malpractice insurance throughout my attendance in the nursing program.
6. Providing a valid Social Security Number, required to complete background checks, clinical clearances, and licensure examination registration.
7. Understanding that clinical attendance requirements and expectations are my responsibility.
8. Adhering to the ATI Agreement (Appendix A).
9. Providing documentation of flu vaccination by November 1 each year.
10. Adjusting my schedule/shifts as needed for ATI Testing, Live Review, and VATI assignments.

☐ **I have read, understand and agree to the above information.**

Place your full name in the Signature box.

Name _____

Signature _____

Date _____