

*Mercer County Community College*  
*Division of Health Professions*  
*Nursing Program*

**Nursing Program Procedures**

Procedure:

1. Nursing students will be held accountable to the program requirements and procedures outlined in the Mercer County Community College Student Handbook and the Nursing Program Handbook for each academic year.
2. Upon entering the nursing program, students will be provided with a copy of the current academic year nursing program handbook.
3. Every academic year thereafter, students will be required to review the nursing program handbook available on the nursing program website.
4. All students will be required to sign a receipt of the nursing program handbook by the first day of each semester. Signing the receipt of the nursing program handbook form acknowledges that the student understands and agrees to ***comply with all the procedures contained in the handbook and any subsequent revisions of the handbook.***
5. Non-compliance with signing the receipt of nursing program handbook form does not release students from the responsibility for complying with nursing program procedures, as outlined in the current nursing program handbook.
6. Should a student need to withdraw from a nursing course or return to the nursing program after an interruption to their expected progression in the program, they will then be held accountable to the procedures and standards in effect for the nursing program at the time of their return.

7. Students will be notified of any changes to nursing program requirements, procedures, or standards. Notification may take place via the nursing program website, MCCC email, and/or class announcements.

Effective Date: June 1, 2011

Revised Date: April 2013, January 2014, July 2017 (combined program requirements and receipt of program handbook policy), May 2020

Reviewed: May 2018

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

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