

**BACHELOR OF SCIENCE IN NURSING**

# **RN to BSN Student Handbook**

**2025-2026**



**SOUTH TEXAS  
COLLEGE**

# Preface

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

The BSN Student Handbook outlines essential information from South Texas College, the Division of Health Science Professions (DHSP), and the BSN Program. It includes policies and procedures, student expectations, a 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 DHSP 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 DHSP, and any student or other person.

Please note that the electronic version of the [BSN Student Handbook](#) on the [STC-BSN webpage](#) should be consulted as the primary resource.

South Texas College  
Division of Health Science Professions  
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](mailto: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 Baccalaureate and associate degrees. The Commission on Colleges can be contacted at 1866 Southern Lane, Decatur, Georgia 30033-4097, or by calling 404-679-4500.

## **Accreditation Commission for Education in Nursing (ACEN), Inc**

The RN-BSN nursing education is accredited by the Accreditation Commission for Education in Nursing. Contact:

Accreditation Commission for Education in Nursing (ACEN), Inc  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
<http://www.acenursing.com/candidates/candidacy.asp>

# Acknowledgment of Student Handbooks

## Handbook Acknowledgment Statement

The **South Texas College Student Handbook**, the **Division of Health Science Professions Student Handbook**, and the **Bachelor of Science in Nursing (BSN) Student Handbook** Acknowledgments will be distributed electronically to all students enrolled in the BSN program. Acknowledgment of receipt and review of these documents will be recorded and maintained in each student's official file.

Students are responsible for reading and understanding these handbooks' policies, procedures, and expectations. Failure to comply may result in academic or disciplinary consequences as outlined by program and institutional guidelines.

# Table of Contents

Preface .....	1
Acknowledgment of Student Handbooks .....	2
Contact Information .....	5
Vision, Mission, and Philosophy .....	6
End of Program Student Learning Outcomes .....	8
Admission to South Texas College .....	9
Admission Criteria .....	9
Admission to the Bachelor of Science in Nursing RN-to-BSN Program .....	9
New Students .....	9
Transfer Students .....	9
International Students .....	9
Student Services.....	11
Career & Employer Services .....	11
Centers for Learning Excellence .....	11
Counseling and Student Accessibility Services .....	11
Course Registration .....	11
Health and Wellness Centers .....	11
Library Services .....	11
Learning Commons and Open Computer Labs.....	11
Student Financial Services .....	11
Transfer Resources .....	11
Veteran Affairs Services.....	11
BSN Program Standards .....	12
Procedure for Requesting a Deferral.....	12
Class Participation .....	12
Late Coursework .....	13
Course Syllabus .....	14
Confidentiality.....	14
Student Success and Starfish.....	15
Guidelines for Written Work.....	15
Faculty and Student Communication .....	15
Blackboard and/or Pronto .....	15
Student Discipline.....	15
Sigma’s Nurse Manager Certification Program .....	15
Progression Criteria to Next Level .....	16
Course Grade Appeals.....	16
Graduation Requirements .....	16
Communication Channel for Complaints and Grievances.....	16
Student Code of Conduct.....	17
Professional Behavior.....	17
Unprofessional Behaviors .....	17
Disciplinary Action Due Process .....	17
Academic Integrity.....	18
Artificial Intelligence (AI) Guidelines .....	18
Social Media Policy.....	19
Social Media Policy by the Texas Board of Nursing Implications .....	19
Grading System.....	19
Grade Scale .....	19
Basis for Determination of Final Grade .....	19
Program Committees .....	20
Organization and Composition of the Program Committees .....	20
Admissions, Progressions, and Graduation .....	20
Curriculum Committee.....	20
Virtual Clinical and Capstone Experience .....	21
Virtual Clinical Hours Requirement.....	21
Capstone Procedure .....	21

Required Practicum Courses .....	22
Readmission Procedure .....	22
Student Withdrawal: Failing Grade .....	22
Student Withdrawal: Documented Medical Reason or Extenuating Circumstance .....	23
Incomplete Grade.....	23
Pregnant and Parenting students under Title IX Procedure .....	24
Medical leave and/or extenuating circumstance(s) Procedure .....	24
Important Websites .....	25
Forms .....	26
Issuance of a Grade of "I" .....	27

# CONTACT INFORMATION

## BSN Program Faculty and Staff

Dr. Jaime Yang  
Program Chair  
Email: [ljaime1@southtexascollege.edu](mailto:ljaime1@southtexascollege.edu)

Dr. Jessy Thomas  
BSN Faculty  
Email: [jvthomas@southtexascollege.edu](mailto:jvthomas@southtexascollege.edu)

Dr. Corina Salinas  
BSN Faculty  
Email: [calfaro\\_1489@southtexascollege.edu](mailto:calfaro_1489@southtexascollege.edu)

Dr. Carol Pool  
BSN Faculty  
Email: [cepool@southtexascollege.edu](mailto:cepool@southtexascollege.edu)

Dr. Christie Candelaria  
BSN Faculty  
Email: [cmcandel1@southtexascollege.edu](mailto:cmcandel1@southtexascollege.edu)

Claudia Camacho  
Academic Coach  
956-872-3132      email: [ccamacho@southtexascollege.edu](mailto:ccamacho@southtexascollege.edu)

Daniel Suarez  
Program Secretary  
956-872-3119      email: [dsuarez\\_390@southtexascollege.edu](mailto:dsuarez_390@southtexascollege.edu)

BSN Department      email: [BSNdept@southtexascollege.edu](mailto:BSNdept@southtexascollege.edu)

## Division of Health Science Professions Student Services

Center for Learning Excellence  
Regina Welch, Coordinator  
[rwelch@southtexascollege.edu](mailto:rwelch@southtexascollege.edu)  
956-872-3060

Library Services  
Jose Noriega, Librarian II  
[josen@southtexascollege.edu](mailto:josen@southtexascollege.edu)  
956-872-3189

Counseling and Disability Services  
Elizabeth Delgado Munoz  
[ed1012@southtexascollege.edu](mailto:ed1012@southtexascollege.edu)  
956-872-3077

Student Financial Services  
956-872-3019

Admissions  
[admissions@southtexascollege.edu](mailto: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 social mobility for those we serve.

## Mission

The mission of the Bachelor of Science in Nursing: RN-to-BSN Degree Program is to prepare the professional nurse to meet the dynamic healthcare needs of individuals, families, groups, communities, and global populations as providers of patient-centered care, patient safety advocates, and members 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's 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. 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) the framework known as the nursing process is 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.** A person is a unique, holistic being of inherent worth and dignity, composed of physical, psychological, emotional, and social dimensions. While people 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. A person is an individual and a member of families, groups, and communities. A person can be an individual, a family, a community, or a population.

**Health.** Health is a 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 solve stress and crisis and respond to situations emotionally. The spiritual domain is the belief in high power, including ethical standards, moral character, and values. The nurse assists in attaining, maintain and/or restoring the optimal level of wellness permitted by their potential across the lifespan.

**Environment.** The faculty believes that the environment has a profound effect on the person. The environment consists of internal and external elements 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 Learners need to be engaged and committed to succeed. Learning is enhanced by internal and external factors such as the physical environment, available tools, an atmosphere that encourages discovery 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.

**Instructor.** The instructor is the facilitator, resource person, model, and guide for student learning. As the learning facilitator, the instructor is supportive, caring, consistent, and fair. To enhance the learner's growth, the instructor must love learning, as evidenced by enthusiasm, continued professional growth, and respect for the learner. The instructor must be creative, an expert in the 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 from simple to complex. Each semester, the program utilizes assessment, analysis, planning, implementation, and evaluation to improve the 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 instructor and learner. Each person (student, faculty, and staff) is respected for what they have to offer and their personal uniqueness. The faculty strives to provide an atmosphere of care, 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.

# End of Program Student Learning Outcomes

After the RN-to-BSN Degree Program, the graduate will be able to:

<b>EOPSLO</b>	<b>PROGRAM LEARNING OUTCOMES</b>
<b>EOPSLO 1</b>	Graduates will 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
<b>EOPSLO 2</b>	Graduates will deliver safety and quality improvement initiatives as an advocate, provider, and manager of nursing care rendered by the interdisciplinary health care team
<b>EOPSLO 3</b>	Graduates will demonstrate clinical inquiry in applying patient care technologies and information systems to support safe nursing practice and population risk reduction
<b>EOPSLO 4</b>	Graduates will examine the monitoring of institutional, professional, and public health care policies to maintain adherence to legal standards and regulatory frameworks of professional nursing practice
<b>EOPSLO 5</b>	Graduates will manage care transitions across the healthcare continuum in populations with diverse communities in collaboration with members of the interdisciplinary health care team
<b>EOPSLO 6</b>	Graduates will demonstrate effective leadership that reflects the values, ethics, and continuing competence of the nursing profession
<b>EOPSLO 7</b>	Graduates will demonstrate leadership skills related to financial resources, human resource, clinical management, and professional issues in providing and evaluating comprehensive care

# Admission to South Texas College

Students are admitted to South Texas College under the college's policies. General admission to the College does not imply admission to all programs of the College. The Division of Health Science Professions 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 admission. Please follow the Admission to South Texas College Checklist to complete the admissions process with the Office of Admissions & Records (OAR). For more information or assistance, contact the OAR at 956-872-8311 or visit a [South Texas College Admissions Office](#).

Prospective students must complete and submit the following documents 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, if applicable

## Admission Criteria

### 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 a 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, percentage of core completion, and additional points. A cutoff score is calculated for each application period based on the qualified applicant pool and the number of slots available, and it may vary for each application period. Completed applications are ranked from highest to lowest points, and admission is based solely on this ranking.

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>.

### New Students

The Bachelor of Science in Nursing RN-to-BSN Program has established online orientation recordings one week before the start of courses for students to obtain all necessary information, including, but not limited to, program expectations, schedules, Blackboard orientation, purchase of electronic eBooks, and resource information. Students must review the new student online orientation recordings. If a student cannot review the recording, the student is still responsible for meeting all expectations of the program and courses.

### Transfer Students

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Academic Progress Standards in accordance with College policies. For more information or assistance, contact the OAR at 956-872-8311 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 course 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.

# Student Services

South Texas College provides students with a variety of college/student services to assist in student success, such as:

## **Career & Employer Services**

Website: <https://studentservices.southtexascollege.edu/careerservices/index.html>

## **Centers for Learning Excellence**

Website: <https://www.southtexascollege.edu/cle/>

## **Counseling and Student Accessibility Services**

Website: <https://studentservices.southtexascollege.edu/counseling/>

## **Course Registration**

Website: <https://www.southtexascollege.edu/register/>

## **Health and Wellness Centers**

Website: <https://www.southtexascollege.edu/health-wellness/index.html>

## **Library Services**

Website: <https://library.southtexascollege.edu/>

## **Learning Commons and Open Computer Labs**

Website: <https://library.southtexascollege.edu/aboutus/openlabs/>

## **Student Financial Services**

Website: <https://studentservices.southtexascollege.edu/finaid/index.html>

## **Transfer Resources**

Website: <https://www.southtexascollege.edu/academics/transfer/index.html>

## **Veteran Affairs Services**

Website: <https://www.southtexascollege.edu/veterans/index.html>

# BSN Program Standards

## Procedure for Requesting a Deferral

### Purpose:

To outline the steps for students admitted to the BSN program who wish to defer their admission to the next application period.

---

### Eligibility Criteria

- Must have received an official offer of admission to the RN-BSN program.
  - Must submit a deferral request before the start of the admitted term.
- 

### Steps to Request a Deferral

1. Review Deferral Procedure
    - Visit the RN-BSN program's official website or contact the RN-BSN Academic Coach to review the current deferral guidelines and deadlines.
  2. Prepare a Written Request
    - Write a letter or email addressed to the RN-BSN Admissions, Progressions, and Graduation (APG) Committee.
    - Include:
      - Full name and student ID (if available)
      - Date of admission offer
      - Reason for deferral request
      - Requested term for deferred enrollment
      - Supporting documentation (if applicable)
  3. Submit the Request
    - Send the deferral request to [ccamacho@southtexascollege.edu](mailto:ccamacho@southtexascollege.edu)
    - Ensure submission is before the start of the admitted term
  4. Await Decision
    - The APG Committee will review the request and notify the student of the decision via email within 2 weeks.
  5. Confirm Acceptance of Deferral
    - If approved, the student must confirm their intent to enroll in the deferred term by the deadline provided in the approval notice.
    - Additional steps may include:
      - Updating contact information
      - Re-submitting certain documents (if applicable)
  6. Reapply if Necessary
    - If the deferral is denied, the student may need to reapply for a future term.
- 

### Important Notes

- Deferrals are granted on a case-by-case basis and are not guaranteed.
  - Students may only defer once; multiple deferrals are not permitted.
  - Financial aid and scholarship offers may not carry over and should be reapplied for.
- 

## Class Participation

Class participation is essential to student success and is required during the first week of the course. Weekly class participation is expected at South Texas College in all assignments, for example, discussions, modules, videos, case studies, journals, clinical logs, and virtual simulations. To demonstrate academic attendance by the student during the first week of the course and regularly after that, the institution must prove that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Dropping a course is the student's responsibility, and failing to take the appropriate steps may result in an "F" grade.

In addition to published guidelines related to attendance, faculty may drop a student before the withdrawal deadline when the faculty member determines that the student will be unable to complete the course. For more information, review the [Division of Health Science Professions Student Handbook](#) and the [STC Student Handbook Code of Student Conduct](#).

### **Course Participation and Withdrawal Procedure - BSN Program**

Students enrolled in the Bachelor of Science in Nursing (RN-to-BSN) Program at South Texas College are expected to maintain consistent engagement with all course assignments and communications. If a student fails to submit assignments for one week and does not respond to **three documented attempts** by the instructor to establish contact, the student will be **withdrawn from the course** following BSN program guidelines. If the withdrawal occurs after the course's withdrawal date due to a lack of participation, the student will be graded according to BSN program guidelines and at the instructor's discretion.

### **⚠ Academic Consequences of Withdrawal**

Withdrawal from a BSN course may result in serious academic consequences, including:

- A failing grade (F) for the course
- Loss of course credit
- Impact on financial aid eligibility
- Delay in academic progression or graduation
- Potential removal from the BSN program if withdrawal affects program standing.

---

### **☑ How to Avoid Withdrawal**

To remain in good academic standing and avoid withdrawal from a BSN course, students should:

- **Submit assignments on time** and communicate proactively if delays are anticipated.
- **Check email and Pronto messages regularly** to stay informed of instructor communications.
- **Respond promptly** to instructor outreach, especially if contacted regarding missed work.
- **Meet with the instructor** to discuss academic concerns or personal challenges.
- **Notify your instructor or academic advisor** immediately if you are experiencing circumstances that may affect your participation.

Maintaining open communication and accountability is essential to your success in the BSN program.

## **Late Coursework**

Students must notify the faculty of any **emerging situations** that may interfere with their timely completion of any assignment at least 8 hours in advance via email or the Pronto messaging system when the assignment is due. If students have not notified their faculty member via email or Pronto at least 8 hours before the assignment is due, and their assignment is late:

- All assignments will have 5 % taken off each day. It is not submitted within 7 days; after 7 days, a student will receive a zero. Overdue assignments will not be accepted if they are submitted beyond 7 days.
  - Students must achieve 85% or higher in each course to successfully complete the course.
  - Assignments aligned to a Program Learning Outcome must be completed with an 85% for progression.
- Discussion Posts- Discussion Posts- Due to the nature of discussions (specifically, regarding responses), Discussion posts are more time-sensitive than other assignments; because of this, both the initial post and the responses are due as scheduled by the faculty, and participation is required. Discussion responses must be posted within the assigned week. Late discussions will not be accepted.
- **Students who have incomplete work for 2 weeks will be dropped from the course.**

To be clear, permission for a due date amendment must be confirmed with your instructor before the original due date.

Emergent situations may include, but are not limited to:

- Hospitalization
- Serious illness
- Military service obligation
- Natural disaster
- Death or severe injury/illness of an immediate family member

**Documentation may be required.**

*All non-emergent situations will be subjected to the late assignment penalty outlined above.*

Non-emergent situations may include, but are not limited to:

- Work and or family obligations
- Vacations
- Computer or internet problems
- Other personal reasons that may interfere with the student's ability to submit assignments by the due date.

## **Course Syllabus**

The course syllabus serves as the official guide for each course in the BSN program. It outlines essential information to help students understand course expectations, content, and responsibilities. The faculty will inform students of the syllabus location on the first day of class. The syllabus will include, but is not limited to:

- Instructor's name and contact information
- Office location and availability
- Course procedures, rules, and regulations
- Required textbooks and materials
- Learning goals and objectives
- Course calendar and assignment schedule
- Student responsibilities and participation expectations
- Grading criteria and evaluation methods
- Institutional and program-specific disclaimers

All students are required to submit a Course Syllabus Acknowledgment Form electronically to the course faculty by the end of the first week of class. This form will be retained in the student's official academic file.

## **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 Health Science Professions Division adopted the following guidelines:

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. Students are not permitted to photocopy, take pictures, or tape record any part of the client's record. The clients will not be identified by name on any student's written paperwork.
3. Failure to honor these basic ethical client rights may result in students' immediate dismissal from the Program.

## **Student Success and Starfish**

The BSN Program aspires to give all students the 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 the student attempt to resolve the concerns or refer the "at-risk" student to the BSN Academic Coach using Starfish and the student may be directed to other college services that the student may need. Referrals may include but are not limited to, class absences, no class participation, failure to submit assignments on time, and behaviors in the course not conducive to learning.

## **Guidelines for Written Work**

All BSN students should take pride in their work and all their assignments.

**Written Work:** The most current edition of the Publication Manual of the American Psychological Association (APA) will be the official sourcebook used at every level of the undergraduate curriculum. Students are expected to follow the updated guidelines 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 a tutorial, log in to <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>.

All research papers or assignments must be submitted to SafeAssign, a plagiarism detection software available on Blackboard. Papers must be submitted to SafeAssign before the due date so necessary corrections can be made in due time. An acceptable originality report is less than 15%.

## **Faculty and Student Communication**

Faculty and staff will use the assigned Jag email to inform students of all course information before the beginning of the semester.

## **Blackboard and/or Pronto**

Once the semester begins, all courses and school-related information will be communicated through STC's Blackboard and/or Pronto system. It is the student's responsibility to check their Blackboard and Pronto regularly to keep abreast of all current information. Students must email the instructor through Blackboard and/or message through Pronto. The instructor will have 48 hours to respond to the student's message.

## **Student Discipline**

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

## **Sigma's Nurse Manager Certification Program**

Sigma's Nurse Manager Certification Program is an online tutorial and certification exam to develop students' nursing management competencies and prepare them for their aspirations as nurse managers. This program will also further verify that the students have mastered all program learning outcomes. When a student successfully completes 86 hours that will be assigned to them throughout the program, they will receive a certificate of completion from Sigma Theta Tau and will have mastered all program learning outcomes. Students must complete all assigned Sigma modules, end-of-course tests, and the post-assessment (achievement of a passing score of 80% or higher) in order to earn the certification of completion for the Nurse Manager Program and receive their certificate.

## **Progression Criteria to Next Level**

To progress to the next course, students must successfully complete the requirements of each course and the Sigma's Nurse Manager Certification with a minimum grade of "B."

If a student earns a grade below a "B" for a course, the student can proceed by taking the next set of courses as long as the failed course is not a prerequisite for the next course or the next set of courses.

A student can withdraw from the current course by informing the course instructor and the BSN Academic Coach. The student can resume attending the program where the student left off and register for ongoing courses that do not require prerequisites. It is highly recommended that the student complete the BSN program in a 150% timeframe.

If a student withdraws or fails the program, the student is recommended to return to the program within a year from the last semester attended. If the student returns after the one-year deadline, the student will be required to complete any new requirements that may have been implemented in the courses after the student withdrew.

## **Course Grade Appeals**

Refer to the South Texas College Website for [Procedures and Forms](#).

## **Graduation Requirements**

Students must meet [South Texas Graduation Requirements](#).

Students in the BSN program are required to pass all NURS courses with a grade of B or better, based on the BSN grading criteria.

## **Communication Channel for Complaints and Grievances**

The chain of command is the line of authority and responsibility in an organization that oversees the implementation of policies, guidelines, and procedures.

**Procedures:** The Division of Health Science Professions has established formal channels of communication among students, faculty, and staff. Students, faculty, and staff should adhere to the established channels of communication in the DHSP for any academic concerns to ensure a prompt and satisfactory resolution. The complainant will be redirected back to the proper authority when established communication channels are bypassed.

The chart below indicates the channels of communication and the steps that students should follow to address their concerns.

## Channels of Communication

Steps	Student to Student	Student to Faculty	Student with Staff
Step 1	Talk to the Student	Talk to the Faculty	Talk to the Staff
Step 2	Talk to the Course Faculty	Talk to the Program Chair	Talk to the Program Chair
Step 3	Talk to the Program Chair	Talk to the Division Dean	Talk to the Division Dean
Step 4	Talk to the Division Dean		

[Refer to the DHSP Handbook](#)

## Student Code of Conduct

All BSN Program students must comply with the South Texas College Code of Student Conduct Handbook, which can be found at [https://www.southtexascollege.edu/pdf/Student\\_Handbook.pdf](https://www.southtexascollege.edu/pdf/Student_Handbook.pdf). Any violations will result in disciplinary action. Disciplinary action may include dismissal from the BSN Program, ineligibility in any DHSP programs, and/or additional sanctions from the Office of Student Rights and Responsibilities.

## Professional Behavior

Students in the BSN Program are expected to always conduct themselves in a professional manner, not only in interaction with clients, but also with peers, faculty, and staff. Students represent the Division of Health Science Professions and the nursing profession; thus, students assume responsibilities toward society. These responsibilities are delineated in the [Code for Nurses, American Nurses Association](#). The Code's statements and interpretation guide nurses' behavior in fulfilling nursing responsibilities within the ethical decision-making framework. 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 are not limited to:

Clinical and course room demeanor

- Disrespectfulness
- Disruptive Behavior
- Demeaning or Humiliating Conduct
- Inappropriate use of electronic devices
- Inappropriate use of social media
- Lying
- Stealing
- Bullying/Cyberbullying
- Intimidation, Threatening Behaviors, and/or coercion
- Severe, Persistent, and Objectively Offensive Expressions
- Frivolous appeals or complaints
- Facilitating any type of misconduct
- False and/or unfounded accusations

## Disciplinary Action Due Process

Violations of the STC Student Code of Conduct, DHSP Program Standards, and/or Safe Clinical Practice Standards will result in disciplinary actions. 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 Affiliates Agency. See the Disciplinary Action Due Process in the DHSP Student Handbook.

## 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 Division of Health Science Professions. 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 the instructor's decision. It is the student's responsibility to have a clear understanding of the various aspects of academic dishonesty. Reports can be submitted to [Student Rights and Responsibilities – Academic Dishonesty](#).

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

“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 graded assignments will result in a grade of “F” on the graded assignment and an “F” in the course.

## Artificial Intelligence (AI) Guidelines

To support academic integrity while embracing innovative tools, the RN-BSN program permits limited use of Artificial Intelligence (AI) in coursework under the following conditions:

### Permitted Uses of AI

Students may use AI tools (e.g., ChatGPT, GrammarlyGO, etc.) for:

- Brainstorming ideas and outlining assignments.
- Editing grammar, structure, and clarity of their original writing.
- Revising drafts for improved coherence and readability.

### Prohibited Uses of AI

- Copying and pasting AI-generated content directly into assignments is strictly prohibited.
- Submitting AI-generated work as original student work violates academic integrity standards.

### Detection and Enforcement

- If AI use is suspected in an assignment, the faculty will utilize the Grammarly AI Detector.
- If the detector indicates that more than 20% of the content is AI-generated:
  - The assignment will be returned to the student for revision and resubmission.
  - The program's late submission policy will apply to the resubmitted work.

## 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 regarding maintaining confidentiality. Refer to [the DHSP Student Handbook](#).

## Social Media Policy by the Texas Board of Nursing Implications

Instances of inappropriate use of social and electronic media may be reported to the Texas 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 privileged communication; and
- Breach of confidentiality.

If the allegations are 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 the [Texas Board of Nursing Position Statement on the Use of Social Media](#).

## Grading System

### Grade Scale

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

Letter Grade	Percentage Earned
A	100% - 92%
B	91% - 85%
C	84% - 78%
D	77% - 70%
F	69% and below

### Basis for Determination of Final Grade

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

The students will be required to engage in the assigned virtual clinical experience. They will be evaluated based on the graded assignments outlined in the list of assignments for each course and as stipulated in the course syllabus.

# Program Committees

## Organization and Composition of the Program Committees

The Committees are organized at the start of every academic year. BSN Faculty members will serve on and participate in the following committees. The Committees will meet once a month or when necessary. The hours spent by members of the various committees are credited to the faculty's college service hours.

## Admissions, Progressions, and Graduation

The BSN Admission, Progressions, and Graduation Committee oversees cohort admissions and student petitions for readmission into the nursing program, evaluates academic histories, and ensures compliance with institutional policies and procedures. Membership of the Committee

- I. The BSN Program Admission, Progressions, and Graduation Committee will be composed of:
  - a. BSN Faculty members will be part of the Committee.
- II. Term of Membership
  - a. The 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 an incoming cohort of students.
  2. Readmission
    - a. Reviews of students seeking readmission to the Program.
    - b. Reviews and approves readmission to the Program for Title IX, course failures, and personal and medical leaves.
  3. Procedures and Standards Writing
    - a. Assists in developing procedures related to admission and readmission of students in the Program.
  4. Progression
    - a. Reviews students' progression through the RN-to-BSN Program
  5. Graduation
    - a. Reviews students' candidacy for program completion and college graduation requirements

## 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 to lead to the Bachelor of Science in Nursing degree. Necessary changes, modifications, and recommendations will be submitted to the BSN Program Faculty for confirmation and approval.

- I. Membership of the Committee
  - a. BSN Faculty members will be part of the Committee.
  - b. BSN students will be asked to participate in a curriculum meeting for feedback on the program courses.
- II. Term of Membership
  - a. The faculty serving on the committee will serve for the entire academic year.

### III. Roles and Responsibilities

- a. Faculty members of the committee
  - i. Participate in committee meetings;
  - ii. Schedules, organizes, and coordinates committee meetings;
  - iii. Keeps records of minutes of the meetings and attendance;
  - iv. Deliberate and vote on committee reports, resolutions, and decisions;
  - v. Disseminate information, reports, resolutions, and decisions to the faculty;
  - vi. Updates the program on the Committee meeting decisions, progress reports, and resolutions;
- b. Student Members of the Committee
  - i. Participating in committee meetings;
  - ii. Gather legitimate concerns and issues from students;
  - iii. Present issues and concerns during the committee meetings;
  - iv. Disseminate the results of reports, decisions, and resolutions to the students

## Virtual Clinical and Capstone Experience

Students' virtual clinical experiences are planned to develop nursing skills and 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:

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.

### Virtual Clinical Hours Requirement

The student is expected to complete 64 virtual clinical hours per clinical course, including all the requirements specified by the faculty.

### Capstone Procedure

The Capstone Project is a small-scale, education-based, quality improvement project to address a nursing issue, problem, or challenge that the student has identified in a practice setting. The students must collaborate with members of the interdisciplinary healthcare team. With the instructor's guidance and mentorship, the capstone experience will allow the student to choose a project to improve clinical outcomes in their workplace and positively impact nursing practice. The student will work independently to assess an area in the workplace that needs improvement through effective data-gathering techniques. The student will design a project to address the identified area of need, write a paper about the process used in APA format, and present the work to the class.

It is the student's responsibility to report to the faculty if the student moves out of the state of Texas at any time during the program. The BSN program chair will request approval from the Board of Nursing in the state where the student resides to complete the required capstone course. Denial from the student's state Board of Nursing will prevent the student from completing the program successfully.

1. It is the student's responsibility to choose a topic of interest for a needed change in the area of practice or area of interest and seek approval from the instructor. An appropriate mentor must be chosen before beginning NURS 3301. Refer to the Mentor Orientation packet for all student capstone responsibilities.
2. A minimum of 80 capstone hours will be completed through various activities, including but not limited to research, writing, implementation, evaluation, and dissemination. The required 80 hours must be completed within the allotted time frame. The student who fails to complete the required capstone hours will obtain a failing grade in the course.
3. The student may conduct the capstone project, where the student maintains current employment after approval by the facility and the instructor is obtained.
4. The faculty will monitor students' completion of the capstone project. It is the student's responsibility to follow the chain of command and promptly notify the faculty and mentor of any events or changes affecting the capstone experience. This includes, but is not limited to, patient safety, unprofessionalism, and nursing practice standards infractions.

5. The instructor will monitor the students' timeline toward completing the capstone project through the weekly self-reflection journal and weekly time logs.
6. The student must always exhibit respect and professionalism for the facility staff and the mentor.

## Required Practicum Courses

South Texas College RN to BSN Completion Program curriculum includes the following three required practicum courses:

1. NURS 3310 Evidence-Based Nursing Practice and Research This course is an orientation to the research process, different research methodologies, and the ethical aspects of research. Students will analyze peer-reviewed articles on evidence-based clinical practices and identify how they can be applied into their own practice.
2. NURS 3312 Nursing Informatics The course provides the student with basic technical skills in the proper and safe use of various forms of technology in the clinical setting. Students will gain comprehensive knowledge, understanding, and skill in the use of electronic health care records to promote safe, quality patient-centered care. The focus of this course is the understanding of health information systems and the nurse's role in managing data, information, knowledge, and technology; to gain an understanding of ethical and legal use of health information systems; and to utilize appropriate databases for evidence-based research enhancing the quality of patient care and practice decisions.
3. NURS 3408 Leadership and Management in Professional Nursing, this course relates the nursing process to leadership and management in the clinical setting. Theories of leadership, management, and organizational structures will be applied to nursing practice in the healthcare arena. Students will apply knowledge and skills in planning and delegating nursing care, ethical and critical decision-making through case scenarios to prepare for their transition to professional leadership roles.

## Readmission Procedure

The following is the BSN Program's readmission procedure:

- Student Withdrawal from any NURS course with a failing grade (C or below).
- 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 C failing grade or has failed NURS course within the semester must follow this procedure.

Before withdrawal, the student must notify the course faculty of the reason for withdrawal.

A student who withdraws from the BSN program is eligible to return to where they left off. However, due to changes in the curriculum, the student must comply with the new changes and coursework. If a prerequisite course needs to be taken before the other course, the student must complete or purchase resources for the current course.

### Student Responsibilities:

- The student will contact the BSN Academic Coach to discuss readmission.
- The student will identify areas for academic improvement.

### Program Chair or Designee Responsibilities:

- The BSN instructor will meet with the student.
- The academic coach will inform the Admission, Progressions, and Graduation Committee (APG) Committee of the student.

### **Admission, Progressions, and Graduation Committee Responsibilities:**

The committee will convene to deliberate and review the following:

- Student's academic course grade, clinical evaluation, and course/clinical disciplinary conferences/warnings/issues (current and past)
- Input from current and past course faculty regarding the students' performance.
  - Students' professional conduct, character, and ethical behaviors are demonstrated in the program regardless of the grade in the course. (See ANA (American Nurses Association) Code of Ethics and HSP Unsafe Clinical Practice and Standards of Professional Nursing Practice in the BSN Student Handbook)
  - Students' mental, emotional, and physical resolution influences program success.
  - Resolution of outside extenuating circumstances, if applicable

**Note:** The student can be called before the APG Committee regarding their professional conduct, character, and ethical behaviors demonstrated in the program. Behaviors unbecoming of the nursing profession can result in dismissal from the program.

- The committee will arrive at a decision and may recommend additional requirements for the student to follow, if applicable
- May require other nursing courses to be taken concurrently as the APG Committee deems necessary.
- The student will be notified of the decision through Jag email.
- The committee will automatically deny a student for failure or withdrawal related to unsafe practice, unprofessional conduct, academic dishonesty, and/or unethical behavior.

### **Student Responsibilities:**

#### **Approved**

- The student must contact the faculty.
- The student must follow the current course syllabus/program procedures.

#### **Denied**

- If the student is denied readmission, the student may petition for readmission to the HSP Readmission Committee

**Note:** Refer to the DHSP Student Handbook: Program Readmission Section.

The process ends here.

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

*A student withdrawing 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. The student must notify the course faculty of the intent to withdraw and the reason for withdrawal.
2. Once a 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.

### **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 could not complete all the objectives for the passing grade level attempted. The student must complete all 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 an "I" (Incomplete) grade for the BSN Program:

- Pregnant or parenting students under Title IX who are passing the current courses but must take medical leave as referred to by the Title IX Coordinator. Please refer to the South Texas College Student Handbook for more information visit [www.southtexascollege.edu](http://www.southtexascollege.edu).
- A student who has medical leave and/or extenuating circumstances must be passing the current course.

### **Pregnant and Parenting students under Title IX Procedure**

1. The student must contact the counselor regarding Title IX matters.
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 the class.
4. The student will communicate directly with the Counselor.
5. The course faculty will determine if the student can be granted an incomplete or withdrawal from the course.
6. The course faculty will document the course grade.
7. The Program Chair will forward the student file to the AR to accommodate the student once the student is medically cleared to return.
8. Proper documentation is required by the STC counselor indicating the student can return to the BSN Program.
9. The AR Committee and course faculty will determine, as appropriate, whether to continue the course for the student.
10. The student will not be officially registered for the course.
11. Once the student successfully completes the course, the course faculty will submit a Change of Grade Form Online to the Office of Admission and Records to be reflected on the transcript to reflect the earned grade.

### **Medical leave and/or extenuating circumstance(s) Procedure**

1. The student must inform the course faculty of the intent to take an "I" (Incomplete) grade.
2. The course faculty will document the course grade.
3. The Program Chair will forward the student file to the BSN AR Committee to accommodate the student depending on space availability.
4. The AR Committee and course faculty will determine, as deemed appropriate, the continuation of the course for the student.
5. The student will not be officially registered for the course.
6. Once the student successfully completes the course, the course faculty will submit a Change of Grade Form Online to the Office of Admission and Records to be reflected on the transcript to reflect the earned grade.

A student who passes the courses at 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 restart the Program.

# Important Websites

RN-BSN Program website

<https://nah.southtexascollege.edu/bsn/index.html>

DHSP Student Handbook

<http://nah.southtexascollege.edu/pdf/Student%20Handbook.pdf>

STC Student Handbook

[http://www.southtexascollege.edu/pdf/Student\\_Handbook.pdf](http://www.southtexascollege.edu/pdf/Student_Handbook.pdf)

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](http://academicaffairs.southtexascollege.edu/grade_appeals/pdf/Grade_Appeal_Procedures.pdf)

Student Code of Conduct

[http://www.southtexascollege.edu/pdf/Student\\_Code\\_Of\\_Conduct.pdf](http://www.southtexascollege.edu/pdf/Student_Code_Of_Conduct.pdf)

Statement of Students' Rights and Responsibilities

<http://life.southtexascollege.edu/wp-content/uploads/2012/09/StatementStudentRightsandResp09-10.pdf>

Rules and regulations relating to professional nurse education, licensure, and practice

[https://www.bon.texas.gov/laws\\_and\\_rules\\_rules\\_and\\_regulations\\_current.asp](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](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp)

Unprofessional Conduct

[http://www.bon.texas.gov/rr\\_current/217-12.asp](http://www.bon.texas.gov/rr_current/217-12.asp)

Declaratory Order of Eligibility for Licensure

[https://www.bon.texas.gov/forms\\_declaratory\\_order.asp](https://www.bon.texas.gov/forms_declaratory_order.asp)

Blackboard Student Support

<https://www.southtexascollege.edu/online/support.php>

Online Campus

<https://www.southtexascollege.edu/online/>

# Forms

## 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 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 coursework 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: \_\_\_\_\_



# SOUTH TEXAS COLLEGE

## **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**

The 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](mailto: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 Oct 2025 cc  
DHSP-BSN Dept