



NUR 2036C Bridge III Course Syllabus Summer 2024

Course Information

Course Title: LPN to RN Bridge III

CRN: 30052

Course number with Section: NUR 2036C Section 1

Course Description: This course continues to build upon nursing knowledge acquired as a Licensed Practical Nurse and in the beginning LPN to RN Bridge I and II courses as it relates to concepts and principles of holistic nursing care. Theory content includes planning nursing care for maternity and pediatric clients plus childbearing families, including high risk circumstances. Students will have the opportunity to integrate principles of biophysical and psychosocial sciences into the nursing process. Students will also demonstrate leadership and application of nursing knowledge in a variety of settings, including a preceptorship. Self-evaluation is part of the student socialization process as he/she begins to make the transition from student to graduate.

Course Location: Building 13, Room 143

Course Day and Time: Didactic: Monday/Tuesday 8:30 am-4:30 pm.

Clinical: Tuesday/Wednesday (Evenings)

Prerequisites: Minimum grades of "C" in NUR 1007C and DEP 2004 Human Growth and Development

Corequisites: None

Instructor Information

Name: Ashley Haynes

Office Location: Building 13, Room 158A

Office Hours: Tuesday & Thursday, 10:00am-2:00 pm Friday-Sunday: Virtual by appointment

Phone Number: (850) 973-9476 (office) | (850) 673-1763 (mobile)

Email: haynesa@nfc.edu

Clinical Instructor Information:

Shaknequea Pleas, MSN-Ed, RN Cell: (478) 232-1961 Email: pleass@nfc.edu

Marquez Roney, BSN, RN Cell: (229) 310-7251 Email: roneym@nfc.edu

Instructor Response Time for Phone/Email: Voice messages and emails will be returned within 24 hours unless otherwise noted in class.

Response Time for Posting Grades on D2L: Grades will be posted within seven (7) business days of due date unless specified by the instructor.

Department Chair: Dr. Anna Kelley, DNP, APRN, WHNP-BC

Department Chair Email: kelleya@nfc.edu

Required Curriculum/Textbook and Course Materials

Required Textbook & Course Materials:

Cherry, B., & Jacob, S. (2023). Contemporary nursing issues, trends, and management. (8th ed.) St. Louis: Elsevier Mosby. ISBN: 9780323969765 (custom package-print); ISBN: [9780323554206](#) (textbook only); ISBN: 9780323969796 (custom package-electronic); ISBN: [9780323635943](#) (ebook only); ISBN: 9780323969789 (custom package-electronic & ebook)

Lilley, Rainforth-Collins. (2020). Pharmacology and the Nursing Process. (9th ed.) St. Louis: Mosby. ISBN: 9780323969765 (custom package-print); ISBN: 9780323529495 (textbook only); ISBN: 9780323969796 (custom package-electronic); ISBN: [9780323529495](#) (ebook only); ISBN: 9780323969789 (custom package-electronic & ebook); ISBN: [9780323679923](#) (adaptive quizzing only)

Scannell, M. J., Ruggiero, K. M., & Ward, S. L. (2022). Davis advantage for maternal-child nursing care. F.A. Davis Company.

Silvestri, L.A. (2019). Saunders comprehensive review for the nclex-rn exam (8th ed.) St. Louis: Elsevier Saunders. ISBN: 9780323969765 (custom package-print); ISBN: [9780323358415](#) (text only); ISBN: 9780323969796 (custom package-electronic); ISBN: [9780323582414](#) (ebook only); ISBN: 9780323969789 (custom package-electronic & ebook)

HESI Testing Package and NCLEX Adaptive Quizzing (available for purchase only through link sent by Evolve/Elsevier generated email)

*Detailed assignments for reading in text, written work, adaptive quizzing, etc. are located on the individual unit and module for the course or otherwise directed by instructor.

Required Course Materials/Supplies: Students are required to have a badge holder, stethoscope, bandage scissors, and wristwatch with a second hand. **NFC** Clinical scrubs and lab coat with white non-skid shoes are required for clinical. Pewter gray scrubs are required for class. All other lab materials are provided.

Minimum Technological Requirements and Skills: Technology plays a key role in healthcare and nurses are expected to be proficient in the use of computers. Nursing students will be required to use computers to complete assignments, download course materials, access textbooks, communicate with faculty, and take exams. Technology requirements include:

- PC or MAC with a 4Hz or faster processor
- 8 GB or greater of Memory/Ram and 10GB or greater Hard Drive
- Speakers and Microphone is required for course content
- A webcam is required during exams and for online presentations
- An internet connection speed of 1.5 MBs or greater, consult your ISP on your speed options. You may do a speed test at speedsmart.net to view your current speed.
- Operating systems: Windows 7, 8, or 10 for PC and Apple OS X 10.10 or higher for Mac
- Microsoft Office 2016 or later for PC and Mac. This software is available through your Office 365 subscription with NFC
- Adobe Reader, Oracle Java, and Respondus LockDown Browser+ Webcam may be required for course content. All are free to download and install.

For textbook questions, please visit:

<https://customersupportcenter.highered.follett.com/hc/en-us>

Grading Policy and Assessment Methods

All homework assignments are open at the start of the semester. All Modules start on Monday with assignments due Sunday night by 11:59 pm. All assignments are given an average of the attempts completed. Unless prior arrangements are made with the instructor, homework that is late by 24 hours, will be graded at 50% of the original grade and after 24 hours will be given a zero.

Prior to class: Students are expected to read/review the material, complete the Watch & Learn, and Concepts in Action. It is advisable for students to use one of the top 3 priority tools to gather information on the diagnoses being studied. Keep a “Laundry List” of items that need further exploration in class or during student remediation. This will help you with exams, HESI and NCLEX.

Methods of instruction may include:

- Lecture/Discussion
- Discussion Boards
- Videos and handouts
- Written assignments.
- Self-directed study
- Selected readings

- Shadow Health Virtual Simulation
- HESI case studies
- Small Group Work
- Computer assisted instruction.

Evaluation and Grading:

Dosage Calculation Test	5%
Unit Exams	50%
Final Exam	20%
HESI assessments	10%
Homework	15%
Clinical Evaluation	<u>Pass or Fail</u>
Course Total	100%

Dosage Calculation Test: To complete Bridge III, you must pass a dosage calculation test with a score of 90% between two attempts. It is your responsibility to seek help from Ms Gonzales at the Academic Success Center or Professor Spence to prepare for re-testing. If unable to pass the retest with a score of 90% you will not be able to progress in Bridge III which affects your ability to continue in the nursing program. A calculator will be permitted with this exam. The math exam is not included in the unit exam average but will count as 5% of your grade. There will be math problems included in some of the unit exams. This is worth 5% of your grade.

Unit and HESI Examinations

Examinations must be taken at the scheduled times. Students are expected to be in their seat with the computer on at the scheduled start time of the exam. The classroom door will be locked at the start of the exam and there will be no entrance until after the last student has completed the exam. Any student who arrives late, will wait in the student lounge until class reconvenes.

In case of emergencies where student is unable to report for an examination, the student is expected to contact the faculty prior to the beginning of the examination.

- **Excused emergency with documented note and notified the instructor prior to the exam:** The student will take the exam at a time determined by the instructor in the Testing Center by the next scheduled class.
- **Unexcused absence or late arrival but notified the instructor prior to the exam:** The student will take the exam at the time determined by the instructor by the next scheduled class. The student will be counted as unexcused.
- **No call/No show for the exam:** If the student does not contact the instructor prior to the start of the exam, they will receive a zero for the initial exam. If valid documentation is submitted within 24 hours, they will take the missed exam at the end of the semester prior to the final exam with a 5% reduction in their grade. An unexcused absence will be recorded.

- **Exam review:** At faculty discretion, completed tests may be reviewed in class. The student may make an appointment with the instructor to review their exam. **No test will be reviewed after that one-week time frame, without faculty approval.**
- **Exam Failures:** Students may be required to meet with the instructor if they have two consecutive exam failures or if they have a midterm exam average below passing. Students may request a one-on-one meeting with the Academic Success Center to discuss study strategies, test-taking strategies, and time management skills (Under Library)
- **To be eligible to take the final exam, the student must have an exam average of 77.** This average does not include homework, classroom assignments, or quizzes.
- **There will be no rounding of grades** in any Nursing and Allied Health program course. Individual assignment, quiz, and test grades will be recorded to the hundredth decimal place.
- Students must earn a passing grade (“S”) in all categories for the clinical component of a course. If a student fails to successfully complete a clinical component, this will result in an unsuccessful completion of the corresponding didactic (theory) course, as applicable.
- Clinical performance is a Pass or Fail with Guidelines for the assignment of “S” or “U” are provided in the Allied Health Handbook. Clinical evaluation tool is posted in content folder.

Grading Scale:

- A 93-100
- B 85-92
- C 77-84
- F 76 and Below

If a student is taking a co-requisite class at the same time as Bridge II and does not pass the course, they will not be allowed to progress in the program.

Outcomes/Objectives

PROGRAM LEARNING OUTCOMES/OBJECTIVES

1. Demonstrate professionalism in the role of the registered nurse within the healthcare system to effectively lead other members of the healthcare team.
2. Utilize the nursing process to provide safe and ethical patient care within the scope of practice for a registered nurse.
3. Synthesize therapeutic communication in providing culturally competent care to promote optimal health and wellness to diverse populations throughout the life span.

4. Incorporate relevant technology with knowledge of nursing skills to deliver exceptional clinical care to clients with a variety of needs.
5. Evaluate plan of care for patients in a variety of care settings using critical thinking skills.

Course Level Student Learning Outcomes/Goals

1. Integrate advanced critical thinking knowledge of the nursing process to perform nursing care safely and culturally appropriate for the child and family while incorporating ethical and legal values. SLO 2, 3, 5. QSEN 1, 2, 3, 5
2. Integrate advanced critical thinking knowledge of the nursing process to perform nursing care safely and culturally appropriate for the obstetrical population and their family while incorporating ethical and legal values. SLO 2, 3, 5. QSEN 1, 2, 3, 5
3. Develop career management skills in the personal and professional role of the Associate Degree Nurse including participation in professional health care organizations, community service, licensure, and continuing education. SLO 1. QSEN 1, 2, 3, 4
4. Evaluate professionalism in the role of the registered nurse within the health care system to begin to lead other members of the health care team. SLO 1. QSEN 1, 2
5. Critique concepts of self-regulation, self-evaluation, and self-care from the preceptor experience to transition to the role of a Registered Nurse as a member of the healthcare team. SLO 1. QSEN 2, 4

Course Level SLO #	Program Outcome #	Quality and Safety Education for Nurses	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a specific course level student learning outcome)
1	2,3,5	1,2,3,5	Simulation, Clinical Evaluation Tool, Women/Child Clinical Assignment
2	2,3,5	1,2,3,5	Clinical Evaluation Tool, Women/Child Clinical Assignment
3	1	1,2,3,4	Resume Assignment & Resignation Letter Assignment
4	1	1,2	Unit exams, Final exam,
5	1	2,4	Preceptor Evaluation

Course Content and Schedule

COURSE CONTENT AND SCHEDULE ** the following unit will not be in this exact order but will be grouped together within the same units. Please see the course calendar and D2L for more details.

Unit	Module and Hours	Hr.	Chapters
Unit 1: Foundations in the Nursing Care of Maternal, Family, and Childcare	1.Core Concepts of Maternal and Pediatric Health Care Across the Continuum	2.5	CH. 1
Unit 2: The Process of Human Reproduction	1. Reproduction	2.5	CH. 2
	2. Conception and Development of the Embryo and Fetus	2	CH. 3

Unit 3: The Prenatal Journey	1. Physiological and Psychosocial Changes during Pregnancy	2	CH. 4
	2. Promoting a Healthy Pregnancy	4	CH. 5
	3. Caring for the Woman Experiencing Complications during Pregnancy	4	CH. 6
Unit 4: The Birth Experience	1. The Process of Labor and Birth	4	CH. 7
	2. Caring for the Woman Experiencing Complications during Labor and Birth	5	CH. 8
Unit 5: Care of the New Family	1. Caring for the Woman Experiencing Complications during the Postpartal Period Physiologic	2	CH. 12
	2. Caring for the Postpartal Woman and Her Family	4.5	CH. 11
	3. Transition of the Newborn	4.5	CH. 9
	4. Caring for the Newborn at Risk	2	CH. 10
Unit 6: Foundations in Nursing Care of Children	1. Caring for the Developing Child	3	CH. 13
	2. Developmentally Appropriate Nursing Care Across Care Settings	3	CH. 14
	3. Caring for the Child with Endocrinological Condition	2	CH. 19
Unit 7: Foundations in Nursing Care of Children	1. Caring for the Child with a Neurological or Sensory Condition	2.5	CH. 20
	2. Caring for the Child with a Musculoskeletal Condition	3	CH. 21
	3. Caring for the Child with Cardiovascular Condition	3	CH. 17
Unit 8: Foundations in Nursing Care of Children	1. Caring for the Child with Respiratory Condition	3	CH. 15
	2. Caring for the Child with Integumentary Condition	3	CH. 22
Unit 9: Foundations in Nursing Care of Children	3. Caring for the Child with Immunologic or Infectious Condition	3	CH. 18
	1. Caring for the Child with Gastrointestinal Condition	3	CH. 16
	2. Caring for the Child with Genitourinary Condition	3	CH. 23
Unit 10: Foundations in Nursing Care of Children	3. Caring for the Child with a Cognitive or Psychosocial Impairment	2	CH. 25
	1. Caring for the Child with Hematological Condition	2	CH. 24
	2. Caring for the Child with Cancer	2	CH. 26
	3. Caring for the Child with a Chronic Condition, Disability, or End-of-Life Care	2	CH. 27

Unit	Module and Hours	Hr.	Chapters
Unit 11: Leading & Managing	1. Communication, Delegation, and Supervision	3	Ch 19, 20 (Cherry)
	2. Workplace Advocacy, Quality Improvement & Patient Safety	3	Ch 13, 22 (Cherry)
	3. Economic Principles & Budgeting	3	Ch 7, 18 (Cherry)
Unit 12: Current Trends/ Leading & Managing	1. Nursing Research & EBP, Health Policy & Politics	3	Ch 6, 23 (Cherry)
	2. Staffing and Managing Time for Nursing Care Delivery	3	Ch 21, 25 (Cherry)
Unit 13: Career Management	1. Leadership/Management, Contemporary Nursing Roles & Finding Your Job	3	Ch 17, 26, 27 (Cherry)
	2. Transition from Student to Professional & NCLEX	3	Ch 24, 28 (Cherry)

Early Alerts: June 13th-14th

Bridge Program Policy Statements

Class policies for LPN-RN Bridge are as follows:

Students are not permitted to eat or drink at the computer stations; however, if your drink has a lid that closes or bottle that has a cap that is permitted. Non-greasy and non-crumby snacks are not permitted; however, if your food is bitesize such as M&Ms and other candies or snacks and gum are permitted. If you need to eat a meal, please go to the student lounge.

Side conversations during instructor or student presentations are not permitted. This permits other students from concentrating on what is being said.

Failure to abide by these policies and the nursing handbook policies on behavior will have the consequence of being asked to leave class and you will be given an unexcused absence for the day.

Attendance is mandatory in class; however, if you have circumstances that keep you from attending you must

- (1) contact the instructor prior to class,
- (2) Have a note/documentation to have it count as excused and
- (3) You are expected to complete all of the class and outside homework on time. If it is not completed on time, you will receive a zero (0). However, if you need an extension, you must contact the instructor before the due date and make prior arrangements.

NFC Information and Policy Statements

Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the

Academic Regulations section of the college catalog at www.nfc.edu. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use www.turnitin.com to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces.** Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE. There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE.** Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures at all times. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

On Campus:

Monday – Thursday 8:00 a.m. – 4:30 p.m.

Virtual appointments:

Monday-Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the Library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Students may make an appointment to receive help or use computers during the posted hours. Librarians are on duty to help with questions and research strategies. To gain access to the Library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the Library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the Library and on the patio after hours. Specific policies and regulations applicable to the Library are available in the Library or by visiting the Library's website.

Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

Walk-in and by appointment services: Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Monday-Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, Anywhere.

For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu or (850) 973-1719 and/or Brianna Kinsey at kinseyb@nfc.edu or (850) 973-9458.

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- Academic Success Center (ASC) (850) 973-1624 / asc@nfc.edu

Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodations and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of College organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or paulkd@nfc.edu.

Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures or practices on the basis of race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education;
- Right to freedom of expression;
- Right to hold public forums;
- Right to peacefully assemble;
- Right to a fair and impartial hearing;
- Right to participate in Student Government;
- Right to be a member in authorized student organizations;
- Right to appeal College decisions through established grievance procedures;
- Right of personal respect and freedom from humiliation and control;
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations and policies of the College;
- Expected to meet the course and graduation requirements of the students' program of study;
- Expected to keep college records current with up-to-date addresses and other information;
- Expected to meet with an academic advisor at least once each term;

- Expected to comply with College rules, regulations and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to: U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.