Welcome to the Bachelor of Science in Nursing (RN-to-BSN) Student Handbook. The BSN Student Handbook is developed for students admitted into the BSN (RN-to-BSN) Program to provide them with information about the program guidelines and procedures.

The BSN Student Handbook outlines essential information from South Texas College, the NAH Division, and the BSN Program which includes policies and procedures, expectations of students, student code of conduct, and professional conduct.

The BSN Program students are responsible for knowing the information and complying with the policies, procedures, and guidelines outlined in the BSN Student Handbook.

The NAH Division reserves the right to change policies and procedures without notice. The BSN Student handbook is not intended to be, and should not be regarded as a contract between the College, the NAH Division, and/or any student or other person.

Also, please note that the electronic version of the BSN Student Handbook will be the one that is updated. The electronic version should be consulted as the primary resource.

South Texas College
Nursing & Allied Health
1101 E. Vermont Avenue
McAllen, Texas 78503

Statement of Equal Employment Opportunity (EEO)
South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

Bachelor of Science in Nursing (RN-to-BSN) Approval
South Texas College Bachelor of Science in Nursing (RN-to-BSN) Program is approved by the Texas Board of Nursing. Contact the Texas Board of Nursing at 333 Guadalupe, Suite 3-460, William P. Hobby Building, Austin, TX 78701-3944, 512-305-7400, email address: webmaster@bon.texas.gov.

South Texas College Accreditation
South Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate and Associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500.
South Texas College – Bachelor of Science in Nursing (RN-to-BSN) Program

Acknowledgement of Student Handbook

I, _____________________________________________ A# ________________________ will fill in the page number in the Student Handbook to indicate that I know where to locate the guidelines and procedures.

NURS _________________ Semester ____________________ Level _______________________

Initial COMMITMENT REFERENCE

_____ Academic Integrity Student Handbook, page _____

_____ Class Attendance and Participation Student Handbook, page _____

_____ Clinical Experiences Student Handbook, page _____

_____ Professional Appearance Student Handbook, page _____

_____ Disciplinary Action & Grievance Due Process Student Handbook, page _____

_____ Course Grade Appeal Student Handbook, page _____

_____ Grievance Policy and Procedure Student Handbook, page _____

_____ Nursing Practice Act https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp

_____ Requesting Special Accommodations Student Handbook, page _____

_____ Pregnant and Parenting Students Student Handbook, page _____

_____ Pregnancy-Related Absences Student Handbook, page _____

_____ Program Learner Outcomes Student Handbook, page _____

_____ Vision, Mission, and Philosophy Student Handbook, page _____

_____ Progression Criteria Student Handbook, page _____

_____ Readmission Procedure Student Handbook, page _____

_____ Safe Clinical Practice Standard Student Handbook, page _____

_____ Social Media Policy Student Handbook, page _____

_____ Social Media Policy by Texas Board of Nursing Implications https://www.bon.texas.gov/practice_bon_position_statements.asp

_____ Texas Board of Nursing Rules & Regulations relating to Nurse Education, Licensure and Practice https://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp

I have read, understood, and will abide by the policies, procedures, rules, and regulations as outlined in the Bachelor of Science in Nursing (RN-to-BSN) Student Handbook during my tenure as a nursing student at South Texas College. My initials and signature indicate my understanding and acceptance of my responsibilities as a BSN student. I further understand that new STC policies, guidelines, and procedures may be implemented that must be adhered to during my tenure as a BSN nursing student. It is my responsibility to stay informed of new STC policies, guidelines, and procedures through the BSN website, course syllabus, announcements in class, and through the student representative of my cohort.

_____________________________________ ________ _________________________________
Printed Name of the Student Date  Student Signature

_____________________________________ ________ _________________________________
Printed name of Faculty Date Faculty’s Signature
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STAFF & STUDENT SERVICES CONTACT INFORMATION

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BSN Department email: BSNdept@southtexascollege.edu

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956-872-3189

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956-872-3077

Student Financial Services  
956-872-3019

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admissions@southtexascollege.edu  
956-872-3100
VISION, MISSION, AND PHILOSOPHY

VISION

South Texas College will be a global model in educational innovation serving as a catalyst to drive regional prosperity, economic development, and the social mobility of those we serve.

MISSION

The mission of the Bachelor of Science in Nursing: RN-to-BSN Degree Program is to prepare the professional nurse in meeting the dynamic healthcare needs of individuals, families, groups, communities, and global populations as providers of patient-centered care, patient safety advocate, and member of the health care team and profession.

PHILOSOPHY

The South Texas College Department of Bachelor of Science in Nursing: RN-to-BSN Degree Program believes nursing is both an art and an applied science.

Nursing. Nursing is a unique, dynamic profession committed to the holistic care of the client. The Bachelor Degree Nurse is an essential member of the nursing profession who practices within the guidelines of the Differentiated Essential Competencies of Graduates of Texas Baccalaureate Degree Nursing Education, Texas Nursing Practice Act, American Nurses Association’s Standards of Care, American Nurses’ Association Code of Ethics and participates in professional nursing activities. We believe that caring, compassion, commitment, communication and critical thinking lead to competence. The science of nursing is based on a spiral model of clinical judgment (Hooper, 2018) framework known as the nursing process, composed of assessment, diagnosis, planning (outcome identification and nursing interventions), implementation, and evaluation. These steps serve as the foundation of clinical decision-making and are used to provide evidence-based practice (American Nurse Association, 2004).

Person. Person is a unique holistic being of inherent worth and dignity, composed of physical, psychological, emotional and social dimensions. While persons share commonalities, each individual is diverse in age, gender, race, ethnicity, culture, religion and lifestyle, with values and beliefs that give meaning to life and health. Person is an individual and also a member of family, groups, and communities. Person can be the individual, or the family, community, and population.

Health. Health is dynamic, multi-faceted continuum in the journey to optimal well-being. It encompasses the total effective functioning of the person physically, socially, psychologically, and spiritually. Physical functioning refers to the ability of the body structure to change and adapt. Social functioning is the individual’s ability to interact in a meaningful fashion and to form meaningful relationships with others, recognizing that people are unique and come from diverse backgrounds. Psychological health is an individual’s ability to problem solve, manage stress and crisis, and respond to situations in an appropriate emotional manner. Spiritual domain is the belief in high power, including ethical standards, moral character, and values. The nurse assists to attain, maintain and/or restore optimal level of wellness permitted by their potential across the lifespan.

Environment. The faculty believes that environment has a profound effect on the person. Environment consists of internal and external elements that are in constant interaction with the person. The internal environment is made up of all forces or influences entirely within the person. The external environment is made up of all forces or influences that exist outside of the person. Both
internal and external environments work together to influence the person. Nurses, in their various roles, collaborate with the person to enhance or modify the environment to promote, maintain, or restore health.

**Learning.** Learning occurs when new knowledge and self-awareness produce change. Learning is an individualized never ending, continuous, and dynamic process. Each learner has a style including one or more learning domains: affective, cognitive, and/or psychomotor. Ultimate learning occurs when the learner is involved, is self-motivated and is responsible for learning. The learner needs to be engaged and committed to succeed. Learning is enhanced by internal and external factors such as the physical environment, available tools, an atmosphere which encourages discover and learning, motivation, readiness, capability and support. This list is not all inclusive. As the world changes, so do learning needs, strategies and tools to meet the students’ learning needs.

**Teacher.** The teacher is the facilitator, resource person, model and guide for student learning. As the learning facilitator, the teacher is supportive, caring, consistent and fair. To enhance the learner’s growth, the teacher needs to love learning as evidenced by enthusiasm, continued professional growth, and respect of the learner. The teacher needs to be creative, an expert in content area, a critical thinker, and innovative by effectively using instructional tools and strategies to enhance the learning environment.

**Nursing education and the teaching-learning process.** The Faculty designs learning experiences by implementing a variety of teaching strategies in the classroom and clinical laboratory. Students and faculty value learning. Concepts are taught form simple to complex. Each semester the program utilizes assessment, analysis, planning, implementation, and evaluation to improve South Texas College Bachelor of Science in Nursing RN-to-BSN Degree Nursing Program. The South Texas College Bachelor of Science in Nursing RN-to-BSN Degree Nursing Program believes in accountability between teacher and learner. Each person (student, faculty and staff) is respected for what they have to offer and their personal uniqueness. Faculty strives to provide an atmosphere of caring, trust and stimulation. The South Texas College Bachelor of Science in Nursing RN-to-BSN Degree Nursing Program’s goals are to promote professionalism, research, evidence-based practice, advocacy, social responsibility, leadership with integrity, desire for continued learning and to provide the community and the population at large with safe, caring, competent, and efficient nurses.
# PROGRAM LEARNING OUTCOMES

At the completion of the RN-to-BSN Degree Program, the graduate will be able to:

<table>
<thead>
<tr>
<th>PLO NUMBER</th>
<th>STATEMENT OF PROGRAM LEARNING OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLO 1</td>
<td>Apply clinical judgment in decision-making based on the nursing program of study, evidence-based practice outcomes, and research studies in the provision of comprehensive and safe patient and population care.</td>
</tr>
<tr>
<td>PLO 2</td>
<td>Deliver safety and quality improvement initiatives as an advocate, provider, and manager of nursing care rendered by the interdisciplinary health care team.</td>
</tr>
<tr>
<td>PLO 3</td>
<td>Demonstrate clinical inquiry in applying patient care technologies and information systems to support safe nursing practice and population risk reduction.</td>
</tr>
<tr>
<td>PLO 4</td>
<td>Participate in monitoring institutional, professional, and public health care policies to maintain adherence to legal standards and regulatory frameworks of professional nursing practice.</td>
</tr>
<tr>
<td>PLO 5</td>
<td>Manage care transitions across the health care continuum in population with diverse communities in collaboration with members of the interdisciplinary health care team.</td>
</tr>
<tr>
<td>PLO 6</td>
<td>Demonstrate effective leadership that reflects the values, ethics, and continuing competence in the nursing profession.</td>
</tr>
<tr>
<td>PLO 7</td>
<td>Apply leadership skills related to financial resources, human resource, clinical management, and professional issues in providing and evaluating care.</td>
</tr>
</tbody>
</table>
ADMISSION CRITERIA

Admission to South Texas College

Students are admitted to South Texas College through the provisions of Board Policy 3200, Student Admissions. General admission to the College does not imply admission to all programs of the College. The Nursing and Allied Health Division offers selective programs with application requirements. Prospective students must meet all program application requirements before being eligible to apply to selective programs.

South Texas College has developed a checklist to assist prospective students with the process of admission. Please follow the Admission to South Texas College Checklist. Please complete the admission process with the Office of Admissions & Records (OAR). For more information or assistance, contact the OAR at 956-872-8311 and/or visit a South Texas College Admissions Office.

Prospective students must complete and submit the following documents required to apply to South Texas College.

- Application for admission to South Texas College through ApplyTexas.org.
- Official transcripts submitted to the Office of Admissions & Records.
- Proof of vaccination – beginning January 2012, all new students who did not attend South Texas College in the Fall of 2011 are required to show proof of immunization against bacterial meningitis

Admission to the Bachelor of Science in Nursing RN-to-BSN Program

The Bachelor of Science in Nursing RN-to-BSN Program selection process is Competitive Entry based on a Point System. Points are given for the following selection criteria: cumulative GPA upon conferral of AAS-ADN, core curriculum cumulative GPA, and additional points as listed on the Application Form. A Cutoff Score is calculated for each application period based on the qualified applicant pool, the number of slots available, and may vary for each application period. Completed applications are ranked from highest to lowest points and admission is based solely on this ranking.

Mandatory Orientation

The Bachelor of Science in Nursing RN-to-BSN Program sets in place mandatory orientation for students to attain all necessary information such as, but not limited to, program expectations, schedules, clinical clearance, financial aid information, uniforms, purchase of electronic software and books, etc. It is imperative the student attend the mandatory orientation. Any student not able to attend will sign a Waiver and complete an alternative assignment due the first day of class.

For more information on the admission requirements for the BSN Program, visit the Bachelor of Science in Nursing webpage: https://nah.southtexascollege.edu/bsn/index.html.

Transfer Students

Students transferring from another accredited college or university are eligible for admission and adhere to the same application requirements. Transfer students must also comply with Board Policy 3200 and 3320. For more information or assistance, contact the OAR at 956-872-8311 and/or visit a South Texas College Admissions Office.
Note to transfer students: When transferring credits from former colleges/universities to South Texas College, only the credits transfer, not the GPA.

**International Students**

The college is authorized under federal law to enroll students who are valid F-1 or M-1 visa holders under the Student Exchange and Visitor Information System (SEVIS) and authorized by the United States Citizenship and Immigration Services (USCIS). Upon initial admission to the College, international students must comply with all federal regulations in order to obtain a student visa prior to enrollment and must remain in compliance throughout the duration of their study. For assistance contact the Office of Admissions & Records, Residency Specialist at 956-872-2250 or visit the website https://studentservices.southtexascollege.edu/admissions/international.html.

It is recommended that international students schedule their TOEFL Exam during the application process. For more information or assistance, contact the International Toll-Free number at 866-665-7822.
South Texas College provides students with a variety of college/student services to assist in student success such as:

- **Academic Advising/Counseling**
  Refer to NAH Student Handbook

- **Centers for Learning Excellence**
  Refer to NAH Student Handbook

- **Course Registration**
  Refer to NAH Student Handbook

- **Library Services**
  Refer to NAH Student Handbook

- **Computer Labs**
  Refer to NAH Student Handbook

- **Health Services**
  Refer to NAH Student Handbook

- **Counseling and Student Disability Services**
  Refer to NAH Student Handbook
BSN PROGRAM STANDARDS

Class Attendance and Participation

Class attendance and participation are essential to student success. Regular and punctual class attendance is expected at South Texas College. Student absences will be recorded from the first day the class meets. It is imperative that students attend on the first day of class. This is when the course syllabus, schedule, deadlines, and class expectations will be discussed.

A student missing a cumulative of 10 percent (10%) of the class meetings may be dropped by the faculty member in accordance with the policy or policies outlined in the course syllabus. In addition to published guidelines related to attendance, faculty may drop a student prior to the withdrawal deadline when the faculty member determines that the student will be unable to successfully complete the course. For more information, visit the Nursing & Allied Health Division Student Handbook and the South Texas College Student Handbook & Student Code of Conduct.

Calculations of 10% absence per course

<table>
<thead>
<tr>
<th>Course</th>
<th># of Contact Hrs</th>
<th>10% of Contact Hrs</th>
<th>Dropped after # hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3301 Nursing Capstone</td>
<td>80</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>NURS 3302 Contemporary Issues in Nursing and Healthcare</td>
<td>48</td>
<td>4.8</td>
<td>5</td>
</tr>
<tr>
<td>NURS 3304 Holistic Health Assess Across the Lifespan</td>
<td>64</td>
<td>6.4</td>
<td>6</td>
</tr>
<tr>
<td>NURS 3310 Evidence-Based Nursing and Research</td>
<td>64</td>
<td>6.4</td>
<td>6</td>
</tr>
<tr>
<td>NURS 3312 Nursing Informatics</td>
<td>64</td>
<td>6.4</td>
<td>6</td>
</tr>
<tr>
<td>NURS 3320 Public and Global Health Policy</td>
<td>48</td>
<td>4.8</td>
<td>5</td>
</tr>
<tr>
<td>NURS 3370 Professional Development &amp; Interprofessional Collaboration</td>
<td>48</td>
<td>4.8</td>
<td>5</td>
</tr>
<tr>
<td>NURS 3401 Population Focused Community Health Care</td>
<td>64</td>
<td>6.4</td>
<td>6</td>
</tr>
<tr>
<td>NURS 3101 Population Focused Community Health Care - Clinical</td>
<td>64</td>
<td>6.4</td>
<td>6</td>
</tr>
<tr>
<td>NURS 3408 Leadership &amp; Management in Professional Nursing</td>
<td>64</td>
<td>6.4</td>
<td>6</td>
</tr>
<tr>
<td>NURS 3108 Leadership &amp; Management in Professional Nursing – Clinical</td>
<td>64</td>
<td>6.4</td>
<td>6</td>
</tr>
</tbody>
</table>

Contact hours are based on the WECM Course Manual.
**Excused absence:** Excused absence from class/clinical includes but is not limited to communicable illnesses, surgeries, fractures, or any other ailment that will inhibit the student from performing in the class/clinical setting. The student is to contact the instructor 2 hours prior to attending class/clinical that they will be absent. Once the student is ready to return, the student must present a medical clearance without restrictions from a US licensed healthcare provider to the instructor before the next class/clinical day. Student will not be allowed to return to the class/clinical until medical clearance is submitted. Unexcused absence(s) will automatically be recorded as a zero grade for assignment/exam missed. Student is responsible for completing all coursework and exams upon return.

**Late Course work:** Students are required to submit a Late Coursework Form with any assignment that is not submitted by due date and time; forms will be kept by the course instructor. Ten (10) points will be deducted each late day. Extenuating circumstances will be handled by faculty.

**Religious Accommodations:** Students are expected to notify their faculty in advance if they intend to miss class/clinical to observe a holy day pertaining to their religious faith. The program will provide reasonable accommodations for students to attend class/clinical due to religious reasons. Students will be required to provide verifiable documentation to the program prior to missing a class/clinical.

**Course Syllabus**
The Course Syllabus is the student’s guide for the course. Faculty will be responsible to inform location of the syllabus or give a copy of such on the first class day. The purpose of the syllabus is to effectively clarify the student understanding of the course content and requirements. The syllabus will include, but not limited to, name of instructor, contact information, and office location, policies, rules and regulations, required texts, learning goals and objectives, course calendar, student responsibilities, grading criteria, disclaimers, etc. A signed Course Syllabus Acknowledgement Form must be submitted to the course faculty by the second day of class.

**Confidentiality**
In accordance with the Texas Nursing Practice Act in Rule 217.11, Letter E, “Violating the Confidentiality of Information or Knowledge Concerning the Patient/Client, Except Where Required by Law,” the faculty of the Nursing & Allied Health Division adopted the following policy:

1. Except in the structured, teaching-learning situation, all aspects of the clients’ medically related information and/or data shall not be discussed with any other person or persons under any circumstances.
2. Proper identification as stated in the STC Dress Code is required before reading charts/records.
3. Under no circumstances are students to photocopy, take pictures, and/or tape record any part of the client’s record. The clients will not be identified by name on any written paperwork of the student.
4. Failure to honor these basic ethical client rights may result in the immediate dismissal of students from the Program.

*Students will sign a Confidentiality Statement that reflects their belief that ALL information about a client’s condition is confidential and should not be discussed in ANY public area inside or outside the agency.*
Individual Learning Achievement Plan for Success (ILAP)
The BSN Program aspires to give all students tools and resources to help them achieve success in their courses, which will translate into Program completion. The faculty of the Bachelor of Science in Nursing Program is sensitive to the needs of the students as they seek assistance to make career choices, and utilize their ability to move through the Program at an individual rate of progression. The faculty participates in continuous academic advising and counseling throughout the students’ participation in the BSN Program.

The faculty will meet with student to establish a plan of success for students who are identified as “at risk”. The student will be referred to the Academic Coach to develop an Individual Learning Achievement Plan. Referrals may include, but are not limited to, class absences, both online and face-to-face, failure to submit assignments on time, and behaviors in classroom or clinical not conducive to learning.

Alternative Learning Experiences
The BSN Program faculty may utilize a variety of alternate learning experiences to meet course outcomes and program learning objectives. Activities may include, but are not limited to, community outreach projects and independent learning activities, which may be scheduled outside school or clinical hours. Students will be given ample time to prepare for said assignments and arrange for the hours. Credit will be given to students’ work in the didactic or clinical course where the alternate learning experiences are affiliated.

Case Study Presentation/Community Outreach Project: Case Study Presentation/Community Outreach Project is a group collaborative activity that should foster leadership and teamwork. It is designed to encourage and promote collaboration, coordination, member participation, and cooperation. The members of the group will get the same grade based on a rubric. After group deliberation, member/s found not participating and/or not cooperating during the preparation up to the presentation, the group may collegially decide by majority vote to exclude the name of the non-cooperating and/or non-participating member/s from the list that will be submitted to the faculty. The list must be submitted to the faculty after the presentation. He/she who was excluded from the list of members will get a grade of zero for the case study presentation/community outreach project. The grade will only be credited to the members of the group whose names appear on the list submitted to the faculty. See Case Study Grading Rubric, Community Teaching Project Rubric, and Community Project Peer-Evaluation.

Online Discussion: This is a reflective student activity that enhances active participation in the class and thereby promotes active method of learning. Students are expected to achieve greater cognitive, critical thinking skills, and exploratory learning. Online discussions will require students to create a thread in response to the discussion questions and may give feedback and comments on the postings/discussions.

Poster Presentation: This is a small group active learning activity integrating research and theoretical contexts on nursing topics and concepts. Students are to summarize and present nursing concepts, research findings, and results creatively in a poster format or display that can be utilized both by the presenters and audience to augment learning and enhance critical thinking by being able to answer and respond to questions and by comprehensively discussing contents/concepts of the poster to the audience. Posters will be on display for a day wherein presenters will be available to present and respond to questions of the audience. The course faculty will design grading rubric.

Blackboard: All course and school-related information will be communicated through STC’s
Blackboard system. It is the responsibility of the student to check their Blackboard on a regular basis, before, during, and after school to keep abreast with all current information.

Guidelines for Written Work
All BSN students should take pride in their work and in all their assignments.

Written Work: The official source book to be used at every level of the undergraduate curriculum will be the most current edition of the Publication Manual of the American Psychological Association (APA). Students are expected to follow the updated guidelines set down in this manual.

Not citing a source constitutes plagiarism. Papers are to be typed. Papers that may be handwritten as approved by the faculty, must be legible. The faculty reserves the right to return papers with an abundance of noticeable corrections including spelling and grammar. For tutorial, log in to http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx.

Faculty and Student Communication
Jag email will be used by faculty/staff as form of communication prior to the beginning of the semester to inform students of course schedules, boot camps, meeting date, times and venues, or any other school related information.

Once the semester begins, faculty will use Blackboard system as form of communication with students. Students are to email instructor through Blackboard. The instructor will have 24-48 hours to respond to student’s Blackboard message.

Channels of Communication
Channel of communication is the line of authority and responsibility in an organization, which oversees the implementation of policies, guidelines, and procedures. Following the channel of communication in the health care workforce means moving up the administrative ladder when the nurse believes that the patient’s needs are not being met. It is of utmost importance in the role of the nurse as a patient advocate. In most health care institutions, failure to adhere to the channel of communication may result in progressive disciplinary action up to and including termination.

Students, faculty, and staff must adhere to the established channel of communication in the BSN Program for any concerns, issues, and grievances to ensure prompt and satisfactory resolution. When the established channel of communication is bypassed, the complainant will be re-directed back to the proper authority. Maliciously bypassing the BSN Program channel of communication may lead to student’s disciplinary action and up to dismissal from the Program.

Professional Appearance Standard
Students in the BSN Program are expected to follow the set requirements, which are enforced for the interest of safety and professionalism in and around the clinical and classroom setting.

I. Classroom Attire during face-to-face meetings: business casual
   a. The following are not to be worn in the classroom or in a clinical agency or any NAH college-related activity:
      b. Tight clothing
      c. Jeans (torn, faded, low hipsters, etc.)
      d. Shorts
      e. Midriff-baring shirts
      f. Low-cut shirts
      g. Skirts above the knee
h. Open-toed shoes
i. High heeled shoes

II. Clinical Attire
   a. Standard scrub uniform top and pants in designated color (hunter green)
   b. White lab coat with collar will be worn over hunter green scrubs for clinical prep and for clinical according to infection control standards.
   c. Standard white nursing shoes with closed toe and heels, or all white (non-canvas) tennis shoes with conservative logo (no colored stripes)
   d. Student should wear appropriate undergarments.
   e. Proper name badge(s) on left side of the uniform at all times (class and clinical).
   f. School patch on left sleeve of uniform and/or left side chest of lab coat.
   g. White socks and/or white hose must cover the ankle entirely; no no-show socks allowed.
   h. If a skirt will be worn, skirt’s length should be right below the knees

Hair. Hair must be of natural or conservative color. Hair must be clean, well groomed, above the collar, and kept away from the face to comply with infection control standards. Hair barrettes should be conservative and of color compatible to dress or natural hair color. Ribbons, headbands, and scarves are not acceptable, unless documented for religious/culture reasons. Students must be clean-shaven; this includes moustaches, sideburns, goatees, and beards.

Jewelry. Minimum jewelry may be worn. This provides safe, comfortable, and sanitary conditions for the patient and the care provider. The student may wear:
   - Wrist watch with a second hand
   - Pierced earrings: one pair of small studs on the earlobes only; no stones, no hoops and no dangling earrings allowed
   - Rings: one plain band only – no stones
   - No tongue rings or other visible body piercing allowed
   - No necklaces or bracelets allowed

Tattoos. Should be covered at all times.

Communication. Gum chewing not only looks unprofessional, but also interferes with clear communication and can be extremely offensive to others. Gum chewing will NOT be allowed while in uniform or scrub attire on clinical/school premises.

Fingernails. Nails may be freshly polished, if desired, with clear nail polish, and length should not exceed the fingertips. No artificial nails of any kind are allowed.

Hygiene: Good oral and personal hygiene are essential. Remember cigarette smoke and perfumes or colognes may be offensive to others and/or patients.

Cosmetics: Make-up should be applied minimally and discretely.

Non-compliance with the Professional Appearance Standards will result in the student being sent home from class or clinical and given a grade of zero for the class or clinical day and will be considered as an unexcused absence.
Students should not wear the uniform in any other functions other than school and clinical activities.

**Student Discipline**
South Texas College supports the right of faculty to maintain discipline in the classroom. When a student is alleged to have committed an act of academic dishonesty, been disruptive in the classroom, clinical or other academic setting, the course instructor or clinical supervisor may move to sanction the student, which may include temporarily or permanently removing that student from class/clinical according to procedures outlined in the STC Student Code of Conduct. For more information, visit the STC Student Handbook and NAH Student Handbook.

**Nursing Skills Lab/Simulation/Computer Lab**
The nursing skills laboratory is designed to enhance students’ learning. The laboratory will be used at specific times for the demonstration and practice and competency testing of skills necessary for client care. The prescribed dress code will be maintained in the skills laboratory.

The simulation laboratory houses high-fidelity manikins that allow the students to practice their knowledge and skills with life-like manikins in a controlled and safe environment. Due to the value that simulation plays in the promotion of critical thinking and clinical reasoning, it is incorporated in every clinical course. Dress code, attendance, and grading in the clinical courses apply to simulation.

The Nursing & Allied Health Open Labs are available for students on an extended timeframe each class day. A number of mandatory computerized assisted instructional programs (CAI) are assigned each semester. Students are expected to sign in or provide a means of written documentation after completion of assigned CAI Programs. The college provides the students with Computer Open Labs, in over five (5) STC campuses, and are able to log on anywhere there is internet access.

**Employment While in the Program**
The BSN Program has issued the following statements regarding student employment:
- Students understand that the BSN PROGRAM is rigorous and employment while in nursing is at the student’s discretion.
- Employed students may not wear the school uniform (or name badge) during extra-curricular employment.
- The performance of students when working for compensation is the legal responsibility of the employing agency and students.

**Progression Criteria to Next Level**
Student must successfully complete the requirements of each Level course with a minimum grade of “B” in order to progress to the next Level.

**Course Grade Appeals**
Refer to South Texas College Website for Procedure and Forms.

**Graduation Requirements**
Refer to South Texas College Graduation Requirements.

**Grievance Policy and Procedure**
STC and NAH Programs strive to provide fair and objective procedures for hearing student complaints, and endorse compliance with the spirit of nondiscriminatory regulations. The following procedure must be observed:
1. In an effort to resolve misunderstandings, complaints or grievances, students must first make every attempt to resolve the issue with the individual against whom the complaint originated.
2. If the grievance is not settled, it should then be discussed with the next superior.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Student to Student</th>
<th>Student to Faculty</th>
<th>Student with Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Talk to the Student</td>
<td>Talk to the Faculty</td>
<td>Talk to the Staff</td>
</tr>
<tr>
<td>Step 2</td>
<td>Talk to the Course Faculty</td>
<td>Talk to the Program Chair</td>
<td>Talk to the Program Chair</td>
</tr>
<tr>
<td>Step 3</td>
<td>Talk to the Program Chair</td>
<td>Talk to the Division Dean</td>
<td>Talk to the Division Dean</td>
</tr>
<tr>
<td>Step 4</td>
<td>Talk to the Division Dean</td>
<td></td>
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</tbody>
</table>

If unresolved, the student is to contact the Student Rights and Responsibility Office at 956-872-2180.

**Complaints and Grievances**

Refer to NAH Student Handbook
STUDENT CODE OF CONDUCT
All BSN Program students are to comply with the South Texas College Student Handbook and Student Code of Conduct which can be found at https://www.southtexascollege.edu/index.html. Any violations will result in disciplinary action. Disciplinary action may include, but not limited to, dismissal from the BSN Program, ineligibility in any NAH programs, and/or additional sanctions from the Office of Student Rights and Responsibilities.

Professional Behavior
Students in the BSN Program are expected to conduct themselves in a professional manner at all times, not only in interaction with clients, but also with peers, faculty, and staff. Students represent the Nursing & Allied Health Division and the nursing profession; thus, students assume responsibilities toward the society. These responsibilities are delineated in the Code for Nurses, American Nurses' Association. The statements of the Code and their interpretation provide guidance for nurses' behavior in relation to carrying out nursing responsibilities within the framework of ethical decision making. Students are obligated to function at all times within the framework of the Code for Nurses. American Nurses' Association Code of Ethics can be found on https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/

Unprofessional Behaviors
Unprofessional behaviors may include, but not limited to:

- Clinical and classroom demeanor
  - Disrespectful
  - Unacceptable uniform
  - Disruptive Behavior
  - Demeaning or Humiliating Conduct
  - Inappropriate use of electronic devices
  - Leaving classroom/clinical premises during the duration of clinical rotation/shift
  - Inappropriate use of social media
  - Lying
  - Stealing
  - Bullying/Cyberbullying
  - Misuse of clinical/classroom equipment
  - Intimidation, Threatening Behaviors and/or coercion
  - Severe, Persistent, and Objectively Offensive Expressions
  - Frivolous appeals or complaints
  - Facilitating Any Type of Misconduct
  - Disruption or Interference with an Investigation, Conference, Meeting or Appeal
  - False and/or unfounded accusations

Professional Clinical Behavior
The course faculty has the right and responsibility to dismiss the students from the clinical area at any time that the student exhibits unsafe clinical performance. Unsafe clinical performance is defined as the inability to safely meet the needs of the patient. Examples of behaviors that demonstrate unsafe clinical performance are listed on the clinical evaluation tool for each course.

Unsafe behavior may consist of a behavior, or pattern of behaviors that include, but are not limited to:

a. Failure to document and/or communicate vital client information and changes in client’s condition
b. Medication error
c. Practicing beyond the student nurse’s scope of practice
d. Endangering the lives of the client/patient
e. Violating HIPAA rules
   • Inappropriate use of electronic devices
f. Failure to disclose student’s communicable disease status to course/clinical faculty.
g. Failure of the student to complete and submit Course/Clinical Requirements and documents on due dates.

**Student Discipline Classroom/Clinical - Appeal Process**
The student may appeal the decision of the course instructor by following the Disciplinary Action and Grievance Due Process. Violations of STC Student Code of Conduct, NAH Program Standards, and/or Safe Clinical Practice Standards will result in disciplinary action. The sanctions will be dependent on the nature and severity of the incident and potential or real threat to client safety and well-being or risk for the Program, College, and the Clinical Affiliate Agency.

For more details, please see the South Texas College Student Code of Conduct. A definition of classroom/clinical disruptive behavior that a reasonable person would view as likely, substantially, or repeatedly interfering with educational activities. Examples include but are not limited to:

- Constantly interrupting
- Repeatedly leaving or entering class
- Making loud noises
- Using physical or verbal threats
- Making loud noises
- Repeated use of cell phones in the classroom
- Persistent speaking without being recognized
- Non-compliance with professional appearance in class/clinical

**Academic Integrity**
Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of South Texas College and the Nursing & Allied Health Division. Failure to adhere to academic integrity constitutes academic dishonesty. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Individuals found guilty of academic dishonesty may receive a failing grade for the assignment and/or course as per instructor’s decision. It is the student's responsibility to have a clear understanding of the various aspects of academic dishonesty.

Plagiarism and other forms of scholastic dishonesty are serious academic violations that will not be tolerated. Scholastic dishonesty encompasses, but is not limited to, cheating, plagiarism, collusion, and any act designed to give an unfair academic advantage to the student. “Cheating” includes, but is not limited to:

- copying from another student’s work;
- using materials not authorized by a testing proctor;
- possessing materials that are not authorized by a testing proctor, such as lessons, books, or notes;
- knowingly using or soliciting, in whole or part, the contents of a non-administered test;
- collaborating with or seeking aid from another student without authorization during the test;
- substituting for another person, or permitting another person to substitute for oneself, in taking a course test or completing any course-related assignment;
• Using, buying, stealing, or transporting some or all of the contents of a test, test rubric, homework answer, or computer program.

“Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means someone else’s work and then submitting that work for credit as if it were one’s own.

“Collusion” includes, but is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.

The penalties for scholastic dishonesty in graded assignments include the possibility of failure in the course. Scholastic dishonesty in examinations will result in a grade of “F” on the examination and an “F” in the course.

Social Media Policy
The BSN Program supports the use of social media and upholds a student’s right to personal communication via social media sites. Faculty, staff, and students are expected to adhere to the high standards of the health care profession with regard to maintaining confidentiality.

Refer to NAH Student Handbook.

Social Media Policy by Texas Board of Nursing (BON) Implications
Instances of inappropriate use of social and electronic media may be reported to the BON. The laws outlining the basis for disciplinary action by the Texas BON vary between jurisdictions. Depending on the laws of a jurisdiction, the BON may investigate reports of inappropriate disclosures on social media by a nurse on the grounds of:

• Unprofessional conduct;
• Unethical conduct;
• Moral turpitude;
• Mismanagement of patient records;
• Revealing a privileged communication; and
• Breach of confidentiality.

If the allegations are found to be true, the nurse may face disciplinary action by the BON, including a reprimand or sanction, assessment of a monetary fine, or temporary or permanent loss of licensure. Refer to Texas Board of Nursing Position Statement on the Use of Social Media.

Safety Procedures
Students injured while functioning in student roles in the clinical area, laboratory or classroom must report the incident to the course/clinical faculty. Refer to NAH Student Handbook for procedure and form.

Emergency Messages
If the division receives a call for a student that is of an emergency nature, the Program secretary or designee will locate the student to relay the message. This procedure will be used only for emergencies. Students must maintain accurate phone numbers with the Program secretary and their clinical faculty. The secretarial offices will each maintain copies of all classroom and clinical schedules for easy reference in an emergency.

Professional Liability Insurance
The College requires professional low risk liability insurance coverage for students in the health professions. Payment for insurance is made at the time of student registration of clinical courses.
Emergency Health Care
Nursing & Allied Health students are responsible for their own health and medical expenses. Health insurance for health profession students is *mandatory per Affiliating Agency agreements*. The College makes health and accident insurance available to all enrolling students.

Communicable Diseases
A safe environment must be maintained for all students and clients. Students with a communicable disease must report the condition to their faculty (classroom or clinical) immediately. The Nursing/Allied Health Programs will:

1. Make information on the prevention of communicable diseases available to students.
2. Provide all reasonable precautions to protect confidentiality.
   a. However, communicable diseases will be reported as applicable to appropriate authorities, i.e. tuberculosis.
3. Students must be able to meet acceptable performance standards and course objectives.
4. Students with a communicable disease may attend classes or perform duties at the clinical site if his or her presence does not pose a threat or danger to that individual, others in the College, or to the clients they will be in contact with during the clinical experience.
5. Students are expected to follow the affiliating agency’s guidelines governing caring for clients with communicable diseases.
GRADING SYSTEM

Grade Scale
At the end of course, students will earn a grade based on the following grade scale for all NURS courses.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% - 92%</td>
</tr>
<tr>
<td>B</td>
<td>91% - 85%</td>
</tr>
<tr>
<td>C</td>
<td>84% - 78%</td>
</tr>
<tr>
<td>D</td>
<td>77% - 70%</td>
</tr>
<tr>
<td>F</td>
<td>69% and below</td>
</tr>
</tbody>
</table>

Basis for Determination of Final Grade
Student must achieve a grade of 85 or better in the course. The numerical equivalent will round off (only for the Final Grade) at 0.5 or above, for example 84.5 would round to 85; 84.4 would be 84; 69.5 would round to 70; and 91.5 would become 92.

Evaluation Method for Clinical

A. Clinical Experience

Clinical experiences involve holistic analysis of the health status of clients and populations in a variety of settings, including but not limited to the various patient care units in hospital facilities and community health centers.

B. Method of Evaluation

The weekly clinical performance grade is determined by dividing the sum of all points earned from individual clinical performance criteria by the total number of possible points a student could have earned during the week. Other than the students’ clinical performance, the weekly grade reflects the daily journals and other assignments given by the clinical instructor.
PROGRAM COMMITTEES

Organization and Composition of the Program Committees

The Committees are organized at the start of every academic year. All faculty members choose the committee they wish to serve and participate. The committee members elect a Committee Chair and a Secretary. The Committees will meet once a month or when necessary. Hours spent by the members of the different committees are credited towards the faculty's college service hours.

Informatics Committee

I. Membership of the Committee
   The BSN Program Informatics Committee will be composed of:
   a. At least three (3) faculty members who have volunteered to be part of the Committee.
   b. The chair of the Informatics Committee will be elected by the members of the committee.

II. Term of Membership
   a. Faculty serving on the committee will serve for the entire academic year.

III. Roles and Responsibilities
   1. Educate, train, and provide support to system users
      a. Facilitates orientation and training of system users on use of information technology and management systems.
      b. Provides support in troubleshooting issues encountered by system users related to use of technology.
      c. Provides recommendations to faculty on strategies of integrating informatics into the curriculum.
   2. Choose appropriate systems
      a. Facilitates pilot testing of information technology software or application.
      b. Provides objective evaluation of pilot tested systems or software.
      c. Provides recommendation in selection of information systems.
   3. Project Management
      a. Develops implementation timelines for adoption of new systems.
      b. Develops schedule for faculty training.
      c. Coordinates with STC IS&P department to facilitate procurement and installation of information systems.
   4. Policy Writing
      a. Assists in developing policies related to information technology and management.
      b. Assists in evaluation and revision of existing policies.
      c. Reviews evidence-based practices on information technology and management.
   5. Optimizing Systems
      a. Performs regular evaluation of current information technology and provides recommendations for improvement and/or enhancement.
      b. Maintains documentation of user- and system-related issues.
      c. Identifies and utilizes quality improvement strategies using the QSEN Informatics Competencies as the framework.

Admissions and Readmissions Committee

I. Membership of the Committee
   a. The BSN Program Admission and Readmission Committee will be composed of:
i. At least three (3) faculty members who have volunteered to be part of the Committee.
ii. The chair of the Admission and Readmission Committee will be elected by the members of the committee.

II. Term of Membership
   a. Faculty serving on the committee will serve for the entire Academic Year.

III. Roles and Responsibilities
   1. Admission
      a. Reviews applications to the RN-to-BSN Program
      b. Approves and accepts incoming cohort of students.
   2. Readmission
      a. Reviews letters of intent, and remediation portfolios of students seeking readmission to the Program.
      b. Reviews and accepts students’ application for readmission to the Program for Title IX, course failures, personal, and medical leaves.
   3. Policy and Procedure Writing
      a. Assists in developing policies and procedures related to admission and readmission of students in the Program.

Curriculum Committee

The BSN program maintains a Curriculum Committee to initiate and recommend necessary changes in the program’s curriculum assuring compliance with the guidelines set forth by the Texas Higher Education Coordinating Board (THECB), the Southern Association of Colleges and Schools (SACS), and the Texas Board of Nursing (BON). The committee is tasked to review and evaluate the curricula for changes and improvements needed leading to the degree, Bachelor of Science in Nursing. Necessary changes, improvements, and recommendations will be submitted to the BSN Program Faculty for confirmation and approval.

I. Membership of the Committee
   a. At least three (3) faculty members who have volunteered to be part of the Committee.
   b. The chair of the Curriculum Committee will be elected by the members of the committee
   c. One (1) elected student representative and one (1) elected alternative student representative

II. Term of Membership
   a. Faculty serving on the committee will serve for the entire Academic Year.
   b. Student Representative will serve for the entire semester.

III. Roles and Responsibilities
   a. Chair of the Curriculum Committee
      i. Presides Committee Meeting;
      ii. Schedules, organizes, and coordinates Committee Meetings;
      iii. Keeps records of minutes of the meetings and attendance;
      iv. Updates the Faculty and the Program Chair of the Committee meeting decisions, progress reports, and resolutions;
   b. Faculty Members of the Committee
      i. Participate in every Committee Meeting;
      ii. Deliberate and vote on committee reports, resolutions, and decisions;
      iii. Disseminate information, reports, resolutions, and decisions to the faculty of the Level he/she represents;
      iv. Elect the Chair of the Curriculum Committee
c. Student Members of the Committee
   i. Participate in every Committee Meetings;
   ii. Gather legitimate concerns and issues from students in the Level he/she represents;
   iii. Present issues, concerns during the Committee meetings;
   iv. Disseminate the results of reports, decision, and resolutions to the students

**Student Affairs Committee**

Students will elect a representative and an alternate at the beginning of each semester to serve in the Curriculum Committee and Student Affairs Committee. Student representatives who are elected by the different cohorts attend as non-voting members of the Curriculum and Student Affairs Committees. Students may be requested to serve in other standard and ad hoc committees as established. The responsibilities of the student representative include attendance to the scheduled meetings, presenting concerns and issues with suggested solutions and disseminating information, action, or resolution that were acted upon in the meeting.

I. Membership of the Committee
   d. At least three (3) faculty members who have volunteered to be part of the Committee.
   e. The chair of the Student Affairs Committee will be elected by the members of the committee
   f. One (1) elected student representative and one (1) elected alternative student representative

II. Term of Membership
   d. Faculty serving on the committee will serve for the entire Academic Year.
   e. Student Representative will serve for the entire semester.

III. Roles and Responsibilities
   a. Fosters a safe environment that promotes educational experiences focused on student development in alignment with academic learning and institutional core values of Student Success, Opportunity, Excellence, Innovation, Community, Professionalism, and Integrity.
   b. Recommends, develops, and facilitates program activities geared towards increasing student engagement that promotes institutional core values as approved by nursing program leadership.
   c. Mentors, advises, and provides support to individuals or groups of nursing students for activities that promote professional development.
   d. Facilitates activities that support the mission and goals of the nursing programs including but not limited to program alumni organization, local, and national nursing student organizations.
   e. Develops or facilitates programs and activities that promote student success i.e. award scholarship grants.
Students' clinical experiences are planned to provide the opportunity to develop nursing skills and to utilize critical thinking skills in the assessment, diagnosis, planning, implementation, and evaluation of client care. The following guidelines will make the experience beneficial to students and safe for clients:

1. Assignments will reflect theoretical class content and provide the opportunity for the performance of nursing skills previously learned and demonstrated in the campus skills lab.
2. Students report directly to the clinical faculty, designated supervisor, or preceptor and will seek their supervision or advice as the situation indicates.

**Safe Clinical Practice Standard**

**Purpose of Professional Clinical Experiences**

To provide an opportunity for the BSN student to demonstrate competence in the cognitive (knowledge & judgment), psychomotor, and affective skills necessary to practice in the profession of nursing. The clinical learning environment is one in which the student is expected to progress in level of competence.

**Standard**

From entry into the clinical setting, through completion, the student is expected to practice in a safe and responsible manner regarding him/herself, the patient/client and environment. The student nurse, participating as a member of the health care team and member of the profession, is responsible for providing patient centered care and contributing to the continuity of care, and maintenance of patient’s safety and welfare throughout the clinical experience.

**Self:** Prior to entering the clinical experience, the student will have submitted evidence of:
- negative TB test
- current immunizations
- CPR certification
- negative drug test
- negative criminal background check
- hospital orientation
- professional liability and medical health insurance.

Student must have completed and submitted required Clinical Requirements documentation (COMPLIO Compliance) to the Clinical Instructor at the start of every clinical day.

The student will not enter the clinical or classroom setting when he/she has an impairment or illness that is or may be harmful or infectious to others.

While in the clinical setting, the nursing student will:

- Utilize the Professional Standards of Practice set forth by Board of Nurse Examiners for the State of Texas; Rule 217.11 *Rules and Regulations Relating to Professional Nurse Education, Licensure, Peer Assistance, and Practice* in performing all academic and clinical work in the BSN Program.
- Demonstrate honesty in all behaviors & communications in the classroom and clinical setting.
- Arrive at the clinical station on time, sign in on time, report off to the person responsible for the student’s supervision any time the student leaves the clinical station, sign out on time when leaving the clinical station.
- Demonstrate behavior indicative of a drug & alcohol free professional per STC Policy 4213;
- Display stable mental/emotional & physical health.
- Demonstrate responsibility for all personal actions, and rights of the client and agency, by not failing to report mistakes or problems.
• Demonstrate safety as a priority by taking appropriate steps to insure injury does not occur to the student during the course of clinical practice.
• Abstain from all forms of sexual harassment toward fellow students, faculty, clients and agency.
• Follow exactly, the Professional Appearance Standard as indicated in the student handbook.
• Demonstrate full understanding of confidentiality by not participating anywhere in inappropriate conversations, inappropriate sharing of information, or obtaining information in any form which is/are not pertinent to the student’s current clinical assignment.
• Demonstrate correct, accurate and timely record keeping and verbal communication.
• Provide safe, therapeutic care to clients, utilizing the level of supervision, which has been outlined by the student’s immediate clinical supervisor.

Care of Clients: While in the clinical area, the student will:
• Demonstrate correct use of all therapeutic processes, ensuring physical, mental & emotional safety of the client and their property as he/she provides care.
• Demonstrate a nonjudgmental attitude toward clients with regard to race, color, national origin, religion, socioeconomic status, age, disease process or sexual preference.
• Provide care which the student has been deemed competent to perform, utilizing the level of supervision appropriate to the circumstance outlined in the clinical guidelines,
• Demonstrate a team approach to client care by communicating clinical information in a timely fashion, verbally and/or in writing.

Care of Environment: While in the clinical area, the student will:
• Demonstrate respect for the agency through proper use and care of all equipment and property.
• Demonstrate understanding of safety by using safety devices, a team approach to ensure safe patient care, and keeping all potential injury producing objects out of the client’s access.
• Demonstrate understanding of disease transmission by using standard precautions, proper hand washing, and linen care.

Clinical Requirements
Once a prospective student is admitted into the BSN Program, they will be required to fulfill additional immunizations and clinical requirements.

Clinical Attendance
Clinical Attendance is required for the completion of clinical learning objectives. Students are required to attend clinical at the assigned time and location. Transportation is the responsibility of students. Unexcused absences, which total more than 10% of the scheduled clinical hours for any clinical or laboratory course will result in failure from the clinical course.

Tardiness of 30 minutes or more will be recorded as a clinical absence. No half-day absences are allowed. Tardiness of less than 30 minutes on three (3) separate occasions will count as one clinical day absence.

The following must occur in the event an absence from clinical is necessary:

1. Student must inform the Clinical Faculty via Blackboard at least two hours before the scheduled start of the clinical for an anticipated absence. During capstone, assigned preceptor must be notified at least one hour before the start of shift. No call no show will result in a zero grade for the clinical day.
2. Special circumstances will be considered on an individual basis at the discretion of the clinical faculty.

Absences are reserved for extreme emergencies, personal illness or health conditions which put the students, faculty, classmates, and clients at risk. Excessive unexcused absences put the students at risk for not meeting course/Program outcomes.

Clinical Communication
Communication will take many forms and include agency records, student self-evaluation and faculty anecdotal notes and evaluation.

1. Students will always report to the faculty and designated supervisor before leaving the unit. Students are not allowed to take any verbal order(s) from a physician or other healthcare providers.
2. Students assume responsibility for keeping the faculty and designated supervisor informed of the client’s progress/changes and follow through as needed.
3. Students will not sign as a witness, permits or any legal document related to client care.
4. Students will self-evaluate their performance every clinical day.
5. Faculty/preceptors will keep anecdotal notes as necessary, for the students’ evaluation record.
6. Students have the opportunity to read and discuss their anecdotal notes and to write comments if desired. Students will have informal opportunities to discuss their progress with their faculty. Conferences can be held at a mutually convenient time by student and the faculty. Specific information regarding each clinical and its guidelines will be provided in the course syllabus.

Clinical Warning
Students must satisfactorily complete all required learning objectives/outcomes through clinical performance. The clinical faculty will document in writing the reasons for an unsatisfactory clinical performance on the clinical evaluation tool and a Conference Summary Form.

The course faculty has the right and responsibility to dismiss the students from the clinical area at any time that the student exhibits unsafe clinical performance. Unsafe clinical performance is defined as the inability to safely meet the needs of the patient. Examples of behaviors that demonstrate unsafe clinical performance are listed on the clinical evaluation tool for each course.

Unsafe behavior may consist of a behavior, or pattern of behaviors that include, but are not limited to:

1. Failure to carry out the course requirements;
2. Engaging in any activity that has the potential to place the client in physical or emotional jeopardy;
3. Violation of any critical element identified in the evaluation tool.

A Conference Form will be issued in the event of the above-mentioned activities. The course faculty has the right and responsibility to dismiss students from the clinical area at any time that client care is jeopardized. This dismissal from clinical will result in a conference with members of the course team and Program chair.

Failure to meet the standard
Failure by the nursing student to meet any part of the above standards, will cause action to be taken by the clinical faculty, Program Chair, and Division of Nursing and Allied Health Dean. The minimal action to be taken will be a written report and reprimand. The maximum action may be immediate dismissal from the course. The action taken will be dependent on the nature of the incident and potential or real threat to
client safety and wellbeing.

**Health Examination**
Students are required to provide documentation verifying the following prior to attending a clinical course, along with other requirements. Failure to provide this documentation will be the basis for not being able to attend clinical which may result in a course failure. Please see Clinical Compliance Specialist with specific questions or the other documentation needed for compliance.

1. Current validated immunizations from a US medical source
   a. Tetanus/Diphtheria/Pertussis (Tdap) 1 dose within the last 10 years
   b. Hepatitis B completed 3 dose series or titer proving immunity
   c. MMR (MMR) 2 doses or titer proving immunity
   d. Varicella (Chicken Pox) 2 doses for titer proving immunity
   e. Meningitis (MCV4) new students entering under the age of 22 – 1 dose accepted within the last 5 years or must have 2 completed doses

2. Tuberculosis screening
   a. negative results within 6 months of entering the program
   b. if a student test positive for a PPD, the student must provide negative chest x-ray report every two years

3. Influenza is required from August – April
   a. Must have vial lot number and vial expiration date documented on form

**Healthcare Associated Infection Guidelines**
The Center for Disease Control in Atlanta has developed Healthcare Associated Infection (HAI) Guidelines as recommendations to all health care workers for preventing transmission of blood borne diseases in the health care setting. Blood and certain body fluids of ALL patients are considered potentially infectious for HIV, Hepatitis B virus (HBV) and other blood borne pathogens. The guidelines are intended to prevent parenteral, mucous membrane, and non-intact skin exposure. The implementation of these control measures does not prevent the need for continued adherence to general infection control principles and general hygiene measures. For more information view www.cdc.gov

**Minimum Guidelines:**
1. Use standard precautions for all clients.
2. Use appropriate barrier precautions routinely when in contact with any blood or other body fluids of any client.
3. Change gloves after each contact with clients, followed by hand washing after gloves are removed.
4. Wear mask and protective eyewear during any procedure that is likely to generate drops of sprays to prevent exposure of mucous membranes of mouth, nose, and eyes.
5. Wash hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids.
6. Refrain from all direct client care if you have exudative lesions or weeping dermatitis until the condition resolves.
7. Use resuscitator bags and other ventilation devices to reduce the need for mouth-to-mouth resuscitation.
8. Always use gloves when giving injections, changing wound dressings, or starting IV’s or heparin/saline locks.
9. Use appropriate equipment to prevent injuries when using needles, scalpels or other sharp instruments.
10. Do not recap used needles. Discard needle unit uncapped and unbroken into sharps containers after use. Use needle-less systems wherever possible.

11. Notify your faculty immediately if you receive an injury from a contaminated needle or other sharp instruments or any potentially harmful occurrence to either you or your patient(s). It is your responsibility to adhere to the policies and procedures of the agency regarding completion of incident reports.

**Functional Abilities Standard**

Refer to NAH Student Handbook

**Preceptorship/Capstone Procedure**

Students must observe utmost professionalism, proper channel of communication at all times while on Capstone/Preceptorship experience. Preceptorship/Capstone students must adhere to the NAH and BSN Student Handbooks guidelines and procedures for Clinical Experiences and Clinical requirements set forth in course syllabus. This is to include but not limited to Safe Clinical Practice Standards, Clinical Attendance, Clinical Warning, Clinical Communication, Health Examination, Healthcare Associated Infection Guidelines, and Technical Performance Standards. Failure of the student to comply with these procedures will result in disciplinary action, which may include, but not limited to, conference summary up to dismissal from the program commensurate to the infraction.

1. It is the instructor’s responsibility to look for the placement of the student to complete the preceptorship experience. Student will be given the opportunity to request placement in a specific facility and unit of assignment. However, actual assignment/placement will be determined by the faculty to facilitate efficient and prompt placement in the facility, unit, and shift where there is available qualified preceptors.

2. Preceptorship clinical hours will be conducted in hospital settings or the community.

3. Student will not be assigned in area/unit/facility where the student maintains current employment either as per diem, part-time or full-time status.

4. Student is not allowed to personally arrange placement with the facility or unit of assignment. Request for placement must be channeled through the faculty. The faculty will arrange placement with the facility’s assigned contact person/office.

5. Student must comply and complete all the requirements of the course and the facility before the student can start with the preceptorship experience. Failure to complete and submit the requirements before the official start of preceptorship course will result in the student not being allowed to complete the required preceptorship hours for the current semester. Student may complete the requirements set forth for the following semester and complete the preceptorship hours thereafter.

6. The instructor will monitor student’s completion of the learning plan outlined in the daily journal.
7. The instructor will conduct unannounced site visits for purposes of, but not limited to monitor student’s performance, facility and student satisfaction, student’s compliance to facility guidelines and procedures, monitor student’s planned learning objectives, and consult with the preceptor for feedback.

8. The student is required to clock in prior to the assigned shift and must clock out at the end of the shift utilizing the Preceptor’s Hours Log. The student is also required to notify the assigned instructor of the arrival and departure time from clinical site via text message or similar messaging apps. Time sheet must reflect only actual clinical hours completed or its equivalent hours as authorized by the faculty. Inaccurate or falsified entries will be subject to disciplinary action.

9. It is the responsibility of the student to follow the channels of communication and promptly notify the preceptor, charge nurse, and the instructor of any events or changes affecting the preceptorship experience and/or the patient. This includes but not limited to patient safety, unprofessionalism, nursing practice standards infractions.

10. The student must exhibit respect and professionalism for the staff of the facility and the preceptor at all times.

11. No time-and-a-half credit will be given for clinical hours obtained during holidays. They will be counted as regular hours.

12. During capstone, assigned preceptor must be notified of anticipated absence or tardy at least one hour before the start of shift. No call no show will result in a zero grade for the clinical day.

13. To ensure patient and student safety, no more than four (4) consecutive 12-hour shifts will be allowed. Failure to comply will forfeit all the hours obtained in excess of the four (4) consecutive twelve (12) hour shifts and will result in disciplinary action.

14. The required 80 hours must be completed within the allotted period. The student who fails to complete the required clinical hours will obtain a failing grade in the course.
DISCIPLINARY ACTION & GRIEVANCE DUE PROCESS

Refer to NAH Student Handbook
The following is the BSN Program’s readmission procedure:

- **Student Withdrawal** from any NURS course with a failing grade
- **Student who has failed one course** from any NURS courses.
- **Student Withdrawal** from any NURS course for documented medical/extenuating reasons
- **Incomplete Grades** from any NURS course for documented medical/extenuating reasons

## Student Withdrawal: Failing Grade

A student who withdraws from any NURS course with a failing grade or has failed one NURS course within the semester, must follow this procedure.

Prior to withdrawal, student must notify the course faculty for reason of withdrawal and must have the Schedule Change Form signed. Student is eligible to apply for readmission once throughout the BSN Program. If the student decides not to proceed with the readmission process, the student can reapply to the BSN Program during the next application period. If the student reapplies, he/she must meet all eligibility requirements and if admitted, he/she would restart the program as a new student.

**Note:** A student will automatically be denied Readmission for the following, but not limited to, failure or withdrawal related to unsafe practice, unprofessional conduct, academic dishonesty, and/or unethical behavior. Failure of two or more NURS courses throughout the BSN Program will result in ineligibility for readmission.

### Phase 1:

#### Student Responsibilities:

1. Student must make an appointment to meet with Program Chair or designee through the Faculty Secretary to discuss the readmission procedure.
2. Student will sign Readmission Process Form during the meeting with Program Chair or designee.
3. Student will undergo and prepare the remediation portfolio using the provided grading rubric. See Portfolio Grading rubric.
4. Items to be submitted to the Admission and Progression Committee by set deadline:
   a. Student’s signed Letter of Intent to inform the AR Committee of their intent to return to the program (letter must include reason(s) of withdrawal or failure and plan of action to be successful if readmitted)
   b. Student’s Remediation Portfolio (The Portfolio grading rubric used by the AR Committee to grade remediation portfolio will be given to the student)
   c. Student’s signed Letter of Petition

**Note:** The student who does not comply with the AR Committee procedures is not eligible for readmission.

#### Program Chair or Designee Responsibilities:

1. Program Chair or designee will meet with student, at least two weeks after the final grades are issued, to discuss and explain the readmission procedure.
   a. Items to be discussed are as follows:
      i. Readmission Process Form (will be signed by the student)
      ii. Letter of Intent
      iii. Remediation Portfolio or other alternative assignment (i.e. essay)
      iv. Letter of Intent
2. Program Chair or designee will provide a copy of the Remediation Process Form along with the deadline set by the AR Committee to the student.
   a. Students who are ineligible to apply will be given an Outcome Letter.
3. Program Chair or designee will submit Letter of Intent and Readmission Process Form to the AR Committee Chair.

Phase 2: 

Admission and Readmission Committee Responsibilities:

- Committee will convene to deliberate and review the following:
  a. Student’s submitted and signed Letter of Intent
  b. Student’s submitted Remediation Portfolio (AR Committee will use set rubric)
     i. Committee will grade Remediation Portfolio using the rubric.
     ii. Remediation portfolios with grades below 85% will be returned to the student with feedback on how the portfolio can be improved. Student will be given allotted time to improve the portfolio as recommended by the Committee and may be accommodated for readmission in the following semester depending on space availability. The decision of the committee is final.
  c. Committee will give preference to students who completed the course
  d. Student’s academic course grade, clinical evaluation, and course/clinical disciplinary conferences/warnings/issues (current and past)
  e. Input from current and past course faculty regarding the student’s performance.
  f. Student’s professional conduct, character, and ethical behaviors demonstrated in the program regardless of the grade in the course. (See ANA Code of Ethics and NAH Unsafe Clinical Practice and Standards of Professional Nursing Practice in the BSN Student Handbook)
  g. Student’s resolution of mental, emotional, and physical issues influencing program success
  h. Resolution of outside extenuating circumstances, if applicable

Note: Student can be called in front of the AR Committee regarding their professional conduct, character, and ethical behaviors demonstrated in the program. Behaviors unbecoming the nursing profession can result in dismissal from the program.

- Committee will arrive at a decision and may recommend additional requirements for student to follow, if applicable
- May require other nursing courses to be taken concurrently as the AR Committee deem necessary
- Committee will recommend a faculty advisor per student.
- The student will be notified of the decision through an Outcome Letter via Jag email. The student will be given a deadline to pick-up remediation portfolio and submit the signed Contractual Agreement.
- Committee will automatically deny a student for the following, but not limited to, failure or withdrawal related to unsafe practice, unprofessional conduct, academic dishonesty, and/or unethical behavior.
Phase 3:

**Student Responsibilities:**

**Approved**

1. Student must pick up the Remediation Portfolio and the Contractual Agreement from the department.
   a. At the time of pick up, student must submit the signed Contractual Agreement.
2. Student must contact and schedule a meeting with their assigned faculty advisor within one week of reentry (failure to comply can result in administrative dismissal).
3. Student must follow current course syllabus/program procedures.
4. Student must follow any recommendations given by the AR Committee as stated on the Contractual Agreement.
5. Student must submit proof of current clinical requirements (immunizations, insurance, CPR, etc).
6. If student has been out of the program for more than 1 year, student will have to submit a 10-panel drug and alcohol screen (negative results). Unsatisfactory results will result in denial of approved readmission.

**Denied**

1. Student may petition for readmission to the NAH Progressions Committee.
   a. Student must setup a meeting with the NAH Division Dean to discuss the NAH Progressions Committee procedures, no later than 10 business days upon issuance of the Outcome Letter from the AR Committee.

   **Note:** Refer to the NAH Student Handbook: Program Readmission Section.
2. The process ends here.

**Faculty Advisor Responsibilities:**

1. Faculty Advisor will be responsible to meet with the student within one week of reentry to the program.
2. Faculty Advisor and student will schedule regular meeting times for the remainder of the semester to ensure student success and to monitor student’s plan of action as deemed necessary.
3. Faculty Advisor and student will adhere to the contractual agreement, set by the Admission and Progression Committee.

**Student Withdrawal: Documented Medical Reason or Extenuating Circumstance**

A student who is currently failing but withdraws from any NURS course for documented medical or extenuating reasons must follow this procedure.

A student may withdraw from NURS courses at any time due to documented medical or extenuating reasons.

**Student Responsibilities:**

1. Student must notify the course faculty of the intent to withdraw and the reason for withdrawal. The Schedule Change Form must be signed by faculty.
2. Student must meet with the Program Chair to present documentation signed and dated by a healthcare provider who must be licensed in the USA.
3. Student must progress to Phase 1 to remediate for the current course and submit a Remediation Portfolio to continue retention of nursing content.
4. Student must present medical clearance **without restrictions** by a US licensed healthcare provider before student can be readmitted to the BSN Program.
5. Student must comply and submit proof of current clinical requirements (immunizations, insurance, CPR, etc.)
6. If student has been out of the program for more than 1 year, student will
a. Petition to the BSN Program Chair for extension if extenuating circumstance(s) arise
b. Student will undergo and prepare the remediation portfolio using the provided Portfolio Grading Rubric.
c. Submit a 10-panel drug and alcohol screen (negative results). Unsatisfactory results will result in denial of readmission.

Once student is medically cleared, the student may continue the following semester, if the course is offered and will follow the current course syllabus/program procedures.

Note: student withdrawals with a documented medical reason will not be counted against the student’s record in the program

Incomplete Grade
A student who receives a letter grade of “I” (Incomplete) from any NURS course, must follow this procedure.

The grade of "I" (Incomplete) may be given by a course faculty in certain circumstances for a course in which a student was unable to complete all of the objectives for the passing grade level attempted. The student must complete all of the objectives as dictated by the course faculty by the end of the next term. Failure to complete all requirements by the end of the next term will result in a final grade of “F” for the course. For more information regarding the “I” (Incomplete) policies, visit the South Texas College Course Catalog.

The following circumstances may constitute for an “I” (Incomplete) grade for the BSN Program:

- Pregnant or parenting students under Title IX who are passing in the current courses but have to take a medical leave as referred by the Title IX Coordinator. Please refer to the South Texas College Student Handbook for more information visit www.southtexascollege.edu.
- Student who has a medical leave and/or extenuating circumstance(s) (must be passing the current course). Proper documentation must be provided to the Program Chair.

Pregnant and Parenting students under Title IX Procedure

1. Student must inform the Counselor of the intent to take an “I” (Incomplete) grade due to pregnancy.
2. The Counselor will notify the faculty of the student’s Title IX status.
3. If necessary, the Counselor will meet with the faculty and the Program Chair to discuss the student’s status in class.
4. The student will communicate directly with the Counselor.
5. Course faculty must complete the BSN Issuance of grade of “I” (Incomplete) Form.
6. Course faculty will document the course grade and refer student to the BSN Program Chair.
7. Program Chair will sign the Issuance of Grade of “I” (Incomplete) Form.
8. Program Chair will forward the student file to the BSN Admission and Readmission Committee to accommodate the student.
9. Proper documentation is required by the STC counselor indicating that student is allowed to return to the BSN Program.
10. The AR Committee and course faculty will determine, as deemed appropriate, the continuation of the course for the student.
11. Student will not be officially registered for the course.
12. Once student successfully completes the course, the course faculty will complete and submit a Change of Grade Form to the Office of Admission and Records for the course grade to be reflected on their STC transcript.
Medical leave and/or extenuating circumstance(s) Procedure

1. Student must inform the course faculty of the intent to take an “I” (Incomplete) grade.
2. Student must provide the necessary documentation.
3. Course faculty must complete the BSN Issuance of grade of “I” (Incomplete) Form.
4. Course faculty will document the course grade and refer student to the BSN Program Chair.
5. Student will meet with BSN Program Chair to discuss the request for an “I” (Incomplete) grade, if applicable.
6. Program Chair will sign the Issuance of Grade of “I” (Incomplete) Form.
7. Program Chair will forward the student file to the BSN AR Committee to accommodate the student depending on space availability.
8. Student must submit medical clearance without restrictions from a US licensed healthcare provider to the BSN Program Chair.
9. The AR Committee and course faculty will determine, as deemed appropriate, the continuation of the course for the student.
10. Student will not be officially registered for the course.
11. Once student successfully completes the course, the course faculty will complete and submit a Change of Grade Form to the Office of Admission and Records for the course grade to be reflected on their STC transcript.

A student who passes the courses in any NURS level but does not wish to continue in the Program for whatever reason is eligible to return within one year from the last semester of attendance and must follow the readmission procedure. After one year, the student needs to reapply to the Program.

In the event the Program’s Progressions Committee determines the student is no longer eligible for re-entry, the student may petition for readmission to the NAH Progressions Committee.

For further information, please refer to NAH Student Handbook and the Nursing and Allied Health Division Readmission Procedure Flowchart.
IMPORTANT WEBSITES

RN-BSN Program website
https://nah.southtexascollege.edu/bsn/index.html

NAH Student Handbook

STC Student Handbook

Academic Integrity and Dishonesty
http://admin.southtexascollege.edu/president/policies/pdf/3000/3323.pdf

Grade Appeal
http://academicaffairs.southtexascollege.edu/grade_appeals/pdf/Grade_Appeal_Procedures.pdf

Student Code of Conduct

Statement of Students’ Rights and Responsibilities

Rules and regulations relating to professional nurse education, licensure and practice
https://www.bon.texas.gov/laws_and_rules_rules_and_regulations_current.asp

Texas Nursing Practice Act
https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp

Unprofessional Conduct

Declaratory Order of Eligibility for Licensure
https://www.bon.texas.gov/forms_declaratory_order.asp
South Texas College
Bachelor of Science in Nursing RN-to-BSN Program

Student Conference Form

Date ________________

Student Name ___________________________  Student ID A ________________

Semester/Course ___________________________  Faculty ________________

Area of Concern:

____ Theory/classroom  ____ Skills performance  ____ Clinical Performance

____ Clinical Safety  ____ Other (specify) ____________________

Recommendation:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Faculty Signature: ___________________________  Date: ___________________________

Student Response:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I have discussed this area of concern with my faculty and received a copy of this conference form.

Student Signature ___________________________  Date ___________________________

Recommendation Follow-up: (complete if follow-up is needed)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Faculty Signature: ___________________________  Date ___________________________

Distribution:  □ Program Director  □ Faculty  □ Student  □ Student file
Nursing & Allied Health Division
Late Coursework Form

Student Name ______________________________  Student ID A______________________

Name of late assignment ____________________________________________________________

Due date & time ________________________ Date & time submitted___________________________

Semester/Course/Faculty_______________________________________________________________

Reason for submitting late assignment ________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

I understand that I am submitting a late assignment. As per the BSN Handbook, I will be deducted ten (10) points for each day my assignment is late.

Student Print Name ______________________________  Student Signature  Date

Faculty Print Name ______________________________  Faculty Signature  Date
Issuance of a Grade of “I” (Incomplete)

Date: ______________________

Student Name: _____________________________ Student A#: ______________________________

Student Phone: (_______)___________________ Student Email: _______________________________

Semester: ________________________ Course, Section #: ________________________________

Faculty: _________________________________

Reason for issuing a grade of incomplete:

_____________________________________________________________________________________

_____________________________________________________________________________________

Is this “I” (Incomplete) being issued in order to accommodate a student impacted by pregnancy, parenting, or related conditions?  Yes ___ No ___

Current grade(s) in the course and coursework completed:

_____________________________________________________________________________________

Work required to change the grade from (I) to a letter grade (A, B, C, D, F):

_____________________________________________________________________________________

_____________________________________________________________________________________

Agreed date to complete all coursework: ________________________________________________

All course work must be completed by the end of the following semester or agreed upon date. A failing grade (F) will be issued if work is not completed by the above date.

Student Signature: ________________________________ Date: _________________________

Faculty Signature: ________________________________ Date: _________________________

Chair Signature: ________________________________ Date: __________________________
Uniform Code – Guidelines for Professional Appearance – Clinical and Classroom

— I am in standard scrub uniform top and pants in designated color (hunter green).

— I am wearing white lab coat over hunter green scrubs for clinical prep and clinical.

— I am wearing the standard all white nursing/tennis shoes (non-canvas) with closed toe and heels and no colored stripes or logo.

— I am wearing appropriate undergarments.

— I am wearing my student name badge(s) on left side of chest at all times.

— I am wearing my school patch on left sleeve of uniform and/or left side chest of lab coat.

— I am wearing white socks and/or white hose that cover the ankle entirely; no no-show socks allowed

— I am not wearing tight uniforms, bearing low cut scrubs, open-toe or high-heeled shoes.

— Hair. Hair must be of natural or conservative color. Hair must be clean, well groomed, above the collar, and kept away from the face to comply with infection control standards. Hair barrettes should be conservative and of color compatible to dress or natural hair color. Ribbons, headbands, and scarves are not acceptable, unless documented for religious/culture reasons. Students must be clean-shaven; this includes mustaches, sideburns, goatees, and beards.

— Jewelry. Minimum jewelry may be worn. This provides safe, comfortable, and sanitary conditions for the patient and the care provider. The student may wear:
  - Wrist watch with a second hand
  - Pierced earrings: one pair of small studs on the earlobes only; no stones, no hoops and no dangling earrings allowed
  - Rings: one plain band only – no stones
  - No tongue rings or other visible body piercing allowed
  - No necklaces or bracelets allowed

— Tattoos. Should be covered at all times.

— Communication. Gum chewing not only looks unprofessional, but also interferes with clear communication and can be extremely offensive to others. Gum chewing will not be allowed while in uniform or scrub attire on clinical/school premises.

— Fingernails. Nails may be freshly polished, if desired, with clear nail polish, and length should not exceed the fingertips. No artificial nails of any kind are allowed.

— Hygiene: Good oral and personal hygiene are essential. Remember cigarette smoke and perfumes or colognes may be offensive to others and/or patients.

— Cosmetics: Make-up should be applied minimally and discretely.

By signing, I attest that I am complaint with the Professional Appearance Standards. I understand that if I do not comply or my instructor determines I am in violation of the Professional Appearance Standards, I will be dismissed from the clinical site, will be marked absent, and will earn a grade of zero for the day.

Print Student Name ____________________________  Student’s signature _______________________  Date ___________________
Bachelor of Science in Nursing Program Admissions and Readmissions Committee

Remediation Portfolio Rubric

Student Name: ______________________________ STC ID A__________________

STC E-mail:____________________________________________________________

Date Due: _______________ Date Submitted: ____________ Received by: _____________

Note: Late submission will not be considered.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>Student Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Page:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Course #</td>
<td>5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Course name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Student’s name and Student’s ID number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Copy of Letter of Intent</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Presentation of Portfolio</td>
<td></td>
<td>5 points</td>
<td></td>
</tr>
<tr>
<td>• Organization</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Clearly labeled</td>
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<td></td>
<td></td>
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<tr>
<td>• Neat and clean</td>
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<td>Plan of Action:</td>
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<td>• Study calendar</td>
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<td>• Time management schedule</td>
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<tr>
<td>• CLE Hour Log</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Notes:</td>
<td></td>
<td>30 points</td>
<td>At least 10 notes related to the course</td>
</tr>
<tr>
<td>• Chapter notes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Course Notes/Outlines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Studies: Assigned by faculty</td>
<td></td>
<td>15 points</td>
<td>At least 5 case studies related to the course</td>
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<tr>
<td>EBP: Critique of evidence-based articles related to the course</td>
<td>25 points</td>
<td>At least 5 EB articles within 5 years</td>
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</tr>
<tr>
<td>Workshop certificates and completed Action Plan must be signed and dated by CLE tutor</td>
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<td>10 points</td>
<td>At least 10 workshops</td>
</tr>
<tr>
<td>• Student Lingo</td>
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<td></td>
</tr>
<tr>
<td>Total Points</td>
<td>100 points</td>
<td></td>
<td>Portfolio grade to be considered for readmission = 85%</td>
</tr>
</tbody>
</table>

Approved:

Not approved: Needs improvement
Bachelor of Science in Nursing RN-to-BSN Program
Course Syllabus Acknowledgement Form

I, ____________________________________________ (print your name and ID), received, accessed online and reviewed the
following syllabus/syllabi and handbooks with my instructor on ____________________ for course NURS ____________.

I am aware:

1. of the policies, guidelines and requirements of the STC Student Handbook, the BSN Handbook, NAH Student Handbook and
the course syllabus/syllabi (STC website and www.southtexascollege.edu/nah).

2. of the Professional Appearance Standards stated the BSN handbook and course syllabus, as well as in the clinical arena. This
includes wearing the South Texas College ID at all times while on campus or in the clinical setting.

3. of the statements regarding Texas Board of Nursing regulations for license eligibility policies (Nurse Practice Act, Article 4519a
and 4525 policy, found on-line at: (www.bon.state.tx.us).

4. of the NAH parking regulations and smoking policies.

5. of the Safety and Emergency Plan (online access and discussed in class).

6. that I am on my honor not to cheat on course assignments, quizzes, tests, etc. I am aware that I am obligated to report any
knowledge of others cheating to my instructor. Cheating and failure to report cheating will result in a “zero” on the assignment,
tests or quiz, and may result in an “F” for the course.

7. that all information about clients and/or their families is confidential, and I CANNOT discuss my client and/or families in any
public areas inside or outside of the educational arena. I will abide by HIPAA Standards.

8. that all personal electronic devices are NOT allowed in clinical agencies or their grounds.

9. that due to copyright laws, I cannot copy texts that are required in this course.

10. of grading scale:  A = 92 - 100, B = 85 - 91, C = 78 - 84, D = 70 - 77, F = 69 and below. The numerical equivalent only for final
grade will round off at 0.5 or above.

11. that there are no children are allowed in the classroom/simulation during class session.

12. that if a medical condition should arise during the course, that may affect my or my client’s healthcare, I must:
   a. notify my instructor prior to attending class/clinical
   b. provide my instructor with a medical clearance without restrictions by a US licensed healthcare provider to the
      instructor before the next class/clinical day. I will not be allowed to return to the class/clinical until medical clearance
      is submitted. All missed class/clinical days after being medically cleared by a US licensed healthcare provider to
      return, will be considered as an unexcused absence. I will receive a “zero” for every class/clinical day until the
      medical clearance is presented to my instructor. Medical conditions include but are not restricted to such conditions as
      back injuries, sprains, fractures, surgeries, communicable diseases, etc. I will be responsible for completing all
      coursework and exams upon my return.

14. that before I can go to clinical, the following information must be current and remain current throughout the course:
   • Cardio-Pulmonary Resuscitation-Health Care Provider-Basic Life Support (CPR-HCP-BLS) certification by the
     American Heart Association
   • Liability insurance (included in tuition)
   • PPD (repeated every year) or chest X-ray every two (2) years
   • Up-to-date immunizations of Hepatitis B, Tetanus/Diphtheria/Pertussis (Tdap), Measles/Mumps/Rubella (MMR),
     Varicella and if applicable, Meningitis
   • Proof of Negative results of a 10-panel Drug Screening
   • Clearance from the Texas Board of Nursing Criminal Background
   • Evidence of medical health or Accidental insurance each semester
   • On-Line Hospital Orientation or other hospital orientation/clearances by hospitals

_____________________________ ____________________ ____________________ ____________________ ____________________
Student Signature Date Faculty Signature Date

This form will be kept in your student file in the BSN Nursing Office.
Bachelor of Science in Nursing RN-to-BSN Program

Mandatory Orientation Waiver

Student name: _______________________________ STC ID: ______________________

I, _______________________ am a student in the South Texas College RN-BSN Program. I am aware I
must meet the requirements for my success in the program.

By signing this form, I am notifying the BSN Program that I will not be able to attend the BSN
Mandatory Orientation and understand that I am completely responsible for all content/material covered
during the Mandatory Orientation. I will also be responsible for submitting the alternative assignment.
The reason for my absence is (attach supportive documentation, if applicable): ________________

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Student signature ____________________ Date __________________
**Bachelor of Science in Nursing RN-to-BSN Program**

**Individual Learning Achievement Plan**

**Student Name:** ____________________________________________________________

**NURS:** ____________________________________________________________

<table>
<thead>
<tr>
<th>Assignment #: _________________________ (&lt;85%)</th>
<th>Your grade: _________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due Date</strong></td>
<td><strong>Date Submitted or Completed</strong></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Assignment #: _________________________ (&lt;85%)</td>
<td>Your grade: _________________________</td>
</tr>
</tbody>
</table>

1. Contact your Course Instructor via Starfish requesting for an appointment within 24 hours after the official assignment scores are released.

2. Academic Coach will contact the student regarding schedule of Learning Achievement Sessions within 24 hours of grades being posted in Bb.

3. Course Instructor/Academic coach and student will collaboratively and mutually develop an individualized learning achievement plan.
   a. __________________________________________________________
   b. __________________________________________________________
   c. __________________________________________________________
   d. __________________________________________________________
   e. __________________________________________________________

4. Proof of student’s learning achievement activities identified in the plan should be stapled together with this flowsheet (or submitted together as attachment) and should be submitted to the Course Instructor as directed.

5. Proof of Completed Learning Achievement Plan will be signed and kept by the Course Instructor as specified in STC Records Management Policy.

**Student Signature** ____________________________________________

**Instructor Signature** __________________________________________

**Academic Coach Signature** ____________________________________
Statement of Equal Employment Opportunity (EEO)
South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

Bachelor of Science in Nursing RN-to-BSN Approval
South Texas College Bachelor of Science in Nursing RN-to-BSN Program is approved by the Texas Board of Nursing. Contact the Texas Board of Nursing at 333 Guadalupe, Suite 3-460, William P. Hobby Building, Austin, TX 78701-3944, 512-305-7400, email address: webmaster@bon.texas.gov.

South Texas College Accreditation
South Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate and Associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500.

Updated June 2020
NAH-BSN Division