

*Mercer County Community College*  
*Division of Math, Science and Health Professions*  
*Nursing Program*

POLICY

Policy: Acknowledgement of Receipt of the Nursing Program Student Handbook

Purpose: To ensure all students acknowledge receipt of the nursing program handbook and any updates to program requirements, policies or procedures each semester.

Procedure:

1. NRS112 Course Coordinator will distribute nursing program handbooks to each student beginning NRS110 on the first day of class.
2. NRS112 Course Coordinator will collect signed handbook and code of conduct acknowledgement forms for each student in their course. NRS112 Course Coordinator will submit all completed forms to the nursing office prior to the first examination date.
3. LPN's entering the program under the advanced placement option will be provided a handbook at the time of admission to the professional phase of the nursing program. These students will be required to submit signed handbook and code of conduct acknowledgement forms to their Course Coordinator.
4. All progressing and returning students are required to review and become familiar with the information contained in the current handbook which is available on the nursing program website each semester. Students are then required to print and sign the Acknowledgement of Receipt of the Nursing Program Student Handbook form and turn the signed form into their instructor on the first day of class each semester.
5. Students will be unable to sit for the first course examination if the signed forms are not received.

Effective Date: August 1, 2009

Revised Date: June 13, 2011, October 29, 2014, May 2015

Approved by:  , Director