

TOPIC:

Communication of Handbook Updates

---

Development of new or revision of current guidelines, procedures, and program information will be communicated to nursing students by placing written information concerning the changes on the Canvas LMS, Webpage or my.Cloud within 2 weeks of the faculty meeting. The administrative assistant will be responsible for communicating updates and for posting to the nursing page of the college website and to the IT department.

Students will sign the STATEMENT OF UNDERSTANDING form yearly, stating they have read all guidelines. If a handbook section is revised during the semester, faculty will review the update with the students and students will be required to sign an Acknowledgement of change. The Acknowledgment form will be retained by the Nursing Program.