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**Nursing**

**Student Handbook**

**Mission**

*The nursing program at Texas A&M University-Central Texas offers nursing education to the registered nurse on the baccalaureate level, to serve the diverse population of Central Texas which includes the military and their families. The nursing faculty prepare excellent nurses to practice in acute care settings, outpatient services. Or continue in the pursuit of advanced degrees.*

**Goals**

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| \* Innovative web-based course delivery and evaluation methods.  \* Educating registered nurses on the baccalaureate level to advance in their career and/or attend graduate nursing programs  \* Promoting service learning activities in practicum based courses |

**Student Learning Outcomes**

The student learning outcomes of the BSN program are based on Competency Goals Statements from *The Essentials of Baccalaureate Education for Professional Nursing Practice,* American Association of Colleges of Nursing(2008).

|  |  |
| --- | --- |
| Student Learning Outcomes | Baccalaureate Essentials |
| Examine professional nursing from historical and contemporary perspectives, including the philosophy and theoretical foundations that define professional nursing practice. | Essential VIII: Professionalism and Professional Values. |
| Define personal, professional and cultural values as influences upon nursing practice. | Essential VIII: Professionalism and Professional Values. |
| Identify the use of nursing informatics from multiple perspectives within nursing practice. | Essential IV: Information Management and Application of Patient Care Technology |
| Collect and evaluate evidence based practice findings to improve nursing practice. | Essential III: Scholarship and Evidence-Based Practice.  Essential VIII: Professionalism and Professional Values. |
| Develop the skills to complete a comprehensive health assessment of an individual of any age. | Essential IX: Baccalaureate Generalist Nursing Practice. |
| Develop an understanding of the pathophysiological basis for disease processes in adults and children. | Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice.  Essential IX: Baccalaureate Generalist Nursing Practice. |
| Apply research findings for critical thinking in case management, integration of pathophysiology, psychosocial, cultural concepts and professional values to coordinate care in a variety of settings. | Essential III: Scholarship and Evidence-Based Practice.  Essential IX: Baccalaureate Generalist Nursing Practice. |
| Develop learning objectives for a knowledge-based nursing intervention to maintain, restore, and promote health of individuals and families. | Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety.  Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes.  Essential VII: Clinical Prevention and Population Health. |
| Integrate assessment, data analysis, therapeutic communication, and critical thinking skills to direct culturally sensitive care of older adults. | Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety.  Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes.  Essential VIII: Professionalism and Professional Values. |
| Assess the environment of care, and the needs of vulnerable populations in community settings. | Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety.  Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes.  Essential VII: Clinical Prevention and Population Health. |
| Analyze a real work problem and develop a proposed solution using the concepts of leadership and management. | Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety.  Essential V: Healthcare Policy, Finance, and Regulatory Environments.  Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes. |
| Identify means by which professional nurses affect quality of health care delivery based on political, legal, ethical, and policy issues. | Essential V: Healthcare Policy, Finance, and Regulatory Environments.  Essential VIII: Professionalism and Professional Values. |

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Students are responsible for knowing and abiding by the policies and information contained in this handbook. Every effort has been made to make this publication as complete and accurate as possible, but changes may occur at any time. The 2017-2018 Student Handbook was prepared by Carolyn A. Ramsey, Nursing Program Director/Asst. Lecturer at Texas A&M University-Central Texas.

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*Texas A&M University-Central Texas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's, and specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call* [*404-679-4500*](callto:404-679-4500) *for questions about the accreditation of A&M-Central Texas.*

*The baccalaureate degree in nursing at Texas A&M University-Central Texas is accredited by the Commission on Collegiate Nursing Education (CCNE) (http://www.aacn.nche.edu/ccne-accreditation).*

**Texas A&M University-Central Texas**

**RN to BSN Nursing Program**

**Student Handbook**

**Student Services**

I. All of the student services available to Texas A&M University-Central Texas are also available to nursing students. These can be found in the Student Handbook. The following list is not all inclusive.

A. Bookstore

The bookstore is located by the main entrance of *Founder's Hall*.

Phone: *254-200-1447.*

*Email: tamuct@bkstr.com.*

[*http://www.bkstr.com/tamuctstore/home/*](http://www.bkstr.com/tamuctstore/home/)

B. Counseling Services

*Warrior Hall Room WH 207 L*

Phone: 254-501-5955

Please telephone, Monday-Thursday 8 am - 5 pm, for more information regarding Counseling Services.   
 Fax: (254) 519-5407

Many employees and students encounter a variety of personal, social, and academic issues that may call for assistance beyond advice provided by friends and family. The Counseling Center provides confidential counseling and education to all Texas A&M University-Central Texas employees and currently enrolled students at no additional cost to facilitate the retention, adjustment and development of members of the University community. Counseling can assist in achieving personal and educational goals and provide an opportunity to have a professional counselor listen empathically, help clarify ideas and concerns toward resolving new or long standing problem situations, as well as provide useful learning and self-management skills, and improve relationships. Services include individual, group, and relationship counseling, crisis and consultative sessions, and informational presentations about health issues. There are no additional fees for employees and currently enrolled students. The Counseling Center also serves the campus community through consultation and outreach services. Counseling is also available to family members of students and employees as well as community members through the counseling services practicum training clinic, *The Community Counseling and Family Therapy Center.* The practicum clinic offers low sliding scale fees for counseling offered by graduate level practicum students who are supervised by licensed faculty members. Please contact counseling services for further information regarding this clinic.

C. Financial Aid

Texas A&M University‐Central Texas University offers student financial aid in the form of loans, grants, work opportunities, and scholarships. For more information regarding financial assistance, please contact our Financial Aid staff.

D. Library

*Warrior Hall 1001 Leadership Place, Killeen, TX 76549*

*Phone: 254-519-5798*

*Web Site:* <http://www.ct.tamus.edu/departments/library/index.php>

Professional librarians and staff are available to assist students with the use of library resources and services.

II. Students’ Role and Participation in Institutional Decision Making

Students provide input into the decision making process through the Student Government Association. Student representatives may serve on standing university committees. Various advisory groups and committees, who include students, are formed to address specific issues. In addition, the university encourages students not serving on formal bodies to express their ideas and suggestions so that they may be considered in the making of policy decisions. Contact the Department of Student Affairs to join the Student Government Association. Student representatives will be appointed or elected to serve on university committees.

Nursing student representatives are selected each fall for a one year term to represent the nursing students. They attend a portion of faculty meetings and are given an opportunity to offer suggestions. They are also involved with pinning ceremonies.

**Student Responsibilities**

I. General

A. Students are responsible for adhering to all the requirements in both the Texas A&M University-Central Texas Student Handbook and in the Texas A&M University-Central Texas Nursing Student Handbook.

B. Students are responsible for reading the syllabi and guidelines for each nursing course and seeking clarification from the course instructor. Students are responsible for following course guidelines.

C. Students are expected to be prompt for any synchronous online meetings and are responsible for all material presented and assigned.

D. Assignments will be posted on the date due unless prior arrangements are made with the appropriate instructor. If a paper is submitted late, points will be deducted from the grade of the paper. If a paper is deemed incomplete by the instructor, the paper may be returned to the student to correct; late points will be deducted as indicated.

E. It is the student’s responsibility to discuss questions concerning grades on written assignments or examinations with the appropriate instructor.

#### F. Essential Competency Requirements of the Nursing Student.

#### All students accepted into the Nursing Program are expected to have the following six competencies in order to effectively and safely perform the responsibilities of a nursing student.

1. Motor Skills

Candidates should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings.

2. Sensory/Observation

A candidate must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences. He or she must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications. The candidate must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from visual images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds).

3. Communication

The candidate must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. He or she must express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The candidate must be able to communicate effectively in oral and written forms.

4. Cognitive

A candidate must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of undergraduate nursing study. The candidate must be able to quickly read and comprehend extensive written material. He or she must also be able to evaluate and apply information and engage in critical thinking in the virtual classroom and clinical setting.

5. Behavioral/Emotional

A candidate must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all assignments. In addition, s/he must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations. The candidate must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The candidate must be able and willing to examine and change his or her behavior when it interferes with productive individual or group relationships. The candidate must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

6. Professional Conduct

Candidates must possess the ability to reason morally and practice nursing in an ethical manner. Candidates must be willing to learn and abide by professional standards of practice. S/he must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. Candidates must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults. TAMHSC Nursing Student Handbook (2009-2010).

II. Communication

A. Each student is responsible for information posted on Canvas. Communication from course instructors, and other students may be posted at any time and should be checked daily.

B. Failure to comply with a directive of a University employee acting in the realm of his/her authority will be considered misconduct and subject to disciplinary action.

III. Absence Policy

A. Class attendance, whether online or face to face, is an important factor for academic success and each student should accept the responsibility for regular attendance. Texas A&M University‐Central Texas recognizes each student as an adult with adult attitudes and responsibilities and further recognizes the unique relationship between faculty and students and the responsibility each has toward the other.

B. The following guidelines have been structured for implementation of Texas A&M University‐Central Texas’s student absence policy:

Student absences are considered by the university to be a matter strictly between the individual student and faculty member. The faculty member has the responsibility and authority to determine if make‐up work can be done due to absences. Students may request make‐up consideration for valid and verifiable reasons such as illness, death in the immediate family, legal proceedings or participation in sponsored university activities. It is the responsibility of students who participate in university‐sponsored activities to obtain a written explanation for their absence from the faculty/staff member responsible for the activity.

**Admissions**

I. General Education and Course Requirements

Texas A&M University-Central Texas is an upper level university, therefore, the core curriculum/general education courses and nursing prerequisites must be taken at another institution. Core curricula may also be accepted from other institutions. The student may enter the nursing program with up to six (6) SCH of courses remaining.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General Education Requirements | Hours | **College** | **Grade** | **Notes** |
| ENGL 1301 College Composition (**010)** | 3 |  |  |  |
| ENGL1302 Composition II **(010)** | 3 |  |  |  |
| MATH 1342 Elementary Statistical Methods **(020)** | 3 |  |  |  |
| BIOL 2401 Anatomy and Physiology I **(030)** | 4 |  |  |  |
| BIOL 2402 Anatomy and Physiology II **(030)** | 4 |  |  |  |
| LITERATURE/PHILOSOPHY/CULTURE **(040)** | 3 |  |  |  |
| CREATIVE ARTS **(050)** | 3 |  |  |  |
| HIST 1301 United States History I **(060)** | 3 |  |  |  |
| HIST 1302 United States History II **(060)** | 3 |  |  |  |
| GOVT 2305 American Government I **(070)** | 3 |  |  |  |
| GOVT 2306 American Government II **(070)** | 3 |  |  |  |
| PSYC 2301 General Psychology **(080)** | 3 |  |  |  |
| BIOL 2421 Microbiology | 4 |  |  |  |
| Major Lower-level Course Requirements | Hours | **College** | **Grade** | **Notes** |
| SOCI 1301 Introduction to Sociology | 3 |  |  |  |
| SPCH 1311 Fundamentals of Speech, SPCH 1315 Public Speaking or SPCH 1321 Business & Professional Speaking | 3 |  |  |  |
| PSYC 2314 Lifespan Growth and Development | 3 |  |  |  |
| Elective | 3 |  |  |  |
| Elective | 3 |  |  |  |
| Elective | 3 |  |  |  |
| Transfer Nursing Courses by Validation/Articulation | 30 |  |  |  |
|  | **Hours** | **College** | **Grade** | **Notes** |
| NURS 3300 Professional Transition & Informatics for the RN (WI) | 3 |  |  |  |
| NURS 3307 Health Assessment for the RN | 3 |  |  |  |
| NURS 3304 Nursing Research In Evidence Based Practice (WI) | 3 |  |  |  |
| NURS 3317 Pathophysiology for the RN | 3 |  |  |  |
| NURS 4405 Care of Individuals & Families for the RN | 4 |  |  |  |
| NURS 4506 Community Health Nursing for the RN | 5 |  |  |  |
| NURS 3330 Care of the Older Adult for the RN | 3 |  |  |  |
| NURS 4410 Leadership and Management for the RN | 4 |  |  |  |
| NURS 4212 Professional Practice Issues for the RN | 2 |  |  |  |

TOTAL OF 120 HOURS

**NOTE: The general education requirements and major lower level courses must be taken at community colleges (Central Texas College, Temple College) or at another regionally accredited college or university.**

**NOTE: TO MEET THE TAMUCT RESIDENCY REQUIREMENT FOR GRADUATION, A MINIMUM OF 30 HOURS MUST BE COMPLETED FROM TEXAS A&M UNIVERSITY-CENTRAL TEXAS. TWO WRITING INTENSIVE ADVANCED COURSES ARE REQUIRED. SEE A FACULTY ADVISOR FOR ALL GRADUATION REQUIRMENTS.**

Nursing Course Descriptions:

NURS 3300 Professional Transition and Informatics- Nursing is defined, especially as it relates to promotion and restoration of health. Roles of the nurse are explored. Professional nursing is examined from historical and contemporary perspectives, including the philosophy and theoretical foundations that define professional nursing practice. Students will examine personal, professional and cultural values as influences upon nursing practice. The process of critical thinking and the use of nursing informatics is examined from multiple perspectives.

NURS 3304 Nursing Research in Evidence Based Practice- This introductory nursing research course focuses on improving nursing practice based on evidence discovered in the research process. Methods of data collection and analysis, and the interpretation and use of study findings will be evaluated. The importance of scientific integrity and maintaining ethical standards are highlighted.

NURS 3307 Health Assessment- This Health Assessment Course introduces the concepts and techniques of health and cultural assessment of individuals and families across the life span, for use with the nursing process. Emphasis is on history/data collection and critical analysis in situations of health and deviations from health. Practical experiences enable students practice of clinical assessment skills, analysis, and decision-making for nursing practice.

NURS 3317 Pathophysiology- The focus of this course is to understand the pathophysiological basis for disease processes in adults and children. Central concepts will address symptoms, treatment, and prognosis. The major direction of this course will be on clinical application of findings that underlie pathogenesis and provide a basis for evidence based practice. The course is specifically designed to meet the needs of nursing students.

NURS 3330 Care of the Older Adult- Focus is on risk reduction, disease prevention, and strategies for health promotion, restoration, and maintenance in a vulnerable older population. Emphasis is placed on integrating assessment, data analysis, therapeutic communication, and critical thinking skills to direct culturally sensitive care of older adults.

NURS 4405 Care of Individuals and Families- In this course students are expected to synthesize knowledge from previous courses as care is provided to people with complex, unpredictable, or chronic health needs. The student will be self-directed in development of learning objectives and in using the nursing process for knowledge-based nursing interventions, evaluation of outcomes, and revisions in nursing care to maintain, restore, and promote health of individuals and families or to achieve a peaceful death. Individual clients may be children or adults whose care occurs within the context of a family. Emphasis is placed on application of research findings for critical thinking in case management, integration of pathophysiology, psychosocial and cultural concepts and professional values to coordinate care in a variety of settings, with quality and continuity. Pharmacology, pain management, crisis intervention and discharge planning are included.

NURS 4506 Community Health Nursing In this course students are introduced to community-based nursing practice and the role of various systems available to individuals, families, and high-risk groups. Issues of health promotion, primary disease prevention and management of chronic health problems in community settings will be explored. The focus is on the use of research findings to assess community settings, assessment of the environment of care, and on the needs of vulnerable populations in community settings.

NURS 4410 Leadership and Management for the RN- The focus of this course is on the concepts of leadership and management, and their implications for delivery of professional nursing care. Assessment and analysis of a real work problem, assessment of the work environment, and development of a proposed solution, as well as principles of client education are included.

NURS 4212 Professional Practice Issues for the RN- An online course that explores political, legal, ethical, and policy issues affecting the quality of health care delivery and of nursing practice. The responsibility and means by which professional nurses can affect quality are included.

II. Admission Requirements include:

A. A completed Apply Texas Application

1. Go to http://www.applytexas.org. to apply

2. There is a $30 nonrefundable processing fee which may be paid by check or money order payable to TAMUCT.

B. Application to the Nursing Program including completion of a reference form (*Appendix A*). The reference form, or RN refresher course, is to validate safe and recent practice experience as a registered nurse, within the last three years prior to acceptance. Or, submit a form from a nursing faculty member, if graduation was in the past year and you have not practiced as a registered nurse.

C. Official College Transcript(s)

1. Transcripts must be mailed in a sealed school envelope from each institution

attended. College work from one institution posted on the transcript of another institution is not acceptable. Faxed, scanned or emailed copies will not be accepted.

2. Applicants who are completing prerequisite courses during the semester before admission into the nursing program must provide an unofficial transcript showing the final grade by the deadline. Since most institutions are unable to provide an official transcript by this early date, an unofficial one will suffice for the early review. This must be followed by an official transcript confirming grade(s).

D. Completion of all prerequisite courses, except for up to six (6) hours by the time of enrollment with a grade of “C” or higher in all courses. Prerequisite courses may be in progress during the application period.

E. Acceptance offers will be contingent on successful completion of required prerequisite

coursework prior to the first class day.

F. A cumulative grade point average of > 2.0 on program prerequisite and general education courses.

G. A current Texas Registered Nurse’s license, or be in the last semester of an Associate’s degree program in nursing.

III. Additional Requirements for international applicants and applicants with foreign credentials

A. Copy of Permanent Resident Card, if applicable, for non-citizens

B. Official Test of English as a Foreign Language (TOEFL) scores are required for international applicants (taken within the past 2 years). Test scores must be sent directly from the testing agency to be considered official.

C. Applicants with foreign transcripts must also include an official World Education Services (WES) or Educational Credential Evaluations, Inc. (ECE) transcript evaluation

report listing course by course U.S. grade point equivalencies and semester credits

received.

D. Applicants from an institution that does not issue a transcript in English must

submit the native language transcript along with an official English translation. These

documents must include all original seals and/or signatures.

E. Applicants whose native language is not English are required to submit proof of English

proficiency, which is satisfied by:

1. A minimum TOEFL score taken within the previous two years of:

587 for paper-based testing (p-BT), or

240 computer-based testing (c-BT), or

95 internet-based testing (i-BT), or

2. A minimum IELTS score of 6.0 overall band, completing all four years of high school in a U.S. accredited school, or earning a baccalaureate degree following four years of study at a U.S. accredited institution.

**Progression Policy**

I. Students may progress in the program when the following conditions are met:

A. Successful completion of required nursing and non-nursing courses with a minimum grade of C.

B. Transfer students from other programs must complete a minimum of **30** hours from Texas A&M University-Central Texas.

II. Students must request permission to repeat a nursing course due to failure or withdrawal.

A. A letter of petition must be written to the nursing department chair and must include:

1. The reason for withdrawal or failure to successfully complete the course.

2. Steps which the student will take to insure successful completion of the course when repeated.

3. Date corrective steps will be completed.

B. The department chair will take into consideration:

1. The student’s overall academic performance, GPA on required courses, and review the transcript for a pattern of withdrawals, and the number of repeated courses.

2. The student’s plans for corrective action and reasons for failure. The feasibility of the plan is also assessed.

3. The student file, to determine adherence to the program standards and performance in the present or previous courses.

C. If permission is granted to repeat a course, it will be on a space available basis.

**Readmission Policy**

I. Students who have an interruption, as defined as, an inability to achieve a passing grade,

withdrawal, or non-enrollment, must gain permission before taking any nursing course.

A. The Department of Student Affairs along with the Nursing Program Director evaluates the student’s request for readmission or to retake any nursing course.

B. The committee grants or denies the request according to the student’s general academic history, nursing course grades, and potential for success. Readmission or permission to retake any course is based on professional judgment and space availability.

C. Students who withdraw from a course or courses or fail to pass the course with a “C” should follow the procedure in the Progression Policy.

II. After lapse of one long semester, students wishing to return to the program must notify the Nursing Director

A. If the absence was due to a health problem, a physician’s clearance must be submitted in order to return to classes.

B. Students must have the appropriate prerequisite courses to progress and meet with an advisor prior to registering to develop a degree plan to determine if all curricular and program requirements are met.

C. If the student has been out two long semesters or more, the student must also:

1. Submit a completed nursing program application

2. Adhere to the most current catalog requirements.

3. Fulfill any requirements specified by the Nursing Director.

D. Students must be able to complete the Nursing Program within five (5) calendar years.

**Grading/Evaluations**

I. A four-point (4.0) grading system is utilized in Nursing. The grading scale is as follows:

A. A – Excellent, Four grade points per credit hour 90 - 100

B – Good, Three grade points per credit hour 80 - 89

C – Fair, Two grade points per credit hour 70 - 79

D\* - Poor, One grade point per credit hour 60 - 69

F\* – Failure, No grade points Below 60

I – Incomplete, No grade points

NR – Not Reported

W – Withdrawn

\*Minimum academic requirements for retention in the program are a grade of “C” in all courses. A grade of “D” is considered a failing grade in the Nursing Program. A student will be given only one opportunity to repeat a course during their academic career at the University.

B. An “I” must be completed before the end of the subsequent semester in which the “I” was given. The grade of “I” will automatically become an “F” if not removed within the prescribed time limit; however, an extension may be requested by the instructor when the:

1. Request for an Incomplete Grade form is submitted with the submission of grades, provided that a definitive time frame for completion is presented. An extension will be granted only for circumstances beyond the control of the student.

2. A grade of incomplete will be marked on the grade roster at the end of the term. It is the responsibility of the instructor to initiate and complete a Change of Grade form. The instructor will complete a Request for an Incomplete Grade form that is filed with the Office of the Registrar, which includes a statement of the instructor's reason for giving an incomplete and a statement concerning the remaining work to be completed in a specified time frame. A copy of the form will be sent to the student.

II. Evaluation of Faculty, Courses, and Program

A. Student participation in faculty, course, and program evaluations is both the student’s right and responsibility. The process of evaluation is viewed as the student’s opportunity for input into curriculum development and the assessment of faculty effectiveness and student learning needs. Students are therefore encouraged to participate in all evaluations which will be completed at the end of each semester.

B. The evaluations are anonymous.

**Disciplinary Guidelines**

I. Any of the following disciplinary actions may be utilized with students in an effort to correct academic deficiencies and/or unprofessional conduct: Honesty and ethical behavior, accountability, confidentiality, professional conduct and courtesy, safety, responsibility within the academic institution and clinical agency, and competency and growth. The disciplinary actions which are invoked will depend on the severity of the infraction (an act of omission or commission) and potential result of the student’s actions(s). In the case of plagiarism of another student’s work, both parties will be disciplined in the same manner. The disciplinary action taken will also depend on whether there is a pattern of behavior demonstrated.

A. Written warning

1. A faculty member will meet with the student to discuss an area of concern. The concern and corrective action, if needed, is documented and signed on a Faculty/Student Interaction Form (*Appendix B*).

2. The original of the interaction form is kept in the student’s file. A copy will be given to the student and the faculty member. The Nursing Director and course leader will be notified of the written warning.

B. Contract

1. When a corrective action is indicated, a written contract will be formulated.

2. The contract will include a description of the concern and a plan of action to correct the problem(s) and/or requirements to be met. A time period of when the requirements must be met may also be indicated.

3. The contract will also state the consequences for failure to meet the stipulations and/or further violation of professional standards, which may include course failure and inability to progress in the program.

4. Follow-up will take place at the end of the period specified on the contract. The faculty member and student will meet to evaluate the disciplinary action. The results will be stated in writing on the interaction form.

II. Disciplinary Action is addressed in the Texas A&M University-Central Texas Student Handbook and is to be followed by students in the Nursing Program.

III. Disciplinary Appeal

A. An appeal procedure is available for students. The formal appeal procedure is outlined in the Texas A&M University-Central Texas Student Handbook. In order to appeal, a formal written request must be made to the Director of Student Affairs and the Associate Vice President for Academic and Student Affairs within 48 hours after the disciplinary decision has been rendered.

IV. Grievance Procedures

A. General Grievance Policy

Prior to filing a formal grievance, students are encouraged to attempt to resolve the concern directly with the individuals involved. Students will find that most situations can be effectively addressed in this manner. In general, students wishing to review the action of an individual or Department should direct their questions to the persons responsible for the individual or Department.

Students are provided opportunities to address complaints and grievances through established university procedures for the following; sexual harassment, employment, admissions to the university, disciplinary action, parking citations, academic matters (including grade disputes), and disability accommodations, etc. Procedures for handling specific concerns should be followed.

1. Any student wishing to file a grievance shall notify the Associate Director of Student Conduct of that complaint in writing.

a. The written notice should state specifically what the grievance is, giving the name, address and telephone number of the student, specific date(s) and, if possible, of any other persons allegedly involved either as witnesses or participants. The student should also state specifically what remedy the student seeks.

b. The written grievance must be signed by the student, hereinafter referred to as the complainant, and filed within 30 university working days of the alleged incident. Determination as to whether complaints filed after this deadline will be considered is done on a case‐by‐case basis.

2. An investigation, as may be appropriate, shall follow the filing of the grievance. In most instances, the investigation shall be conducted by the Associate Director of Student Conduct. These rules contemplate informal but thorough investigations, affording all involved parties an opportunity to submit evidence relevant to the grievance. The investigation process generally is completed within 30 university working days from when the written allegation is filed

3. A written determination as to the validity of the grievance and a description of the

resolution, if any, shall be issued by the investigator and a copy forwarded to the

complainant.

4. The investigator shall maintain all files and records relating to the grievances filed for one calendar year.

5. The right of a student to a prompt and equitable resolution of the complaint so filed shall not be impaired by the student’s pursuit of other remedies, such as filing of a complaint with the responsible federal department or agency.

V. Principle of Equal Education Policy

In compliance with Title VI of the Civil Rights Act of 1964, Texas A&M University‐Central Texas has an abiding institutional commitment to the principle of diversity in all areas. In that spirit, admission to Texas A&M University‐Central Texas and any of its sponsored programs is open to all qualified individuals without regard to any subgroup classification or stereotype. These benefits include such matters as financial assistance, recruitment and any type of personnel service.

**Graduation**

I. To receive a Bachelor of Science degree from Texas A&M University-Central Texas, a student must complete the following requirements:

A. The student must complete all of the requirements for a degree as set forth in the University catalog at the time of admission to the nursing program.

1. Residency Requirement

2. Writing Proficiency Requirement

3. GPA Requirement

4. Core Curriculum Requirements

B. The student must complete all the degree requirements within five (5) years from admission to the nursing program.

C. The student must complete all courses required for the Bachelor of Science Degree in Nursing with a minimum grade of “C”.

II. Application for degree and commencement participation must be completed by the published deadline. Regalia may be purchased from the university bookstore.

**Pinning/Recognition Ceremony**

I. The pinning ceremony is a traditional part of the rite-of-passage in the nursing profession.

A. The details of the pinning ceremony will be decided by student representatives and a designated faculty member.

B. Special recognition and awards may also be delivered at this time.

C. The pins are purchased much like a class ring, and made available for the ceremony.

D. The ceremony will be held before or during graduation.

Appendix A

Texas A&M University-Central Texas

College of Arts & Sciences

Applied Sciences Department

RN to BSN Nursing Program

Student Admissions Reference Form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Has applied to the RN to BSN program at Texas A&M University-Central Texas. Please provide feedback noting this student’s ability to practice as a registered nurse. Please rate the individual with 5 being the highest (excellent) to 1 being the lowest (poor).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 5 | 4 | 3 | 2 | 1 |
| Attendance |  |  |  |  |  |
| Teamwork |  |  |  |  |  |
| Motor Skills |  |  |  |  |  |
| Observation |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Critical Thinking |  |  |  |  |  |
| Emotional Health |  |  |  |  |  |
| Professional Conduct |  |  |  |  |  |
| Time Management |  |  |  |  |  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix B

Texas A&M University-Central Texas

Nursing Department

Faculty/Student Interaction Form

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

Concern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract: \_\_\_N/A

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consequences:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow-up Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_

Faculty Member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

**Director**