

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

POLICY

Policy: Receipt of Student Handbook

Purpose: To ensure all students verify receipt of current nursing program handbook.

Procedure:

1. Course Coordinator will distribute handbooks to each student in their current course by the first day of class.
2. Course Coordinator is to collect signed handbook and code of conduct receipts for each student in their course.
3. Students will be unable to sit for the first course examination if this requirement is not met.
4. Course Coordinators are to submit all completed receipts to the nursing office by the first examination date.

Effective Date: August 1, 2009

Revised Date:

Approved by:



, Director