

**CENTRAL MAINE COMMUNITY COLLEGE**

**Nursing Program  
Student Policies  
2011-2012**

*Accredited by the:  
National League for Nursing Accrediting Commission  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
Telephone 1-404-975-5000  
www.nlnac.org  
and Approved by the:  
Maine State Board of Nursing  
158 State House Station  
161 Capital Street, Augusta, ME 04333-0158  
Telephone 1-207-287-1133  
www.maine.gov/boardofnursing/*

**The policies established by CM for the general student population are located in the CM Student Handbook, College Catalog and are applicable to all Nursing Students.**

**The policies identified in this Manual supplement those policies identified by CMCC, and are solely applicable to the Nursing Student.**

#### **Notice of Non-Discrimination**

It is the policy of Central Maine Community College to comply with all federal and state laws and regulations which prohibit discrimination on the basis of race, color, religion, sex, sexual orientation, national origin or citizen status, age, handicap, marital or veteran's status in admission to, access to, treatment in or employment in its programs and activities. Upon request, the College provides reasonable accommodations to individuals with documented disabilities. Inquiries regarding these policies should be directed to the CM affirmative action officer, 1250 Turner Street, Auburn, ME 04210-6498, 207/755-5275. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack P.O.C.H., Room 222, Boston, MA 02109-4557.

## **PHILOSOPHY STATEMENT**

### **Person:**

The faculty believe that the person is a holistic being with cultural origin, is a member of a family and society and is in constant interaction with a changing environment. Each individual has needs which include oxygenation, mobility, rest and sleep, nutrition, elimination, safety, sexuality, psychosocial and regulatory balance. The person is a unique, complex being with intrinsic dignity and worth, who is engaged in growth and development and consistently strives to meet his/her basic needs and responds to stressors throughout the life-span. The person is responsible and accountable for his/her own actions which result from choices that have unique meaning to the person.

### **Health:**

Health is multidimensional, dynamic state reflecting an integrated balance between the psychological, socio-cultural, developmental, spiritual, and physical well being of a person. Each individual strives for an optimal state within a range of human responses unique to the individual.

### **Nursing:**

The nursing faculty believes that nursing is a profession, which has as its goal the state of optimum health for people. Nursing intervenes to assist each person to gain and maintain health when faced with actual or potential health threats. Nursing deals with issues of ethical complexity and moral uncertainty related to an increasing dependence on technology and resulting longer life spans, higher health care costs and increasing professional autonomy. The nursing faculty believes that health care is a right of each individual and the attainment of health is a joint responsibility of health care providers and the individual consumer.

### **Nursing Practice:**

The practice of professional nursing is defined as the diagnosis and treatment of human responses to actual and potential physical and emotional health problems (Maine Nurse Practice Act 2001) Nursing practice consists of dependent, independent and collaborative functions. Drawing on nursing knowledge as well as that derived from the humanities, biological and social sciences the nurse employs critical thinking skills in the cognitive, affective and psychomotor domains in formulating clinical judgments and making clinical decisions. Nursing contributes to the promotion, prevention, restoration and/or maintenance of optimal health for each individual, family or community as well as the preparation of the individual and family for a dignified death.

### **Practice of the Practical Nurse Graduate:**

The nursing faculty believes that the role of the licensed practical nurse is directed by registered nurses through delegation in accordance with the State Nurse Practice Act. Licensed practical nurses assume shared responsibilities for the delivery of health care in structured settings by providing nursing care for groups of individuals and persons of all ages experiencing common health problems. The faculty further believe that as a result of the licensed practical nurse's education and experience, he/she is prepared to participate in an educational program leading to more complex involvement in the health care delivery system.

**Practice of the Associate Degree Nurse Graduate:**

The nursing faculty believe that the associate degree nurse is an integral member of the health care team who functions in a variety of health care settings within the parameters of the State Nurse Practice Act. The ADN delegates to and collaborates with members of the health care team. Within this context, the nursing faculty view the role of the ADN as defined by the National League of Nursing. The NLN (*National League for Nursing*) core competencies for entry into practice are: professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching learning, collaboration, and managing care.

**Nursing Education:**

The nursing program prepares graduates who provide health care in a variety of settings. Consistent with the overall mission of CM, the nursing faculty accepts the responsibility of providing an educational atmosphere which recognizes the experiences and abilities of the individual student and which promotes intellectual inquiry, self direction, critical thinking and accountability. Education is a process which involves interaction between teacher and learner. Learning is manifested by growth and changes in the behavior of the learner and is based upon mutual respect and trust. The nursing faculty is committed to supporting students to enhance their individual ability to successfully meet curriculum objectives through academic support, guidance and referral to appropriate resources. Nursing education is based upon knowledge, comprehension, integration and application of a sound theoretical foundation which includes knowledge gained from the natural, social, behavioral sciences and the humanities. This knowledge is applied to direct patient care in making safe and effective clinical judgments related to common health problems. The faculty believes that for the student to become a mature professional who participates effectively in the ethical dimensions and legal parameters of their practice, the student must develop a strong sense of moral identity, seek support from available professional resources and expand their knowledge and skill in the area of ethics and the law. Viable nursing practice is dependent on the process of life-long learning.

## **I NURSING CURRICULUM**

General education courses supportive to the Nursing Major must be taken prior to, or concurrent with, Nursing courses as outlined in the curriculum design.

### **A SEQUENCE FOR NURSING COURSES**

<b>Diploma (PN Program)</b>	<b>Generic Associate Degree (RN Program)</b>
NUR 112	NUR 112
NUR 115	NUR 115
NUR 121	NUR 121
NUR 134	NUR 212
	NUR 213

#### **LPN to RN Program**

NUR 116	NUR 212	<b>* May be exempt from these courses via challenge exam or prior academic work</b>
NUR 112*	NUR 213	
NUR 115*		
NUR 121*		

### **B ELECTIVE COURSES**

Students in the Associate in Science curriculum must take two (2) 3 credit electives - one course in Humanities and one General Education elective. Preregistration for these courses must be done with the approval of your advisor. Any exceptions to the stated policy must be approved by the Nursing Department Chair and the Academic Dean via written request.

### **C BIOLOGICAL AND SOCIAL SCIENCES**

Courses in Anatomy and Physiology, Microbiology and Developmental Psychology must have been completed within the past 10 years.

### **D TRANSFER CREDIT**

As stated in the college catalog, students may transfer credits from other regionally accredited colleges into a CM catalog program provided they earn a grade of "C" (not C-) or better, and that the credits are relevant to the CM degree program. Refer to the college catalog for complete policy.

### **E COURSEWORK AT OTHER INSTITUTIONS**

Matriculated students at CM are expected to secure approval from their faculty advisors prior to taking coursework at other accredited institutions. Approved credit courses taken at other institutions will count towards total degree credit hours required but will not be calculated in the student's cumulative grade point average. Please be aware that students must earn a minimum of 25% of their program course requirements from CM in order to be awarded a degree from the College.

## II ACADEMIC POLICIES

### A CAMPUS GRADING POLICY

See College Catalog for information regarding grading scales, GPA, academic warning/probations and withdrawal from courses/programs.

### B DISABILITY ACCESS STATEMENT

If you are a student with a documented disability and plan to request an academic or other accommodation you must register as soon as possible with the Disabilities Coordinator. Visit the Coordinator's office, Jalbert Hall Room 406 or call 755-5277 for an appointment.

### C METHODS OF ACADEMIC EVALUATION IN NURSING COURSES

- 1 Academic achievement is measured by written examinations, written assignments, clinical case studies and group teaching projects.
- 2 A minimum grade of "C" (75) must be achieved in each nursing course. The following scale is used to evaluate theoretical achievement in all nursing courses:

<u>LETTER GRADE</u>	<u>RANGE</u>	<u>QUALITY POINTS</u>
A	93-100	4.00
A-	90-92	3.67
B+	88-89	3.33
B	85-87	3.00
B-	83-84	2.67
C+	79-82	2.33
C	75-78	2.00
C-	72-74	1.67
D+	69-71	1.33
D	66-68	1.00

- 3 In each course, the student must achieve a 75 (C) average on unit exams or a 75 (C) on the final exam. If the student does not achieve the C average test requirement the written paper/papers will be recorded as a zero (0) toward the final course grade.
- 4 It is the student 's responsibility to contact faculty to discuss academic status.
- 5 All tests in each nursing course will be administered on the scheduled day of the test. Students must contact the Department Chairperson, prior to the scheduled exam, if they are unable to take it at the scheduled time. Any student absent on the scheduled date of testing must petition the Department Chairperson for a make-up exam at a mutually-agreed upon time between faculty and student.

A penalty of up to ten (10) points will be deducted from test scores, each semester, in the following manner:

0 points deducted	-	1st make-up test
5 points deducted	-	2nd make-up test
10 points deducted	-	3rd or more make-up test

6 Students may use only a standard calculator during exams.

**D CELL PHONE USAGE/COMMUNICATION WITH FACULTY**

All cell phones must be turned off or set on vibrate during class. All cell phones must be off during testing. Students must abide by agency policy in clinical sites. General communication with faculty is to be via the faculty's office phone number or college email address. Faculty provide personal cell phone and/or home phone numbers to clinical groups. Each clinical instructor will set specific guidelines for appropriate use during the rotation.

**E NURSING COURSES MUST BE TAKEN IN SEQUENCE**

Failure to achieve a grade of C (75) in any nursing course means that the student may not progress to the next semester nursing course. **Only one (1) nursing course may be repeated.** Following failure of any nursing course, the student may submit a request to repeat the course. This request must be received within one year and must include a written plan for successful achievement of course objectives. The faculty will review the request, and the student will receive written notification of the decision. Following faculty approval the student must await the next available opening in that nursing course.

**F** Students who have attended another nursing program in which they have received a failing grade must obtain a letter of recommendation from the Nursing Chairperson of the former program as part of the admission process. If they receive a failing grade in a nursing course at CMCC they will be dismissed from the program.

**G** Failure of any prerequisite or concurrent general education course may result in the inability to progress to the next sequential nursing course. Once again, the student would have to wait for the next available opening.

**H WRITTEN ASSIGNMENTS**

1 The only acceptable handwritten assignments include:

- a assessment sheets
- b patient care plans
- c medical diagnosis sheets
- d medication sheets
- e nutrition assessments
- f observation sheets
- g diagnostic test sheets
- h. interactional analysis worksheets
- i. psychiatric clinical diagnosis worksheet

**(Handwritten assignments must be neat and legible)**

2 All other assignments must be typed.

3 Use current APA format with all typed assignments. (see book list)

- 4 All written assignments must include appropriate references.
- 5 Written assignments must be in compliance with the CM plagiarism policy.
- 6 Written assignments are course requirements and must be submitted and by the designated deadline.
- 7 Nursing Process Papers are components of the clinical learning experience, failure to submit Nursing Process Papers will be rated as unsatisfactory on the clinical evaluation tool.
- 8 Students who are dissatisfied with a failing grade (74 or lower) obtained on the clinical paper, may petition the Chair within 2 days of receiving the grade to have a second faculty reader assigned. The final grade for the paper will be an average of the two grades.

### **I ACADEMIC ETHICS**

Please refer to the CM Student Handbook. Additionally, any student found guilty of violating the academic ethics code will be dismissed from the nursing course and a grade of "F" will be submitted to the registrar. See attached Academic Integrity Policy.

### **J LATE POLICY**

Graded assignments must be submitted on or before the due date. If the assignment is submitted one (1)\* day late and arrangements have been made with the instructor, the assignment will be accepted but five (5) points will be subtracted from the grade. An additional five (5) points will be subtracted from the grade for each day, that school is in session, the assignment is late. **If the assignment is submitted late and no prior arrangements have been made with the instructor, the grade for that assignment becomes a "zero" (0).**

\* It is understood that in the event of school closing due to snow, etc. the assignment is due the next class day or clinical day, whichever comes first.

## **III CLINICAL/LABORATORY POLICIES**

### **A CLINICAL EVALUATION**

A "Satisfactory" grade in the clinical component must be obtained. The grade, in addition to clinical performance and patient interactions, is based on all written work (nursing care plans, diagnostic sheets, medication sheets, etc.), oral presentations, contributions to pre and post conferences, and weekly summaries.

A Formative Evaluation will be given at mid-term. The clinical evaluations will be completed on a "Satisfactory/Needs Improvement/Unsatisfactory" basis at that time. An "Unsatisfactory" or "Needs Improvement" at mid-term warrants that the student take the initiative and responsibility to contact the instructor and enter into a contract to correct the deficient area or areas. A "Needs Improvement" or "Unsatisfactory" indicates that the student must correct deficiencies by the end of that semester.



The student must achieve a "Satisfactory" rating in the Summative Evaluation which is given at the end of each semester. This indicates that the student has received a "Satisfactory" in each critical element. Progression to the next nursing course is contingent upon a "Satisfactory" rating in the Summative Evaluation in addition to a minimum grade of "C" in the theoretical portion of this course. Failure to achieve a "satisfactory" in the clinical component results in an overall grade of "F" for the course. Failure to submit Nursing Process Papers, Health History Papers and Health Fair Papers will result in an overall grade of "F" for the course.

## **B CLINICAL EXPECTATIONS - GENERAL**

- 1 Students are expected to research their patient assignment (unless otherwise directed) prior to clinical each week. Failure to do so may result in the student being sent home from clinical. This will be counted as a clinical absence. If this is repeated the student may be placed on warning and dismissed from the program.
- 2 Prior to starting clinical at various agencies, if required by that site, students must obtain a background check, picture ID and parking sticker. Students must provide proof of health insurance and CPR certification.

## **C SKILLS LABORATORY POLICIES**

- 1 Students will be tested on selected laboratory skills
- 2 Laboratory time is considered to be clinical time. Students are advised to practice independently in the lab.
- 3 Students may be assigned to return for laboratory practice if having difficulties performing skills.
- 4 Students must pass all laboratory skills in order to continue in the program.
- 5 Uniforms are to be worn to assigned lab sessions.

## **D CLINICAL WARNINGS**

If a student receives an "Unsatisfactory" rating for a clinical evaluation, the student will be placed on clinical warning. The student will receive a written letter that identifies the criteria that must be met in order to continue in the program.

## **IV STUDENT ACCOUNTABILITY & RESPONSIBILITY**

### **A ATTITUDE**

A response toward a person, group, thing or situation which includes a student's intellectual curiosity, respect, ethics, integrity, ability to recognize his or her own

limitations, ability to function under pressure, and appearance. The faculty believes that attitude is directly related to successful completion of identified courses and clinical objectives. The school policy requires nursing students to provide nursing care for all patients who will enhance their educational process.

**B LIABILITY INSURANCE**

All students must have liability insurance which is included on their school bill. Students may review a copy of the policy in the Business Office. The liability policy is in effect only during the time that the student is in the role of a nursing student in this program.

**C CONFIDENTIALITY**

Only the initials of a patient (NOT FULL NAMES) can be used on any written material. Patient information may be discussed only in clinical/classroom situations and only when appropriate. Violations of this policy will be grounds for immediate dismissal from the nursing program, pending recommendation to the Department Chairperson and Academic Dean.

**D STUDENTS ARE EXPECTED TO PERFORM IN AN ETHICAL MANNER AND ABIDE BY THE AMERICAN NURSES ASSOCIATION CODE FOR NURSES (attached).**

If at any time a student willfully endangers the health or safety of a patient or if a student endangers the health or safety of a patient through repeated carelessness, lack of preparation, patient abandonment or failure to follow the nursing program's policies and procedures, the student will be recommended for dismissal from the nursing program. Students who are dismissed are not eligible to be readmitted.

**E SEXUAL HARASSMENT**

The College policy is in effect any time a student is on campus and during clinical experiences (see CMCC Handbook). Students should report unwanted sexual/sexist communication or behaviors directed toward them to their instructor or the Chairperson of the Nursing Program. A student who is accused of sexual harassment will be referred to the College Disciplinary Procedure. In situations where the initiator of alleged sexual harassment is an employee of the clinical facility, the facility's disciplinary procedures will apply.

**V UNIFORM POLICY**

**A Full uniform is required for nursing lab, most clinical placements and consists of:**

- 1 Neat, clean, professional, white uniforms with the school emblem on the left sleeve
- 2 White nylons with dresses, white nylons or white socks with pants
- 3 Undergarments should not be visible through uniform
- 4 Clean white uniform shoes with enclosed backs.

- B** Jewelry: The only finger jewelry allowed is an engagement ring, wedding ring or family ring. Rings may need to be removed for safety reasons.
- C** A single pair of small posts may be worn in the ears only.
- D** Hair is to be clean, neatly arranged, well groomed, and tied back in the clinical and lab setting.
- E** Beards and mustaches should be clean, neatly groomed and trimmed.
- F** Tattoos must be covered.
- G** Fingernails must be kept short and if polish is worn, it must be colorless or a natural tint. Artificial nails are not acceptable in clinical sites.
- H** Where needed, eye glasses, dentures and hearing devices must be properly fitted and worn in the clinical area.
- I** White laboratory coats should be worn in the following situations:
  - 1 Clinical setting as designated by respective clinical instructor
  - 2 Community observational experience if appropriate.
  - 3 Clinical settings when picking up clinical assignments.
- J** Clinical assignments where students dress in street clothes (to pick up assignments, psychiatry, community health, etc.):
  - 1 Slacks (no jeans), dresses, skirts, or jumpers. No denim clothes, no sweatshirts or bib overalls.
  - 2 No open toed shoes
  - 3 School name pin and agency identification badge (if required by institution)
  - 4 Appropriate equipment and supplies (watch with second hand, stethoscope, bandage scissors, black ink pen)

## **VI ATTENDANCE POLICY**

**It is expected that students will attend all scheduled nursing activities.**

### **A ACADEMIC**

**Students are expected to attend all class periods.** If extended absenteeism is unavoidable, appropriate arrangements must be made with the faculty member in order to insure successful achievement of the course objectives. If a student is unable to meet the objectives of the nursing courses due to absenteeism, he/she must withdraw from the course.

### **B CLINICAL**

If the student is unable to attend the clinical experience or will arrive late, it is his/her responsibility to notify the clinical instructor prior to the start of the

clinical day. The following is the required procedure to notify the clinical instructor of an absence or late arrival:

1. Contact the instructor on their home phone. If you are unable to speak with the instructor leave a message **and**
2. Call the instructor on his/her cell phone. If unable to reach the instructor leave a message **and**
3. Call the unit on which you are assigned and leave a message.  
**Failure to notify the instructor of your absence is considered patient abandonment and will place you in jeopardy of dismissal from the program.**

An "excused" absence is considered an illness or family crisis. For absence other than an illness or family crisis, a written request must be submitted to the Chairperson at least two weeks prior to the anticipated absence. This request will be presented to the Faculty for a decision. The student will be notified of this decision by the Chairperson.

#### **C CLINICAL ABSENTEEISM** **Clinical attendance is critical.**

Students are expected to attend all scheduled clinical experiences. Absence exceeding 2 clinical days per semester shall not have satisfied attendance requirements and may result in a failing grade for the course. A missed 12 hour clinical day equals two clinical absences. Each situation will be reviewed by the nursing faculty.

### **VII PROGRAM COMPLETION/GRADUATION REQUIREMENTS/STATE BOARD REQUIREMENTS**

- A Satisfactory completion of all requirements in the curriculum with a grade point average of 2.00. Transfer credits must be posted on the final transcript.
- B A student must receive a "C" (75) or better in all nursing courses.
- C A student must achieve a "Satisfactory" rating in clinical at the end of the semester.
- D In order to be eligible to take the Maine State Board Examinations, a student must meet the requirements for graduation.

**Note: The Maine State Board of Nursing may refuse to grant a license on the basis of the criminal history record information relating to convictions denominated in Title 5, Chapter 341, Section 5301, Subsection 2 of the Maine Revised Statutes Annotated.**

## **VIII GENERAL POLICIES**

- A** Clinical sites may be in Augusta, Bath/Brunswick area, Norway/South Paris, Midcoast, Portland/South Portland, Bridgton as well as Lewiston/Auburn. Due to limited clinical sites, students are expected to travel to any of these sites.
- B** Requirements, travel and expenses: Each student is responsible for:
- 1 Travel to and from clinical agencies
  - 2 Parking fees if applicable
  - 3 Meals
  - 4 Health Insurance
  - 5 Liability insurance (part of tuition bill)
  - 6 Background checks- [www.cmccbackgroundcheck.com](http://www.cmccbackgroundcheck.com)
  - 7 Testing Fee
  - 8 LPNs must carry malpractice insurance
  - 9 Current CPR certification – Basic Life Support, Health Care Provider from the American Heart Association
  - 10 Meeting all health requirements:
    - Diphtheria/Tetanus within 10 years of enrollment and every 10 years
    - Evidence of immunity to Measles, Mumps, Rubella and Varicella (Chicken Pox) through submission of laboratory titer reports
    - Evidence of immunity to Hepatitis B through submission of laboratory titer or documentation that series is in progress
    - Tuberculosis screening annually. If applicant has not been tested within past year, initial testing must consist of 2 tests no more than three weeks apart. Students who have a positive test must submit evidence of yearly evaluation by a health care provider.
    - Test for visual acuity
    - Annual flu shot
- C** Student Participation in CM Committees
- 1 Students from each class and learning site will be selected by their classmates to attend Nursing Department Advisory and Curriculum Committee Meetings.
  - 2 One student and an alternate from each class will be selected by their classmates to serve on the Student Senate.

## **XI ABILITIES AND SKILLS NEEDED TO MEET CURRICULUM OBJECTIVES**

- A** Visual acuity with corrective lenses to identify cyanosis, absence of respiratory movement in patients; and to read very fine, small print on medication containers, physician 's orders, monitors and equipment calibrations.
- B** Hearing ability with auditory aids to: understand the normal speaking voice

without viewing the speaker ' s face; hear monitor alarms, emergency signals, call bells from patients, and telephone orders; take/hear blood pressure, heart, lung, vascular, and abdominal sounds with stethoscope.

- C** Physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation, lift patients and objects of 35 pounds or more, move from room to room, and maneuver in limited spaces.
  - D** Communicate effectively in verbal, written and electronic form by speaking clearly and succinctly when explaining treatment procedures, describing patient conditions, and implementing health teaching. Write legibly and correctly in patient's chart for legal documentation.
  - E** Manual dexterity to use sterile technique to insert catheters and prepare medications (IV, PO, IM).
  - F** Function safely under stressful conditions with the ability to adapt to ever changing environment inherent in clinical situations involving patient care.
- \* If a student cannot meet the above requirements, the faculty will meet to determine if the student can continue in the program.**

**American Nurses' Association  
Code of Ethics for Nurses**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

approved/revised June 30, 2001 by ANA delegates

## Central Maine Community College Academic Integrity

Honesty in all academic work is expected at Central Maine Community College. A student's work should be a result of independent effort and ideas. Any student who is suspected of academic dishonesty will face investigation and possible disciplinary action which may include dismissal from the College. Academic dishonesty includes but is not limited to: cheating, using unauthorized aids, taking a test for someone else, copying another person's work on exams, quizzes, or assignments; or plagiarism, taking language, information, or ideas from another person or source without attributing the appropriate reference, fabrication, or forgery. Refer to MCCC Academic Affairs Policy 311 Academic Misconduct for further information. (A copy of the Maine Community College policy is available in the Department Chairperson's office.) A teacher who suspects or discovers an incident of academic dishonesty may deal with the situation directly with a fair and appropriate sanction, postpone action until consulting with other College officials or refer the incident to the College Disciplinary Officer for review and action.

### Plagiarism

This Department upholds Section IV.C.1.a of the Community College Student Code of Conduct, which specifically forbids plagiarism. We know that most students don't plagiarize intentionally. Therefore, this document was designed to clarify what plagiarism is and what you can do to avoid it.

**What is Plagiarism?** Plagiarism is a form of theft. It is taking other people's ideas or words and presenting them as your own work. This means all material including written assignments, exams, presentation materials, drawings, or any other work in any format. Even if you do not intend to plagiarize, you are still responsible for any work on which your name appears.

**What do you need to cite when writing a research paper?** Citing a source means using accepted formats (APA or MLA), to indicate where you found the information. This includes printed sources, such as books, magazines, newspapers or journals; video or audio tapes; broadcast media; personal interviews; or computer resources such as the Internet, online periodical indexes; or CD ROM materials. You must be sure to cite, not only direct quotations, but also someone else's ideas, which you have put into your own words. The only time you can use information without crediting a source is when the information is considered to be "common knowledge," found in many sources. For example, the fact that the HIV virus is transmitted through body fluids would not need to be cited. However, the number of AIDS deaths in New York City as reported by a particular study would need to be cited. As a rule of thumb, if you are unsure, it is always better to cite your source than to assume the information is common knowledge.

**What special rules apply to using a computer?** Computer sources are like other sources, and they must be documented according to accepted formats. However, while you must document this type of information, you must also protect the work you produce on a computer. For example, when using a computer which may be used by others, be sure to save your work to your own disk, and not to the hard drive where it can be accessed by other students.

**Is it okay to work with other students?** Obviously, putting your name on someone else's work and submitting it for credit is plagiarism. But if you allow someone to copy your work, you are just as guilty



of plagiarism. Many classes, however, do include group work. Instructors who assign group work usually make it clear whether the assignment is to be an individual or group effort. It is your responsibility to clarify the extent to which you may work with other students in preparing a final project.

**What may happen if you plagiarize?** Plagiarized work will not be accepted for credit. In addition, the Student Code of Conduct outlines other penalties, which include probation, suspension, or dismissal from the College.

**What is your responsibility?** By submitting work with your name on it, you are certifying that the work is indeed your own. If you have used anyone else's material to prepare your work, you must cite it. If you have any doubt about what to cite or how to cite it, it is your responsibility to find out by looking in your textbook, asking your instructor, visiting the Writing Center, or using the Library. Be careful about relying on another student who may not have the correct information.

I have received a copy of the Central Maine Community College Nursing Program Student Policies 2011-2012 and I am responsible for its contents.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_