



2022-2023 Bachelor of Science in Nursing Student Handbook

South Texas College – Nursing & Allied Health Division

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 them with information about the program guidelines and procedures.

The BSN Student Handbook outlines essential information from South Texas College, the NAH (Nursing and Allied Health) 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 Baccalaureate and Associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 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>

South Texas College – Bachelor of Science in Nursing (RN-to-BSN) Program

Acknowledgment 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 _____ 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 online submission signature indicates 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. I am responsible for staying 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

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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 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. 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) the 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. A 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. A person is an individual and also a member of family, groups, and communities. A person can be an individual, or a 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. The spiritual domain is the belief in high power, including ethical standards, moral character, and values. The nurse assists to attain, maintain and/or restore 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 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 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.

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 for the learner. The teacher needs to 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 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. The 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.

END OF PROGRAM STUDENT LEARNING OUTCOMES

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

EOPSLO

STATEMENT OF PROGRAM LEARNING OUTCOME

EOPSLO 1

Apply clinical judgment in decision-making based on the nursing program of study, evidenced-based practice outcomes, and research studies in the provision of comprehensive and safe patient and population care.

EOPSLO 2

Deliver safety and quality improvement initiatives as an advocate and manager of nursing care rendered by the interdisciplinary healthcare team.

EOPSLO 3

Demonstrate clinical inquiry in applying patient care technologies and information systems to support safe nursing practice and population risk reduction.

EOPSLO 4

Examine the monitoring of institutional, professional, and public healthcare policies to maintain adherence to legal standards and regulatory frameworks of the professional nursing practice.

EOPSLO 5

Manage care transitions across the healthcare continuum in populations with diverse communities in collaboration with members of the interdisciplinary health care team.

EOPSLO 6

Demonstrate effective leadership that reflects the values, ethics, and continuing competence of the nursing profession.

EOPSLO 7

Demonstrate leadership skills related to financial resources, human resources, clinical management, and professional issues in providing and evaluating comprehensive nursing care.

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, if applicable
- Proof of vaccination – beginning in 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 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, and additional points as listed on the Application Form. A Cutoff Score is calculated for each application period based on the qualified applicant pool, and 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.

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 Student Orientation

The Bachelor of Science in Nursing RN-to-BSN Program sets in place mandatory online orientation for students to attain all necessary information such as, but not limited to, program expectations, schedules, clinical clearance, financial aid information, purchase of electronic software and books, etc. It is imperative the student attend/review the new student online orientation. If a student is unable to attend, the student will be responsible for reviewing the Orientation recording and still meeting all expectations of the program and courses.

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 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.

STC STUDENT SERVICES

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

Academic Advising

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

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

Class Participation

Class participation is essential to student success. Weekly class participation is expected at South Texas College in all assignments for example discussions, modules, videos, quizzes, and virtual simulations. To demonstrate academic attendance by the student, a school must demonstrate 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 responsibility of the student and not taking the appropriate steps may result in a grade of "F" for the course.

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 successfully complete the course. For more information, review the [Nursing & Allied Health Division Student Handbook](#) and the [STC Student Handbook Code of Student Conduct](#).

Late Coursework: Students are required to notify the instructor and submit a [Late Coursework Form](#) with any assignment that is not submitted by the 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 the faculty.

Course Syllabus

The Course Syllabus is the student's guide for the course. Faculty will be responsible to inform the location of the syllabus or give-a copy of such on the first day of class. The purpose of the syllabus is to effectively clarify the student's understanding of the course content, requirements, and expectations. The syllabus will include but is not limited to, the name of the instructor, contact information, office location, procedures, 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. Course Syllabus Acknowledgement Forms will be filed in the Student's 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 Nursing & Allied Health 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. 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 refer the "at-risk" student to the BSN Academic Coach and an Individual Learning Achievement Plan may be completed 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 official sourcebook 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 a tutorial, log in to <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>.

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

Faculty and Student Communication

Jag email will be used by faculty/staff as a form of communication before the beginning of the semester to inform students of course schedules, boot camps, meeting dates, times and venues, or any other school-related information.

Blackboard and/or Pronto

Once the semester begins, all course and school-related information will be communicated through STC's Blackboard and/or Pronto system. It is the responsibility of the student to check their Blackboard and Pronto regularly to keep abreast with all current information. Students are to email the instructor through Blackboard and/or message through Pronto. The instructor will have 24-48 hours to respond to the student's message.

Channels of Communication

The 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 a student's disciplinary action and dismissal from the Program.

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 or clinical supervisor 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 NAH Student Handbook.

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.
- The performance of students when working for compensation is the legal responsibility of the employing agency and students.

Progression Criteria to Next Level

Students must successfully complete the requirements of each course with a minimum grade of "B" to progress to the next course.

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 set of courses or the next course.

A student can withdraw from the current courses by informing the BSN Academic Coach and course instructors. The student can resume attending the Program where the student left off and can register in ongoing courses that do not require prerequisites. A student is highly recommended to complete the BSN program in a 150% timeframe, which is in one year or year and a half.

If a student withdraws or discontinues 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 may be required to retake all BSN (NURS) courses.

Course Grade Appeals

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

Graduation Requirements

Students must also meet [South Texas Graduation Requirements](#) as per [Board Policy 3342](#).

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.

Complaints and Grievances

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.
3. As academic/program concerns arise between an STC student and a faculty member, the student should first discuss the matter with the faculty member during the faculty member's office hours.

If the matter is not resolved, the student may then discuss the matter with the department chair.

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		

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

[Refer to NAH Student Handbook](#)

STUDENT CODE OF CONDUCT

All BSN Program students are to comply with the South Texas College Code of Student Conduct Handbook, which can be found at https://www.southtexascollege.edu/pdf/Student_Handbook.pdf. Any violations will result in disciplinary action. Disciplinary action may include, but is 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 always conduct themselves in a professional manner, 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 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 are not limited to:

Clinical and course room demeanor

- Disrespectfulness
- Unacceptable uniform
- Disruptive Behavior
- Demeaning or Humiliating Conduct
- Inappropriate use of electronic devices
- 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

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 the 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](#).

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 the instructor's decision. It is the student's responsibility to have a clear understanding of the various aspects of academic dishonesty. Reports are to 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 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, quiz, or completing any course-related assignment;
- Using, buying, stealing, or transporting some or all 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 graded assignments will result in a grade of "F" on the graded assignment 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 about 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 the [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.

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 and follow STC Safety Protocols. 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 their presence does not pose a threat or danger to that individual, others in the College, or 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 the course, students will earn a grade based on the following grade scale for all *NURS* *courses*.

<u>Letter Grade</u>	<u>Percentage Earned</u>
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 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 7, and 91.5 would become 92.

The students will be required to engage in the assigned virtual clinical experience and will be evaluated based on the graded assignments as 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. All faculty members choose the committee they wish to serve and participate in. 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. Facilitate orientation and training of system users on the use of information technology and management systems.
 - b. Provides support in troubleshooting issues encountered by system users related to the use of technology.
 - c. Provides recommendations to faculty on strategies for 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 recommendations in the selection of information systems.
3. Project Management
 - a. Develops implementation timelines for the adoption of new systems.
 - b. Develops a 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 the evaluation and revision of existing policies.
 - c. Reviews evidence-based practices in 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 (Quality and Safety Education for Nurses) (Quality and Safety Education for Nurses) 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 an incoming cohort of students.
2. Readmission
 - a. Reviews letter of intent, and ILAP of students seeking readmission to the Program.
 - b. Reviews and accepts students' applications 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 of 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 on 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 Meeting;
 - ii. Gather legitimate concerns and issues from students at the Level he/she represents;
 - iii. Present issues, and concerns during the Committee meetings;
 - iv. Disseminate the results of reports, decisions, and resolutions to the students

Student Affairs Committee

Students will elect a representative and an alternate at the beginning of each semester to serve on 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 at 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
 - a. At least three (3) faculty members who have volunteered to be part of the Committee.
 - b. The chair of the Student Affairs 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. 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 toward 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 organizations, local, and national nursing student organizations.
 - e. Develops or facilitates programs and activities that promote student success i.e., award scholarship grants.

CLINICAL EXPERIENCES

Students' virtual 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:

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.

Safe Clinical Practice Standard

Purpose of Professional Virtual 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 safely and responsibly 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 safety and welfare throughout the clinical experience.

Self: Before beginning a clinical course, the student will have submitted evidence of negative TB test, current immunizations, CPR (Cardiopulmonary Resuscitation) certification, negative drug test, negative criminal background check, , professional liability, and . Students must have completed and submitted the required Clinical Requirements documentation (COMPLIO Compliance) to the Clinical Instructor at the start of every clinical course.

Clinical Requirements

The student is expected to complete a total of 64 virtual clinical hours per clinical course, inclusive of all the requirements as specified by the faculty.

Health Examination

Students are required to provide documentation verifying the following *before 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 a negative chest x-ray report every two years

Functional Abilities Standard

[Refer to NAH Student Handbook](#)

https://nah.southtexascollege.edu/clinical_affairs_pdf/functional-abilities-standards.pdf

Capstone Procedure

Students must observe utmost professionalism, and the proper channel of communication at all times while on Capstone experience. Capstone students must adhere to the NAH and BSN Student Handbooks guidelines and procedures for Clinical Experiences and Clinical requirements outlined in the 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 is not limited to, a conference summary up to dismissal from the program commensurate to the infraction.

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 before continuing the capstone project.
2. Capstone clinical hours will be conducted in hospital settings or the community.
3. The student may conduct the capstone project where the student maintains current employment after approval by the facility and instructor are obtained.
4. Students must comply with and complete all the requirements of the course and the facility through the COMPLIO before the student can start with the capstone experience. Failure to complete and submit the requirements before the official start of the capstone course will result in the student not being allowed to attend the capstone course and will be administratively withdrawn.
5. The faculty will monitor students' completion of the study (EBP Project, Meta-Analysis, Meta-Synthesis, Quality Improvement) based on a plan outlined at the start of the semester.
6. It is the responsibility of the student to follow the chain of command and promptly notify the faculty, preceptor, and charge nurse, (if doing clinical research) of any events or changes affecting the capstone experience. This includes but is not limited to patient safety, unprofessionalism, and nursing practice standards infractions.
7. The required 80 capstone 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.
8. The instructor will monitor the students' timeline towards the completion of the capstone project through the weekly self-reflection journal and time log.
9. The student must exhibit respect and professionalism for the staff of the facility and the preceptor at all times.

DISCIPLINARY ACTION & GRIEVANCE DUE PROCESS

[Refer to NAH Student Handbook](#)

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 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 C failing grade or has failed one NURS course within the semester must follow this procedure.

Before withdrawal, the student must notify the course faculty of reason for withdrawal and must have the *Schedule Change Form* signed. The Student is eligible for one year to apply for readmission back into the BSN Program. If the student decides not to proceed with the readmission process within one year, 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.

Phase 1:

Student Responsibilities:

1. The student must make an appointment to meet with BSN Academic Advisory or designee through the Faculty Secretary to discuss the readmission procedure.
2. The student will sign the Readmission Process Form during the meeting with the Advisory or designee.
3. The student will undergo and prepare the ILAP with identified areas for academic improvement as outlined by the instructor and utilization of student services or resources determined by the Academic Coach.
4. Items to be submitted to the Admission and Readmission Committee by the 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 the reason(s) of withdrawal or failure and plan of action to be successful if readmitted)
 - b. Student's Individualized Learning Achievement Plan (ILAP)

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

Program Chair or Designee Responsibilities:

1. The BSN Academic Advisory or designee will meet with the 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. Individualized Learning Achievement Plan (ILAP)
2. The Academic Advisory 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. The Academic Advisory or designee will submit a 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. Review student's letter of intent
 - b. Student's Individualized Learning Achievement Plan (ILAP)
 - 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 are demonstrated in the program regardless of the grade in the course. (See ANA (American Nurses Association) 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: The student can be called in front of the AR 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.

- 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 AR Committee deems 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 submit the signed Contractual Agreement of Readmission.
- 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. The student must submit the Contractual Agreement
 - a. The Contractual Agreement will indicate the deadline to submit the signed form
2. The student must contact and schedule a meeting with their assigned faculty advisor within one week of readmission (failure to comply can result in administrative dismissal).
3. The student must follow the current course syllabus/program procedures.
4. The student must follow any recommendations given by the AR Committee as stated in the Contractual Agreement.
5. The student must submit proof of current clinical requirements (immunizations, insurance, CPR, etc.) through the Complio Software.
6. If the student has been out of the program for more than one year, the 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. Students may petition for readmission to the NAH Readmission Committee
 - a. Student must set up a meeting with the NAH Division Dean to discuss the NAH Readmission 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 the 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 the student will adhere to the contractual agreement, set by the Admission and Readmission 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 the faculty.
2. Students must meet with the Program Chair to present documentation signed and dated by a health care provider who must be licensed in the USA.
3. Student must present medical clearance **without restrictions** by a US licensed healthcare provider before student can be readmitted to the BSN Program.
4. Student must comply and submit proof of current clinical requirements (immunizations, insurance, CPR, etc.)
5. If a student has been out of the program for more than 1 year, the student will:
 - a. Petition to the BSN Program Chair for an extension if extenuating circumstance(s) arise.
 - b. Students will undergo and prepare the ILAP.
 - c. Submit a 10-panel drug and alcohol screen (negative results). Unsatisfactory results will result in denial of readmission.

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.

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 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 in the current courses but must take 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 the class.
4. The student will communicate directly with the Counselor.
5. Course faculty will document the course grade and refer the student to the BSN Program Chair.
6. The Program Chair will forward the student file to the BSN Admission and Readmission Committee to accommodate the student.
7. Proper documentation is required by the STC counselor indicating that the student is allowed to return to the BSN Program.
8. The AR Committee and course faculty will determine, as deemed appropriate, the continuation of the course for the student.
9. Students will not be officially registered for the course.
10. Once the student successfully completes the course, the course faculty will complete and submit a Change of Grade Form Online to the Office of Admission and Records to be reflected on the transcript.

Medical leave and/or extenuating circumstance(s) Procedure

1. Students must inform the course faculty of the intent to take an "I" (Incomplete) grade.
2. Student must provide the necessary documentation.
3. Course faculty will document the course grade and refer the student to the BSN Program Chair.
4. Program Chair will forward the student file to the BSN AR Committee to accommodate the student depending on space availability.
5. Students must submit medical clearance without restrictions from a US licensed healthcare provider to the BSN Program Chair.
6. The AR Committee and course faculty will determine, as deemed appropriate, the continuation of the course for the student.
7. Students will not be officially registered for the course.

8. Once the student successfully completes the course, the course faculty will complete and submit a Change of Grade Form Online to the Office of Admission and Records to be reflected on the transcript.

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 reapply to the Program.

In the event the Program's Admission and Readmission Committee determines the student is no longer eligible for re-entry, the student may petition for readmission to the NAH Readmission 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

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

STC Student Handbook

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

Student Code of Conduct

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

Texas Nursing Practice Act

https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp

Unprofessional Conduct

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

Blackboard Student Support

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

Online Campus

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

FORMS

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 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: _____

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 in the BSN handbook and course syllabus, as well as in the clinical arena. This includes always wearing the South Texas College ID 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 online 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 **CAN NOT** 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 a final grade will round off at 0.5 or above.
11. that there are no children are allowed in the classroom/simulation during the 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 before 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

This form will be kept in your student file in the BSN Office.

Bachelor of Science in Nursing RN-to-BSN Program
Individual Learning Achievement Plan

Student Name: _____ NURS: _____

	Due Date	Date Submitted or Completed	Signature	Comments
Assignment #: _____ (<85%) Your grade: _____				
1. Contact your Course Instructor via Starfish requesting for an appointment within 24 hours after the official assignment scores are released.				
2. Course Instructor will contact the student regarding the schedule of Learning Achievement Sessions within 24 hours of grades being posted in Bb.				
3. Course Instructor and the 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 an 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



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

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.