

San Jacinto College District Student Nursing Handbook

The SJCD Associate Degree Nursing Program, LVN/Paramedic-ADN Transition Program, and Vocational Nursing Programs have **Full Approval From:**

Texas Board of Nursing

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The SJCD Associate Degree Nursing and LVN/Paramedic-ADN Transition Programs have Continuing Accreditation Status from the: **Accreditation Commission for Education in Nursing (ACEN)**

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INTRODUCTION

The San Jacinto College District Student Nursing Handbook has been compiled by the faculty to provide pertinent program information to students enrolled in the Associate Degree Nursing (ADN) Program, the LVN/Paramedic to Associate Degree Nursing Transition Program (LVN/Paramedic-ADN), or the Vocational Nursing Programs.

The purpose of this handbook is to communicate detailed policies and procedures specific to these programs. The handbook is a supplement to the San Jacinto College District's Catalog (<https://publications.sanjac.edu>), as well as the current San Jacinto College District's Student Handbook (<https://publications.sanjac.edu/student-handbook/>).

San Jacinto College is committed to providing quality nursing education that fosters the development of our students into successful and competent providers of nursing care. Nursing practice requires engagement with patients, their families, and other health care professionals. Therefore, the nursing education learning process requires distinctive requirements.

The San Jacinto College nursing faculty and staff wish you success in your educational endeavors.

DISCRIMINATION

The San Jacinto College District and nursing programs are committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.

STUDENT RESPONSIBILITIES

Believing that learning is an internal, individual response, dependent on many predictable and unpredictable variables, faculty see their role as the content expert, facilitator and resource person for the learner. **The student, therefore, is seen as having responsibility for his/her own learning, and must be a self-directed, active adult learner.** This means the learner is expected to attend class, read assignments, keep up with their Blackboard account, complete workbook assignments, answer objectives, use the library, access the internet, seek new experiences, give verbal and written reports, and complete other learning activities in his/her pursuit of the program objectives and the individual units of study. Although the program's success rate on the State Board Exam is high, *no guarantee is made that completion of this course of study will lead to a passing score on the National Council of State Boards of Nursing Licensure Exam (NCLEX®).*

MISSION STATEMENT

Our mission is to promote seamless transition among educational levels to prepare graduates committed to excellence in nursing practice to care for the communities we serve.

PHILOSOPHY and PURPOSE

The San Jacinto College Nursing Programs adhere to the philosophy of the San Jacinto College District (SJCD) as defined in the SJCD's Vision, Mission, and Values ([Vision, Mission, & Values - San Jacinto College](#)) The faculty believe all students, regardless of their background, should be guided by proficient, creative educators who provide knowledge and skills that open channels of interests and opportunities. The San Jacinto College Nursing Program was established in fulfillment of the SJCD's mission to meet the educational needs of the surrounding communities. The San Jacinto College Nursing Program operates within the structure of the college, benefitting from its strengths and resources as well as contributing to them.

The philosophy of the San Jacinto College Nursing Program reflects faculty's belief that nursing education facilitates a process of acquiring changes in knowledge, skills, and attitudes that are provided by unique learning opportunities that may originate with the nursing students. The nursing faculty believe that nursing education promotes a lifetime process of educational growth. The San Jacinto College Nursing Program prepares students for various levels of nursing practice.

The nursing faculty believes that the teaching-learning nursing experience is an individual, active, and continuous process, which proceeds from simple to complex in theoretical, clinical, and distance learning environments. Faculty members function as mentors and facilitators, utilizing a variety of teaching strategies while demonstrating genuine interest in students as individuals.

The faculty supports that nursing is a profession guided by scientific principles, Texas Board of Nursing (BON)-**Nurse Practice Act, Rules and Regulations**, the American Nurses Association (ANA) **Code of Ethics for Nurses**, Quality and Safety Education for Nurses (QSEN), knowledge acquired through natural and social sciences, nursing informatics, and nursing research to establish evidence-based practice. The purpose and practice of nursing is to employ clinical reasoning skills, utilize therapeutic and caring interventions, and assist the patient/client and the family holistically along their health continuum and across their lifespan. The nurse demonstrates professional behavior and management through collaboration with an interdisciplinary team while supporting the nurse's role in patient/client care.

The faculty respects diversity of students and supports each student's development. The faculty recognize diversity in accordance with the *SJCD Student Handbook – Code of Conduct* (<https://publications.sanjac.edu/student-handbook/code-student-conduct/>).

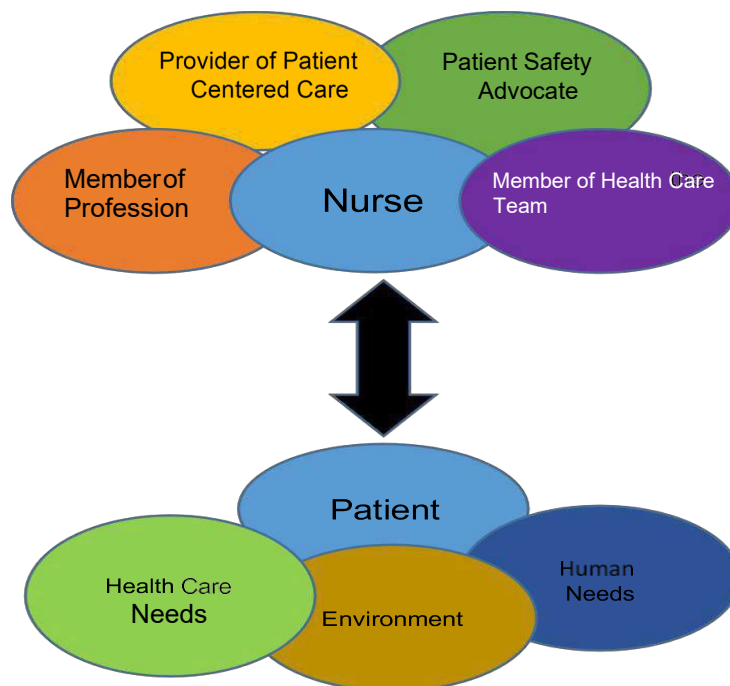
The nursing faculty believe that there are four primary roles as nurse in the delivery of holistic health care to patient/clients and their families. These four roles are: Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team as identified and defined in the *Differentiated Essential Competencies of Graduates of Texas Nursing Programs* (DECs) by the BON (2021).

ORGANIZING FRAMEWORK

The organizing framework of the San Jacinto College Nursing Program addresses the dynamic ongoing interaction between the nurse and the patient/client as depicted in the conceptual model below. The faculty is directed by the program's philosophy within the organizing framework which identifies common threads to be incorporated in the development of course objectives. The common threads are woven concepts in the organizing framework from the program's nursing philosophy through the course objectives to the students' learning outcomes, class sequencing, internal/external learning experiences, and innovative teaching modalities.

CONCEPTUAL MODEL

The conceptual model for the San Jacinto College Nursing Program visually depicts the dynamic ongoing nurse-patient/client interaction. The nurse brings to the patient/client the knowledge, clinical behaviors, and clinical judgments encompassed in the roles of Member of the Profession, Provider of Patient/Client-Centered Care, Patient/Client Safety Advocate, and Member of the Health Care Team. The patient/client, who is the central element of the health care environment, brings their health care needs, environmental influences, and individual human needs that are interrelated with their health status.



The significant concepts within the nursing metaparadigm are defined as follows:

1. **Nurse/Nursing** – Nursing is a patient/client-centered, dynamic, caring, professional practice, which recognizes the inherent worth of human life and the intrinsic value of each individual throughout their lifespan. The nurse assumes various roles functioning as a **Member of the Profession, Provider of Patient-Centered Care, a Patient Safety**

Advocate, a Member of the Health Care Team, and incorporates this holistic approach to assess individual human needs. Nursing is an evidence-based practice utilizing scientific principles from biopsychosocial sciences while inter-relating theory and practice.

- a. **Member of Profession** – The nurse practices in accordance with the **Texas Nurse Practice Act (Texas Occupations Act, Chapter 301)**, Texas Board of Nursing (BON) Rules, Federal, State, and local regulations. The nurse assumes accountability and responsibility for the quality of care provided to patients/clients and their families. The nurse acts as an advocate for the patient/client and family to promote the provision of quality care. The nurse participates in activities that promote the development and practice of nursing.
 - b. **Provider of Patient-Centered Care** – The nurse determines the health status and patient's/client's human needs based upon interpretation of health data in collaboration with patients/clients, families, and the interdisciplinary health care team. The nurse utilizes the nursing process to develop, implement, and evaluate a plan of care, which includes health teaching, promotion, and preventative activities. The plan of care formulates goals/outcomes for patient/client care conducive to achieving optimal health and dignity of the patient/client.
 - c. **Patient Safety Advocate** – The nurse promotes safety by practicing in accordance with the **Texas Nurse Practice Act**, BON Rules and Regulations, Federal, State, and local regulations, advocates on behalf of patients/clients and families, reports unsafe practice, assesses patients/clients for potential risk of harm, and promotes a safe environment.
 - d. **Member of the Health Care Team** – The nurse coordinates human and material resources in the provision of patient/client care. The nurse collaborates the planning and delivery of care with patients/clients, families, and the interdisciplinary health care team. The nurse refers patients/clients and families to resources that facilitate continuity of care. The nurse functions within the framework of various health care settings.
2. **Patient/Client** – Defined as an individual, family, or group of individuals who are in a state of health, influenced by the environment, and have individual human needs.
- a. **Health** – A dynamic state of wellness and illness that moves along a continuum throughout the lifespan. It is a state of health or disease affecting the physical, mental, or social well-being of the patient/client requiring nursing intervention to establish the patient's/client's optimal health. The nurse assists the patient/client to manage acute and chronic health problems and disabilities. The nurse promotes patient/client health through health teaching, promotion, and prevention activities.
 - b. **Human Needs** – Inherent in all patients/clients and may include physiological, sociocultural, psychological, developmental, and/or spiritual aspects of the patient/client that are interrelated with their health status.
 - c. **Environment** – Conditions, circumstances, and influences surrounding and affecting the development and behaviors of the patient/client. The environment has both internal and external variables.

COMMON THREADS

1. **Nursing Practice** – The practice of nursing based on professional standards including the **Nurse Practice Act (NPA)**, Texas Board of Nursing (BON) Rules and Regulations, Federal, State, and local regulations, Standards of Care, American Nurses Association (ANA) Code of Ethics, Patient Bill of Rights, and legal parameters.
2. **Lifespan** – The time in a patient's/client's life from the moment of conception to the end-of-life care, involving the principles of growth and development.
3. **Evidenced-Based Practice** - Encompasses the administration of care, applying scientific principles from bio-psychosocial sciences while interrelating theory with practice.
4. **Nursing Process** – A five step systematic process to identify patient/client needs which include assessment, analysis, planning, implementation, and evaluation.
5. **Health Teaching, Health Promotion, and Illness Prevention** - An important aspect of nursing which helps the patient/client and family achieve optimal health. Provides the patient/client and family with pertinent information to promote health, prevent illness, restore health, and facilitate coping with disability and death.
6. **Clinical Reasoning** – An approach involving in-depth analysis, problem solving skills, decision making skills, and clinical judgement. The nursing process is used as a basis for clinical reasoning to analyze clinical data, evaluate research and current literature used as a basis for decision making in nursing practice.
7. **Spirituality, Cultural Diversity, and Ethnic Considerations** – Incorporates the unique diversity of the patient's/client's culture into a plan of care that meets their health care needs, which may include the set of shared attitudes, values, goals, practices, customary beliefs, and social norms.
8. **Patient Safety Advocate** – The nurse promotes safety by practicing in accordance with the **Nursing Practice Act**, Quality and Safety Education for Nurses (QSEN), BON Rules, Federal, State, and local regulations. The nurse advocates on behalf of patients/clients and families, reports unsafe practice, assesses patients/clients for potential/actual risk of harm, and promotes a safe environment.

END OF PROGRAM STUDENT LEARNING OUTCOMES

The end of program student learning outcomes for each program are as follows:

Associate Degree Nursing Program

The professional nursing student will be able to:

1. Apply clinical judgement while functioning within the legal scope of a registered nurse.
2. Apply evidence-based practice when providing patient centered care for patients with variable health care needs.
3. Function as a patient safety advocate when providing patient-centered care.
4. Demonstrate effective communication with patients, families, and members of the health care team.

LVN/Paramedic-ADN Transition Program

The professional nursing student will be able to:

1. Apply clinical judgement while functioning within the legal scope of a registered nurse.
2. Apply evidence-based practice when providing patient centered care for patients with variable health care needs.
3. Function as a patient safety advocate when providing patient-centered care.
4. Demonstrate effective communication with patients, families, and members of the health care team.

Vocational Nursing Program

The vocational nursing student will be able to:

1. Apply clinical judgement while functioning within the legal scope of a vocational nurse.
2. Apply evidence-based practice when providing patient centered care for patients with predictable health care needs.
3. Function as a patient safety advocate when providing patient-centered care.
4. Demonstrate effective communication with patients, families, and members of the health care team.

ADMISSION REQUIREMENTS FOR THE SAN JACINTO COLLEGE NURSING PROGRAMS

To be considered for admission to one of the San Jacinto College Nursing Programs [*Vocational Nursing Program (VN)*, *Associate Degree Nursing Program (ADN)* or *LVN/Paramedic-ADN Transition Program*], the following documented criteria must be met:

1. Apply and be accepted to San Jacinto College. Please refer to the San Jacinto College website (www.sanjac.edu) for admission requirements. *Note: Admission to San Jacinto College does not guarantee admission to a nursing program.*
2. Submit official transcripts to the Admissions Office.
 - a. High School graduates and GED recipients who have never attended college must have an official transcript from their high school or GED testing center submitted to the selected campus Office of Enrollment Services.
 - b. Applicants who have previously completed college coursework at other institutions must have transcripts from all colleges previously attended submitted to the selected campus Office of Enrollment Services.
 - c. Foreign Transcripts must be evaluated, at the student's expense, on a course-by-course basis by an approved evaluating company. Below is a link to the list of approved agencies. [International Transcript Evaluation Services - San Jac](#)
3. Submit an application to the selected nursing program.
4. Grade Point Average (GPA) Requirements:

- a. A cumulative grade point average (GPA) of 2.25 or greater on all college credit coursework is required for admission to the Vocational Nursing (VN) program,
 - b. A cumulative GPA of 2.5 or greater on all college credit coursework is required for admission to the Associate Degree Nursing (ADN) program and the LVN/Paramedic to ADN Transition program. If currently attending San Jacinto College, you must be in good academic standing.
5. All programs require Texas Success Initiative (TSI) scores of Reading 7, Writing 7, and Math 8, with the exception of the LVN/Paramedic-ADN Transition, which requires a Math skills level of 9.
 6. Satisfactory Nursing Admission Assessment Exam (ATI TEAS) score. See ATI TEAS section of the Selection Process for more information on the ATI TEAS.
 7. For admission to the LVN/Paramedic-ADN Transition Program, you must be either a licensed VN with a current, unencumbered Texas license or a Paramedic with a current license or certificate from the State of Texas and be in good standing.

The applicant is responsible for submitting high school equivalency, skills level verification, and all official college transcripts to the college. The application, unofficial transcripts and all other required documents are submitted via the online nursing application process during the application period. Failure to submit a complete application and all required documents may result in the applicant being denied admission to the program.

The nursing department will post the dates and times of the application submission session for each respective semester.

Applicants need to attend an application session to promote success their success in completing an application.

First time college students are required to attend the San Jacinto College mandatory new student orientation.

ADMISSION SELECTION PROCESS

It is the policy of the San Jacinto College Nursing Program to select students based on a pre-entrance nursing exam, grade point average (GPA), and other criteria/testing.

Admission Entrance Exam

- San Jacinto College Nursing Programs use the ATI TEAS as the admission entrance exam.
- The ATI TEAS Entrance Exam will be offered during the application period.
- Applicants will be given information on testing dates/times during the application process.
- The exam includes reading, mathematics, science and English and language usage.
- Scores are good for two (2) calendar years.
- Applicants will receive points on the Admission Rubric (Appendix A) for the overall composite score.
- During the time of application, the prospective student will have the opportunity to determine if he/she will use a previous test score (within 2 calendar years) or will re-test.

Once a determination is made, the prospective student may not make changes. **Only two (2) sets of scores (ATI TEAS test) will be accepted.**

Grade Point Average (GPA)

- The minimum cumulative GPA is 2.25 for the VN programs and 2.5 for the ADN and LVN/Paramedic-ADN Transition Programs.
- Applicants will receive points on the Admission Rubric, determined by the GPA.

Other Criteria

- Applicants may also receive points on the Admission Rubric for grades in pre-requisite courses. ***For ADN and LVN/Paramedic-Transition ADN Programs Only- Applicants may have one course in progress during the application period.***
- An additional point (1) may be awarded for Veterans – DD-214 showing honorable discharge.
- An additional point (1) may be awarded for currently employed certified nursing assistant (not applicable to the LVN/Paramedic ADN Transition Program and LVN programs).

At the conclusion of the application period, students will be ranked according to the rubric scores (Appendix A). Once an application is submitted, no additional documentation will be considered in the selection process. Except as otherwise stated, applicants will not receive points on the rubric for courses in progress during the time of application. Applications are conditional upon all admission criteria being met, including a criminal background check and a determination of eligibility by the Texas Board of Nursing as described below.

Selected Applicants will:

- Receive an official acceptance letter via email.
- Attend a new student orientation session.
- Show proof of completing required immunizations, titers, passing a physical exam, drug screen, and show proof of American Heart Association BLS Health Care Provider CPR (ACLS for Paramedics), and criminal background check from the BON and an approved third-party vendor.

Applicants Not Selected for Admission will:

- Receive an official email.
- May schedule an appointment with the department chair (or program director) for additional counseling.

PROGRAM INFORMATION AND REQUIREMENTS

Criminal Background Checks

Texas House Bill 1508

Pursuant to Chapter 52, Subchapter E of the Texas Occupations Code, as amended by HB 1508, 85th Leg., R.S. (2017), San Jacinto College offers programs which lead to an occupational license as defined under Texas Occupations Code §58.001. Licensing authorities may have guidelines concerning prior criminal convictions that would make an individual ineligible for an occupational license. If you are applying to or enrolled in a program that may prepare you for an occupational license, please be advised of the following:

1. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program;
2. Each licensing authority that issues occupational licenses to individuals who complete educational programs must establish guidelines which state the reasons a particular crime is considered to relate to a particular license and any other standards that affect the decisions of the licensing authority;
3. A licensing authority may adopt additional state or local restrictions or guidelines to determine the eligibility of an individual who has been convicted of an offense for an occupational license; and
4. An individual may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority under Texas Occupations Code §53.102.

All applicants and enrollees are encouraged to review all applicable eligibility requirements related to their respective occupational license program. Questions regarding eligibility requirements should be directed to the applicable licensing authority.

Texas Board of Nursing Criminal Background Check

The Texas Board of Nursing (BON) requires applicants to complete a criminal background check prior to acceptance/enrollment in all schools of nursing in Texas. The BON conducts background checks in order to determine whether the applicant has demonstrated “good professional character.” At San Jacinto College, applicants must submit and satisfactorily complete a criminal background check (CBC) as a condition of admission. **An offer of admission will not be final until the applicant has received clearance from the Texas Board of Nursing and provided proof of clearance to San Jacinto College.** Detailed information about the CBC will be provided to applicants deemed eligible for acceptance to the program.

Candidates with a clear CBC are issued a Blue Card which confirms BON’s receipt of their CBC and that the background check was clear.

Candidates whose CBC reveals criminal history record information will be contacted by BON and asked to submit a petition for a Declaratory Order, which permits BON to perform a review of the information contained in the CBC and make a determination regarding the applicant’s eligibility for licensure prior to entering or completing the program. Please review the information below

regarding the Declaratory Order process and a student's rights to petition the BON for a declaratory order.

It is the responsibility of the student to provide documentation of their BON clearance to San Jacinto College. The student must present one of the following documents issued by the BON prior to their enrollment in the program:

- Blue Card
- Operations Outcome Letter
- Enforcement Outcome Letter
- Eligibility Letter

Licensure Eligibility

Applicants seeking admission to the nursing program must be eligible for licensure following graduation. The BON has identified certain circumstances which may render a potential candidate ineligible for licensure and has developed the following Eligibility Questions to assist in identifying any disqualifying conditions:

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense*, including those pending appeal, have you:
 - been arrested and have a pending criminal charge?
 - been convicted of a misdemeanor?
 - been convicted of a felony?
 - pled nolo contendere, no contest, or guilty?
 - received deferred adjudication?
 - been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
 - been sentenced to serve jail, prison time, or court-ordered confinement?
 - been granted pre-trial diversion?
 - been cited or charged with any violation of the law?
 - been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offense, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your

application. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?
6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?
7. *Are you currently the target or subject of a grand jury or governmental agency investigation?
8. *Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

NOTE: Any positive response will remain confidential and not subject to public disclosure unless required by law.

9. Have you ever been granted the authority to practice nursing in any country, state, province, or territory?

NOTE: This does not apply to any nursing license(s) issued by another US state or territory, excluding Puerto Rico. If you were licensed in Puerto Rico, you should be answering yes.

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

Declaratory Orders

Individuals who have reason to believe that they may be ineligible for licensure due to any history related to criminal activity, alcohol/substance abuse, or mental illness may voluntarily seek a declaratory order from the BON to determine their eligibility. **The BON recommends that the students wait until receiving the initial outcome from the BON (whether a blue card or an outcome letter) before submitting a petition for a declaratory order.** Processing a petition for a declaratory order may take up to one (1) year after all documentation is submitted to the BON,

so students are encouraged to begin preparing a letter of explanation and accumulating any necessary documents as soon as possible. Students are responsible for all costs associated with the declaratory order process.

San Jacinto College faculty and staff are unable to provide legal advice regarding an individual's criminal background check or licensure eligibility. If there are any questions regarding criminal background checks and/or licensure eligibility, students should contact the BON.

Additional information regarding the declaratory order process may be found in:

- Texas Occupations Code §§301.257, 301.452-301.454 (https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp.html);
- BON Rules and Regulations relating to Professional Nurse Education, Licensure, and Practice, 22 TAC §§213.27-30 and §§217.11-12 (https://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp.html)
- The BON website (https://www.bon.texas.gov/forms_declaratory_order.asp.html) and Frequently Asked Questions for new and accepted students (https://www.bon.texas.gov/faq_new_and_accept_student_STUDENT2.asp.html).

San Jacinto CBC Requirement

In addition to the BON clearance, students must also satisfactorily complete a second CBC upon acceptance and enrollment in the program. San Jacinto College will designate the approved background check provider that will issue reports directly to San Jacinto College. Students must contact the designated provider and comply with its instructions in authorizing and obtaining the background check. CBC results from any other background check provider will not be accepted. Students are responsible for any fees associated with this CBC.

Students have the right to review the information reported by the designated background check provider for accuracy and completeness. It is the responsibility of the student to contact the designated provider to challenge the accuracy of the report, if necessary. Students with a criminal history information report on this background check will be notified and may be reported to the BON.

All criminal history record information pertaining to students shall be privileged and confidential and shall not be released or otherwise disclosed to any person or agency other than to (1) individuals involved in SJCD admissions decisions; (2) persons who have a legitimate business-related need to know, including but not limited to the BON; (3) any affiliated entity providing training that in writing requires such information; (4) upon direction of a court order; or (5) with the written consent of the student.

Disclosure of Information Policy

All students must continue to show good professional character while enrolled in the program.

It is the responsibility of the student to report to the program department chair within five (5) days:

- (1) any charge of criminal conduct other than minor traffic violations, with or without arrest; or
- (2) the diagnosis of, treatment for, or exhibition of behaviors associated with a mental health issue that may impair the ability to practice nursing safely, as identified by BON; or
- (3) the diagnosis of or treatment for a substance use disorder; possession, abuse, or misuse of alcohol or drugs, prescribed or otherwise.

Students are encouraged to refer to the Texas Board of Nursing website to ensure they are familiar with the most up-to-date information regarding licensure eligibility.

Failure to report any new incidents following the initial CBC may potentially cause the student to be dismissed from the program.

A student must submit a Petition for Declaratory Order to BON within 48 hours of informing the program of the offense, diagnosis, or treatment. The student may be removed from clinical courses while obtaining the Declaratory Order. It is the student's sole responsibility to contact BON to begin the process for evaluating eligibility for licensure. San Jacinto College must be provided copies of any updates to the student's eligibility status as determined by BON. The BON investigates each incident based on its own information. If the BON determines that the student is not eligible to take the NCLEX examination for licensure, the student may be dismissed from the program. **The department chair will not complete the student's Affidavit of Graduation (AOG) until the student is cleared by the BON.**

Disclaimers

- Successful completion of a criminal background check does not ensure eligibility for licensure or future employment.
- Clinical affiliate institutions may establish more stringent standards to meet regulatory requirements for their facility.
- Clinical affiliate institutions may conduct additional background checks at their discretion.
- If a student is found to be ineligible for licensure or clinical placement at any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of his/her eligibility.

HEALTH

Services for Students with Disabilities

San Jacinto College does not discriminate on the basis of disabilities in admission or access to its educational programs. The College complies with Section 504 of the Rehabilitation Act of 1972 and the Americans with Disabilities Act (ADA) of 1990. Students with disabilities may be eligible for certain accommodations such as additional testing time, registration assistance, or interpreting services. The College's Accessibility Services office assists students who may need accommodations. Students wishing to apply for accommodations should go to <https://www.sanjac.edu/support/accessibility> to schedule an appointment to initiate the process.

Accommodations for Changes in Health Status, Pregnancy, Disabilities, and Communicable Diseases

Nursing is a physically and mentally demanding profession. There are core performance standards expected for members of the nursing profession. Students must be capable of completing core educational requirements and achieving the necessary competencies in nursing science. The goal is to develop a deep and robust nursing knowledge base and outstanding clinical skills, with the ability to appropriately apply them, effectively interpret information, and contribute to decisions across a broad spectrum of nursing situations. Critical skills are needed for the successful navigation of core experiences. These include the ability to observe, communicate, and perform psychomotor functions. Students must be able to understand and integrate core knowledge and skills, as well as perform appropriately in varied educational and professional situations.

Reasonable accommodations for students with disabilities. Students with disabilities may request reasonable accommodations to meet the technical standards required of the program. Accommodations must be reasonable, not cause a fundamental alteration of program requirements, and not cause an undue hardship on the College. The College's Accessibility Services Office (ASO) will evaluate requests for accommodations from students who register with that office. The ASO will engage in an interactive process with the student and seek to identify an effective accommodation for academic success. The Nursing Department will work with the College's ASO to evaluate student requests for accommodation in light of nursing program requirements. Inquiries about accessibility services, eligibility requirements, and medical documentation requirements may be addressed to accessibility.services@sjcd.edu, by visiting the Center for Advising, Career, and Transfer (ACT) office on campus, or visiting <https://www.sanjac.edu/support/accessibility> to schedule an appointment to initiate the process.

Temporary Medical Condition or Unexpected Change in Health Status. In some instances, a student may have an injury, communicable disease, or short-term impairment that temporarily prevents the student from attending class or participating in required program activities. Students with a temporary medical condition or a change to a health condition that affects their ability to attend a class, clinical, or to satisfy a program requirement shall report to their instructor as promptly as possible, but no later than the first day of returning to class or clinical. The student shall provide documentation from his or her health provider (such as a return-to-school/clinical form) identifying necessary restrictions and expected duration of the conditions or restrictions to the program director and/or department chair. The student shall submit updated medical documentation following subsequent medical appointments if new or different restrictions are

imposed or if the anticipated duration of the impairment changes. Requests for instructional arrangements will be considered if the requests are reasonable, do not cause a fundamental alteration of the nursing education program, do not cause an undue hardship on the College, and are consistent with this handbook and the standards of the nursing profession. Requests for instructional arrangements will be reviewed by the program director and/ or department chair in consultation with the dean.

Students who are pregnant or have related conditions. San Jacinto College does not discriminate against any student or exclude any student from its educational program or activity, including any class or extracurricular activity, on the basis of current, potential, or past parental or marital status that treat students differently based on sex. Students may request reasonable accommodations based on pregnancy, childbirth, lactation, miscarriage or stillbirth, termination of pregnancy, related conditions, or recovery from these conditions. Accommodations must be reasonable, not cause a fundamental alteration of program requirements, and not cause an undue hardship on the College. The College must treat pregnancy and related conditions or any temporary disability resulting from pregnancy or related conditions in the manner and under the same policies as any other temporary disability or physical condition. The College will not require or compel a student to take a leave of absence, withdraw from their program, change their degree or certificate program, or limit their studies due to the student's pregnancy or pregnancy-related conditions.

Depending on the student's individual circumstances and the nature of the education program or activity, reasonable modifications and accommodations may include, but are not limited to, changes in a schedule or course sequence; an extension time for coursework and rescheduling of tests and examinations; changes in physical space or supplies; a larger desk or footrest; elevator access or closer parking; granting a leave of absence when deemed medically necessary by the student's physician or other licensed health care provider; allowing breastfeeding students reasonable time and a lactation space to pump breast milk in a location that is clean, shielded from view, free from intrusion by others (other than a restroom); and other appropriate changes to policies, practices, and procedures.

Facilitating student requests for accommodation is a shared responsibility of the Accessibility Services Office (ASO) and the Title IX Coordinator in consultation with the nursing department. Student requests for accommodation must be submitted to ASO. The request should identify the affected course, activity, or program and the specific accommodation/modification that is sought. ASO will contact the student to discuss the request and any medical documentation that may be needed. Medical documentation submitted by the student will be maintained confidentially.

The ASO will engage in an interactive process with the student to identify an effective accommodation for academic success. The ASO may consult with the Title IX Coordinator, the instructor, program administrators, dean, or other relevant College officials to obtain information about the academic requirements associated with the course, program, or activity for which the student is seeking an accommodation. If the ASO approves an accommodation, it will provide a letter to the student that identifies the approved accommodation and the duration of the accommodation. It is the student's responsibility to provide a copy of the letter to instructors from whom the student is seeking an accommodation. If the ASO denies an accommodation request, it will inform the student in writing of the reason for the denial. A student may seek review of denial of an accommodation by submitting a written request to the Title IX Coordinator within five school days of receiving notice of the denial.

The College will not require a pregnant student to provide certification from a physician or other licensed healthcare provider that the student is able to participate in a class or activity unless (i) the certified level of physical activity or health is necessary for participation in the activity and (ii) all other students also are required to provide a certification. Absent these circumstances, faculty may not require pregnant students to provide documentation certifying their fitness to participate in the program.

Confidentiality. The ASO and the nursing program are committed to ensuring that all information regarding a student's disability or health is maintained confidentially as required by law.

ATTENDANCE POLICIES

Students are expected to attend all class sessions, and faculty will keep an accurate record of each student's attendance. Faculty may provide an opportunity for a student who presents a reasonable excuse for an absence to make up missed work.

To withdraw from a course(s), a student must follow the College's official withdrawal process. Contact Advising, Career, and Transfer office for additional information.

Accreditation, certification, or licensure standards that require more stringent attendance policies may govern certain departments or programs.

College regulations specify that only students who have registered for the class and who are listed on the official class roll may attend class. Students not listed on the official class rolls may not attend classes; nor may students who have withdrawn attend classes.

Classroom Attendance

Students are expected to be in the classroom and ready to learn at the beginning of the class. To avoid disruptions during class time, the classroom doors are to be closed at the beginning of lecture. Any student who arrives late for class must wait until the next break time to enter the classroom. Likewise, any student that leaves the classroom during lecture must also wait until the next break time to re-enter the classroom, unless it is an official activity designated by the college, i.e. fire drill. Cell phones are to be turned off (not just put on vibrate) during class. See course syllabi or first day handout for more information.

An "FX" indicates that a student registered and paid for a course and failed the course with an "F" while accumulating an excessive number of absences. An "FX" is awarded at the end of the term. The student's last date of attendance must be reported if an "FX" is awarded. An excessive number of absences is defined as a student missing 10% or more contact hours of a course for unexcused reasons or reasons unknown to the faculty. An "FX" is not a course withdrawal. The process to appeal an "FX" is the same as an appeal for any other faculty-awarded grade.

A student desiring to withdraw from a course must notify the faculty and department chair and withdraw officially online; simply informing the instructor of a desire or intent to withdraw is not sufficient. Failure to officially withdraw or failure to officially withdraw in a timely manner may result in a grade of **FX** for the course.

Clinical Attendance Policy

Students are required to attend all clinical classes. Absences from clinical experience are monitored closely. A record of each student's attendance is kept by each instructor. The student is required to notify the clinical instructor if unable to attend as assigned. Additionally, students may be required to notify their clinical facility. Students should follow the procedure given by the instructor, as it varies with each institution.

- Students arriving one (1) to fourteen (14) minutes late will result in a tardy.
- On the third tardy, the student will be sent home with an unexcused absence.
- Any student arriving fifteen (15) minutes after the shift begins (at the designated meeting place), or after the shift report, will be counted absent (and unexcused) for the entire clinical day and sent home.
- Students should contact their clinical instructor via text or phone call **prior** to beginning patient care that day if they will be tardy or absent.
- A student who does not communicate directly with their clinical instructor regarding lack of attendance is considered a no call/no show which may result in the dismissal from the course and/or program.
- Unexcused clinical absences may result in a reduction of the daily clinical grade.

The maximum hours of absence for each course are prescribed in the SJCD Catalog (10% of contact hours). Students must complete all required clinical contact hours. If the instructor determines that a student will be unable to meet course objectives due to clinical absences, if the student has demonstrated a pattern of absences, or if excessive absences exist, the student's progression in the program will be reviewed. Students who fail to complete all clinical hours or whose absences exceed 10% of the course contact hours may be asked to withdraw from the clinical course and any corequisite if it is before the drop date.

An "FX" indicates that a student registered and paid for a course and failed the course with an "F" while accumulating an excessive number of absences. An "FX" is awarded at the end of the term. The student's last date of attendance must be reported if an "FX" is awarded. An excessive number of absences is defined as a student missing 10% or more contact hours of a course for unexcused reasons or reasons unknown to the faculty. An "FX" is not a course withdrawal. The process to appeal an "FX" is the same as an appeal for any other faculty-awarded grade.

Excused Absences

Instructors are not obligated to allow students to submit late assignments because of their absence unless the absence is officially excused. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for the absence. Among the reasons absences may be considered excused are:

- Death or major illness in the student's immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, and others as deemed appropriate by the department chair.
- Participation in legal proceedings or administrative proceedings that require the student's presence.

- Injury or illness that is too severe or contagious for the student to attend class or clinical. Immediate notification to the instructor should be attempted as quickly as the student's health condition allows. Students required to miss clinical experiences due to injury or illness may, prior to resuming participation in the clinical experience, be required to receive clearance from a healthcare provider to perform the essential functions of the clinical experience if patient safety may be compromised or if it is perceived that participation in clinical might cause further harm to the student.
- Participation in approved college activities.
- Required military duties. Instructors may work with a student who has received military orders to enable the student to complete coursework whenever it is reasonably feasible for the student to do so. If the student receives military orders for an extended period of time and it is unlikely that the student will either (1) miss more than 10% of the course contact hours or (2) be able to complete coursework within a reasonable time, then the student may wish to withdraw from the course pursuant to the procedures adopted by San Jacinto College. (<https://www.sanjac.edu/about/policies-procedures/V-5001-A-b-Military-Service.pdf>).
- Religious holidays. The student must provide the notice as required by College policy (<https://www.sanjac.edu/about/policies-procedures/V-5001-A-a-Student-Absences-for-Religious-Holidays.pdf>).
- Absences related to pregnancy and medical appointments due to pregnancy and related conditions for so long a period as is deemed medically necessary by the student's healthcare provider. Requests for excused absence due to pregnancy and related conditions should be directed to the instructor and department chair.

Students shall be allowed to complete an assignment or take an examination from which the student was excused within a reasonable time after the absence.

Clinical experiences may not have the opportunity to be made up, as makeup of clinical absences is contingent upon the availability of clinical sites, dates/times, and faculty. If missed clinical time is the result of an excused absence, any missed hours must be rescheduled according to the following guidelines:

- (1) The student must meet with the instructor, clinical coordinator, and the department chair to reschedule any missed hours.
- (2) If the missed clinical time cannot be rescheduled or made up at the original clinical site, the student must meet with the instructor to create a make-up plan.

If it is unreasonable for a student to receive extra time to complete coursework or clinical experiences missed as the result of an excused absence, the student may be given the option to withdraw from the course.

If the student is absent, even for excused reasons, for more than 10% of the clinical experience hours and cannot make-up the missed clinical hours, the department chair may (1) consider giving the student an Incomplete for the clinical and its corequisite; (2) ask the student to withdraw from the clinical and its corequisite if it is before the drop date, or (3) administratively withdraw the student from the clinical and its corequisite or (4) award a grade of FX in the clinical or its corequisite. However, with respect to students who are pregnant or have related conditions, the

program may not request that the student withdraw or unilaterally administratively withdraw the student; rather, the program will consult with the Accessibility Services Office and the Title IX Coordinator regarding the student's circumstances and options that may be available.

GRADING POLICIES

Grade determination and awarding of a grade in the course is **the responsibility of the instructor**. **No grades, including the final course grade, are rounded.** Final grade reports should be available to the student according to the College's grade submission deadline.

When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in a course according to the SJCD Student Handbook Student Grade Appeals Process (<https://www.sanjac.edu/about/policies-procedures/V-5001-C-a-Student-Final-Letter-Grade-Appeal-Process.pdf>). The appeal process shall be initiated by the student as soon as possible following the receipt of the grade but shall be initiated no later than 30 calendar days after the grades are posted and must be resolved within 120 calendar days following the initiation of the appeal.

The grading system in the San Jacinto College Nursing Program is based on a letter grade according to the following:

Letter Grade	Numeric Grade	GPA Points	Interpretation
A	90 - 100	4.0	Excellent
B	80 - 89	3.0	Good
C	75 – 79 (ADN) 70 – 79 (VN)	2.0	Average
D	60 – 74 (ADN) 60 – 69 (VN)	1.0	Below Average
F	60 and below	0	Poor
FX	N/A – Course failure with absences exceeding 10%	0	Poor with Excessive Absences
W	N/A	0	Withdrawal
I			Incomplete

Incomplete (I) is a temporary grade that indicates a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work delayed by illness, emergency, or authorized absence. The student is responsible for making arrangements to complete the work within the time limit set by the instructor. This time limit, however, may not extend beyond the conclusion of the next fall or spring term. If a student has not submitted course requirements set by the instructor and had a final grade posted by the end of the next long term, the record system will automatically convert the Incomplete to an F.

The course requirements and mechanisms for determining grades are described in each course syllabus. Students must make a grade of 'C' or better in any course before progression to the next sequence of courses. Students who receive two grades below 'C' in any two courses, or who receive two grades below 'C' in the same course will no longer be eligible to continue in the nursing program. *Students will be placed on academic probation when their San Jacinto College*

GPA falls below 2.0. **Note:** Students shall have at least a 2.0 cumulative GPA to meet the requirements for graduation. Original grades remain on a student's record with a final repeated grade to be used to compute the student's GPA.

PROGRESSION IN THE PROGRAM

To progress in the program:

1. A minimum grade of "C", identified as a 75-79 in the ADN and LVN/Paramedic-ADN Transition programs, and a 70-79 in the VN program, is required in each course in the curriculum to progress to the next course, level, or semester.
2. Students may not progress from one level/semester without completing the prior courses.
3. Students who withdraw from or fail a course may have one re-entry attempt. See Re-Entry Guidelines for more information.
4. Students who fail a theory course with a grade of "D" or "F" will be required to re-take the clinical co-requisite.
5. Two courses with a grade of "D", "F", or "W" will result in program dismissal. The student must wait for one year to reapply to the program.
6. Any grade of "I" may prevent progression in the program.

Note: Students withdrawing from any nursing course must meet with their instructor and the department chair. Failure to do so may prohibit the student from re-entry. Any veteran, international student, or student receiving financial aid should check with their appropriate office to see how a withdrawal may affect their status. Re-entry is based on space availability in the program.

TRANSFER OF COLLEGE CREDIT

Associate Degree Nursing Program

Any proposed RNSG or NURS course transfer credit from another nursing program will be reviewed by the department chair. A decision will be determined on a case-by-case basis.

LVN/Paramedic-ADN Program

Any proposed RNSG or NURS course transfer credit from another nursing program will be reviewed by the department chair. A decision will be determined on a case-by-case basis.

Vocational Nursing Program

The Vocational Nursing Program does not accept transfer students from colleges outside of the San Jacinto College District.

Students who have been enrolled in either the North or South Campus Vocational Nursing Program and dismissed due to unsuccessful completion **will not** be eligible for automatic re-enrollment.

The Vocational Nursing Program does not accept transfer credits from other nursing programs, with the exception of BIOL 2301/2101 – Human Anatomy and Physiology I and BIOL 2302/2102 - Human Anatomy and Physiology II.

Transfer Between Campuses

A student who desires to transfer between campuses must submit a request in writing to the department chair of the campus he/she is attending. The department chair, upon receipt of the written request, will communicate with the department chair of the campus the student desires to transfer. In addition, information regarding the student's academic status will be provided. The student must be in good academic standing. The student will be notified by the department chair of the campus they are currently attending of the outcome of the transfer decision within 10 business days of the request.

WITHDRAWAL

For adding and dropping courses, voluntary withdrawal and other procedures for dropping a course or withdrawal, please see the San Jacinto College Six-Drop Course Limit Process (<https://www.sanjac.edu/admissions/courses-registration/>), (<https://www.sanjac.edu/about/policies-procedures/VI-6003-D-Course-Drop-Limit.pdf>) as well as the information regarding Student Records (<https://publications.sanjac.edu/general-information/student-information/student-grades-records/>).

Students withdrawing from any nursing course must meet with their instructor and the department chair. Failure to do so may prohibit the student from re-entry.

Voluntary Withdrawal/6-Drop Limit

Students may voluntarily withdraw from nursing courses prior to the official withdrawal/drop date each semester and earn "W" or "WL" on the transcript. State law says that you can only withdraw from six courses throughout your academic undergraduate career in the Texas public university and college system. This is your 6-drop limit. If you withdraw from a course that counts towards/against your 6-drop limit, at San Jacinto College, you will receive a grade of withdrawal limit (WL). If the student withdraws after the withdrawal/drop date, the student will earn the according course letter grade respective of their course progress.

Complete Withdrawal refers to the procedure by which students voluntarily remove themselves from all courses in which they are enrolled prior to the published withdrawal/drop date. Dropping all courses at the same time constitutes the intent to withdraw officially from the program and San Jacinto College. When a student has excessive absences or other extenuating circumstances, they may be unable to meet course objectives and the required course contact hours. In such circumstances, a withdrawal may allow a student to receive a grade of W and be eligible to seek re-entry into the program. If a student withdraws from a course or the program after the official withdrawal/drop date, the student will receive a grade of F unless there exists a specific exception.

Leave of Absence Due to Pregnancy or Pregnancy-Related Conditions

A pregnant or parenting student may request a leave of absence for as long as deemed medically necessary by the student's healthcare provider. The student should meet with the Department

Chair to discuss their specific situation. If the student and the Department Chair agree that a leave of absence is appropriate, the student shall comply with the procedures established by the San Jacinto College District.

If the student is in good academic standing (passing all required courses with the minimum required GPA; no incomplete grades in a course; no failures) at the time they take the leave of absence, the student shall be permitted to return to the program without being required to reapply for admission and will be reinstated to the program in the same status as when the leave began.

Any veteran, international student, or student receiving financial aid should check with their appropriate office before finalizing any requests for academic modifications, withdrawals, or a leave of absence to avoid any unintended consequences related to their status.

Administrative Withdrawal

Students may also receive an administrative withdrawal from the ADN nursing program. Reasons for an administrative withdrawal include but are not limited to:

1. Excessive Absences (more than 10% of course contact hours) or tardies that enable a student not eligible to meet the course objectives.
2. Non-payment of tuition and/or fees.
3. Receiving a grade of W, D, or F in two courses

RE-ENTRY POLICY

The nursing programs at SJCD have selective admission, progression, dismissal, and re-admission criteria. Once enrolled in the nursing program, it is the expectation that enrollment is continuous. Students will have only one re-entry attempt in the program. Re-entry is defined when a student re-enrolls in a nursing course due to withdrawal or course failure. Students are subject to re-entry testing as described in the Re-Entry Testing Process.

Re-entry to the program is not automatic and is contingent upon the availability of space. Students who withdraw or fail a nursing course must meet with the program director and/or department chair of nursing for their campus program within five (5) business days.

Any student who has withdrawn or failed a nursing course must complete the following:

- a. meet with the program director or department chair
- b. students requesting re-entry into the first semester must meet the current program requirements in place at the time of re-entry
- c. students requesting re-entry into subsequent semesters must meet current requirements in place at the time of re-entry and successfully complete re-entry testing
- d. stipulations may apply to those granted re-entry (i.e., learning contract)
- e. students who elect to not re-enter the program on the next available semester for which they qualify, may forfeit their one re-entry attempt and no further attempts to re-enter may be made. Students may re-apply for consideration to restart the program
- f. re-enroll in the clinical co-requisite course

Students on academic probation or suspension with San Jacinto College are ineligible for re-entry. Students may reapply to the program only after the probation or suspension is resolved.

If space is limited, students may be ranked according to their re-entry testing performance and student conduct record.

Students who are re-entering into the program must provide proof of current physical, immunizations, tuberculosis (TB) screening, drug screening, and American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification. All documents must be uploaded to the third-party vendor. If a student withdrew for a change in health status, the student must provide a medical release without restrictions.

Non-academic dismissals will not be considered for re-entry. Non-academic dismissals include but are not limited to code of conduct violations as identified by San Jacinto College Nursing Program and San Jacinto Policy, and the BON Rule 217.11 Standards of Practice and Rule 217.12 Unprofessional Conduct.

Students who are unsuccessful after their one re-entry attempt will be dismissed from the program without the opportunity for re-entry.

Students that have exhausted their two entries or fail two courses will be dismissed from the program. Students may reapply to the program in one (1) year from the semester of failure. If accepted, the student will re-start the program from the beginning of the program of study. No credit will be given for prior learning or courses previously passed.

RE-ENTRY TESTING PROCESS

Re-entry testing is required for all students who are not enrolled in the program for sixteen (16) or more weeks. Re-entry testing will consist of written exams and skill competency.

Re-entry testing includes:

1. dosage calculation exam- must pass with a 90%
2. medication administration check-off
3. skills check-off
4. comprehensive exam consisting of content of all previously successfully completed courses.

Failure to demonstrate competency in any component of re-entry testing will result in required remediation of said components. Failure to successfully complete remediation by the set deadline will result in the student not progressing in the program until the remediation is completed.

SHARED GOVERNANCE and EVALUATIONS

Students in each SJCD Nursing Program shall have mechanisms for input into the development of academic policies and procedures, curriculum planning, and evaluation of teaching effectiveness. Students shall have the opportunity to evaluate faculty, courses, and learning resources. Students are encouraged to complete the anonymous course evaluations at the end of each course, as well as provide feedback anonymously in any other program surveys. Students shall have an opportunity to participate in the advisory committee and curriculum planning meetings.

ASPECTS OF PROFESSIONALISM

Nursing students shall express an awareness of and always display the following qualities while participating in all educational experiences including classroom, laboratory, clinical, and at any time while representing the college.

Integrity: Ethical and Professional (to instill confidence and trust)

- Character
- Projection of a professional image
- Honesty and forthrightness
- Trustworthiness
- Professional maturity and conduct
- Proper manners
- Confidence

Excellence and Innovation (to achieve quality results through application and knowledge, skill, insight, and imagination)

- Pressing for excellence
- Displaying continual improvement

Student Success and Accountability (to achieve goals through commitment and outcomes)

- Being responsible and accountable
- Doing what is right
- Following instructions

Diversity (to celebrate the diversity of ideas and cultures)

- Showing appreciation, respect, and understanding of all others

Sense of Community (to care for those we serve and for ourselves)

- Showing genuine concern for the well-being of the community
- Showing genuine concern for yourself

Collaboration (to work together for the benefit of one-another and for those to whom we provide care)

- Being a team player

TEST TAKING POLICY

The following guidelines must be followed when taking an examination or quiz in any nursing course(s). Students must read these guidelines carefully and thoroughly. Notify your instructor regarding any questions or concerns.

NOTE: the instructor controls the options of seating arrangement, movement, entrance into the examination area, leaving the room upon conclusion of the exam, and stopping an exam for violation of the honesty policy.

Prior to the beginning of the examination or quiz:

- All personal belongings must be placed in the front area of the classroom/testing suite. Students are not allowed access to their belongings including notes, textbooks, etc. while taking the exam or quiz.
- **NO CELL PHONE** is allowed during an examination or quiz. Cell phones are to be **turned off** and placed at the front of the classroom in an area designated by the instructor of record. Noncompliance will result in a zero for the examination.
- “Smart” watches shall not be worn during the examination period.

Once the examination or quiz begins:

- For examinations in which a calculator is allowed, calculators are NOT to be shared. If the calculator is not on the student’s desk prior to the start of the examination, the student forfeits the opportunity to use a calculator.
- No food or drinks are allowed during testing. **NO EXCEPTIONS.**
- No breaks allowed. Students may not get up to use the restroom during the examination. **NO EXCEPTIONS.**
- No verbal or nonverbal communication. This will result in a grade of “0” (zero) for the examination.
 - Any verbal or nonverbal communication between students in a testing environment will be grounds for termination of the test. A grade of “0” (zero) will be recorded and averaged into the final grade. The student will be referred to Office of Student Rights and Responsibilities.
 - Any information found on or in the immediate vicinity of the individual during a testing situation will be grounds for termination of the testing and dismissal of the individual(s) involved. The student will be referred to Office of Student Rights and Responsibilities.

For computer testing:

- Students may NOT navigate from the testing web page during the examination or quiz.
- Navigating from the testing web page will result in a “0” (zero) on the examination or quiz.

After the completion of the examination or quiz:

- When students have completed the examination, they must leave the classroom and take a break until class resumes. Students **MAY NOT RE-ENTER** the classroom until the testing period is completed.
- When leaving the room, be courteous. Do not let the door slam.
- Students should leave the immediate area and remain quiet in the hallway.
- Students have one (1) week from the date grades are posted to schedule remediation with the faculty.

REMEDIATION

Theory Course Remediation

The purpose of theory (lecture) course remediation is to assist the student to identify deficiencies and initiate, along with the instructor, a plan to overcome these deficiencies. It is mandatory for all students who earn less than 75% on an exam or any graded assessment to attend remediation with the faculty and schedule a meeting with the retention specialist.

Students will discuss opportunities for improvement and strategies for success with faculty and retention specialist. Remediation assignments may be assigned to facilitate the student's learning. These assignments are "completion only" and student may be awarded an incomplete in their final grade until the assignments are complete. Any student in danger of failing a course will be counseled by the faculty with student focused discussions on how the student can be successful in the course. Students are encouraged to maintain close contact with faculty as the situation dictates. Other remediation techniques and information specific to individual courses will be posted on Blackboard for each individual course.

Remediation plans are course specific and may be activated by the instructor or requested by the student at any time within the course timeline (schedule).

Students who are absent for remediation may make an appointment to review an exam within one week of the grades being posted for the administered examination. Final exams are not open for review with the intention of improving a course grade.

Clinical Course Remediation

Students who are not meeting clinical objectives may need extra remediation. Students may not perform skills in the clinical setting for which they have not been previously trained in the lab and demonstrated competency. Students who are unable to successfully demonstrate or perform any psychomotor skill, including medication administration, in the clinical setting after successfully demonstrating competency in the laboratory setting will be sent back to the college for remediation (without the loss of a clinical day). Students will not be allowed to return to clinical until the student demonstrates competency, and the simulation coordinator documents their successful remediation.

Students who are unable to return to clinical after remediation, due to failure to demonstrate competencies, will be required to withdraw from the clinical and corequisite. If the withdraw date has passed, students will be given an "F" in the clinical course.

CHEATING, PLAGIARISM, COLLUSION, AND FABRICATION

(Defined in the Student Handbook and Catalog of the San Jacinto College District)

Cheating

Students are expected to be completely honest in all phases of their work and must adhere to the guidelines provided by their faculty members for completing academic work.

Cheating includes, but is not limited to, the following:

- Engaging in dishonesty of any kind on examinations, assignments, projects, or any program requirements;
- Unauthorized use of possession of examinations and/or materials, notes, books, resources, or sources at any time, whether or not actually used;
- Copying, photographing, or obtaining information from another person prior to or during an examination or performance of a lab skill or competency;
- Providing, revealing, or discussing the content of an exam with another student who will take the exam when the instructor has not given permission for students to provide, reveal, or discuss the content;
- Allowing another student to copy (or photograph) and/or use one's exam answers or class assignment;
- Claiming as their own work any portion of academic work that was completed by another student;
- Using materials not approved by their faculty member when completing an assignment or exam, such as a calculator or electronic device;
- Presenting the same work for more than one course without obtaining approval from the course faculty member;
- Taking, misplacing, and/or damaging the property of the College of faculty member when the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct, including, but not limited, disrupting utility service or computer networks;
- Failing to comply with instructions given by the person administering an exam;
- Altering or falsifying course or academic records; and
- Unauthorized entry into or presence in any office

Plagiarism

Providing proper attribution when using another person's work is essential because it recognizes the original author's effort, establishes the student writer's credibility, and supports the audience's future research. Plagiarism is offering the work of another as one's own, intentionally or unintentionally, without proper acknowledgment. Students who fail to give appropriate credit for ideas or material they take from another, whether a fellow student or a resource writer, are guilty of plagiarism. Plagiarism applies to the written word, computer code, ideas, illustrations, physical structure, and other expression or media.

The College may contract with companies or organizations that provide plagiarism-detection services. Such companies may receive students' work for the purpose of comparing the students' work with a reference database. Students enrolling at San Jacinto College agree as a condition of their enrollment that their work may be submitted to such companies for the purpose of plagiarism detection and that the company may retain a copy of the work for plagiarism-detection purposes. Such companies will not copy, use, or distribute the students' work.

Plagiarism includes, but is not limited to, the following:

- using the ideas and or words of another person, without giving that person appropriate credit;
- representing another's artistic or scholarly works (i.e., musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as one's own
- submitting a paper obtained or purchased in whole or in part from another person or other sources, including the internet;
- copying computer programs or data files belonging to someone else; and
- using undocumented Web sources.

Collusion

Learning is an active process for all students; completion and submission of original work is essential to the learning process. Collusion is unauthorized collaboration in preparing any work offered for credit. Therefore, students should take reasonable precautions to protect their work from being compromised.

Collusion includes, but is not limited to, the following:

- knowingly using, buying, selling, stealing, sharing, transporting or soliciting, in whole or in part, any information or materials to be submitted as a student's own work,
- substituting for another person or permitting another person to substitute for oneself to take or complete a class, test, exam, or other assignment or project;
- providing unauthorized access to course materials (including photographing such materials with a cell phone or transmitting a photograph of such materials), and/or
- agreeing with one or more persons to commit any act of academic dishonesty, regardless of whether the agreement is implemented.

Fabrication

Fabrication is all experimental data, observations, interviews, statistical surveys, and other information collected and reported as academic work not authenticated.

Fabrication includes, but is not limited to, the following:

- falsifying data or the results obtained from research or laboratory experiments,
- presenting results of research or laboratory experiments without the research or laboratory experiments being performed, and
- changing answers or grades after an academic work has been returned to the student.

Misrepresenting Facts for Academic Advantage

Misrepresenting facts for academic advantage includes, but is not limited to, providing false or misleading information to obtain an extension or postponement of a test or assignment for oneself or for another person; providing false grades or a resume with false information; and/or providing false or misleading information to injure another student academically or financially.

<https://www.sanjac.edu/about/policies-procedures/V-5001-B-a-Cheating-Plagiarism-Collusion-and-Fabrication.pdf>

DISCIPLINARY ACTION

One of the goals of the SJCD Nursing Program is to assist the student in becoming a safe practitioner. The primary purpose of the BON is to protect and promote the welfare of the people of Texas by assuring that nurses are competent and safe practitioners. The San Jacinto College Nursing Program holds the students accountable for following:

The ANA Nursing Code of Ethics along with professional standards of behavior helps the student in meeting the BON's expectations. Please refer to the BON Rules 213.27-213.30, 217.11, and 217.12, which refers to Good Professional Character and Rule for Unprofessional Conduct (https://www.bon.texas.gov/laws_and_rules_rules_and_regulations.asp.html).

Ethical and professional behavior is mandated for all students while in class, lab, clinical, or anytime representing the SJCD Nursing Program. Unprofessional and unethical behavior will NOT be tolerated in this program.

Failure to abide by the Aspects of Professional Behavior Guidelines and/or SJCD's Code of Student Conduct Policy (<https://publications.sanjac.edu/student-handbook/code-student-conduct/>) may result in suspension from class/clinical and/or dismissal from the program. See sections regarding disciplinary and suspension procedures (<https://publications.sanjac.edu/student-handbook/code-student-conduct/disciplinary-procedures/>) in the SJCD Student Handbook. Instructors will document student's unprofessional behavior/conduct on a counseling form.

Disciplinary Action, which may include interim suspension and/or program dismissal will follow documented evidence of:

- Unprofessional unethical conduct: including, but not limited to, coming to class unprepared, tardiness, absenteeism, and not submitting assignments in a timely manner, falsifying reports, improper management of client records, violating boundaries, unsafe practice, conduct that may endanger client's life, health, or safety, and misconduct. Further examples may be found in BON Rule 217.12 (https://www.bon.texas.gov/rr_current/217-12.asp.html)
- Failure to adhere to classroom and/or laboratory policies
- Failure to adhere to clinical policies
- Failure to adhere to and follow the student handbook policies and procedures

Interim suspension is defined as the removal from the class (theory), laboratory, or clinical setting until advised by program director or department chair. Interim suspensions may result in probation or dismissal from the program after review of the infraction.

A student may receive a grade of FX upon the accumulation of more than 10% absences of the total number of course hours. See course syllabi or first day handout for more information.

IMMEDIATE DISMISSAL

Immediate Dismissal from the program may follow documented evidence of any one or more of the following infractions:

1. Repeated disciplinary counseling such as:
 - a. Attendance
 - b. Disruptions
2. Willful lying or deception
3. Verbal or physical abuse of patients, faculty, peers, hospital staff
4. Falsification of records, including, but not limited to, signing another student's name to any document
5. Cheating, plagiarism, collusion, fabrication, or stealing (including the placement of course materials on external websites)
6. Patient neglect
7. Failure to acknowledge and honor patient's rights
8. Failure to successfully pass psychomotor skills as outlined in the syllabus
9. Misuse of drugs, alcoholic beverages, or illicit substances
10. Inability to render safe and competent patient care
11. Giving any form of medication without direct supervision of the instructor or designated preceptor
12. Documentation of medication errors
13. Failure to complete clinical requirements including immunizations, CPR, and paperwork by the deadline set by the department.
14. Refusal of a clinical agency to allow a student affiliation in that agency
15. Breach of confidentiality /Violating HIPAA
16. Leaving the clinical setting without prior and proper notification to the faculty member and/or department chair
17. Sleeping in clinical.

IMMEDIATE DISMISSAL: In addition to the reasons for immediate dismissal listed above, refer to the College Catalog under Class Attendance (<https://publications.sanjac.edu/general-information/student-information/student-grades-records/>) and the College Student Handbook's Code of Conduct (<https://publications.sanjac.edu/student-handbook/code-student-conduct/>) for further clarification of policies regarding this topic. Due process is offered through an appeals procedure (see below).

DISMISSAL APPEAL PROCESS

Investigation

The department chair will conduct an investigation and make a decision regarding disciplinary action/immediate dismissal. Following a decision to investigate, the respondent will receive written notification that an alleged violation has been reported. The respondent will be directed to contact the department chair's office within five (5) working days to schedule an appointment for an opportunity to respond to the allegations. If a response is not received within five (5) working days, the department chair may continue the investigation.

The department chair will conduct an impartial fact-finding investigation of all allegations. As part of the investigation, the department chair may interview any witnesses necessary or appropriate.

The parties may provide a list of potential witnesses and any relevant evidence they believe will assist the department chair. Relevant evidence may include emails, text messages, notes, documents, photographs, or other tangible evidence in accordance with SJCD policy.

In cases involving more than one respondent, each respondent's meeting will be conducted separately. Upon conclusion of the investigation, the department chair will make a determination as to whether the respondent is responsible or not responsible for the conduct/action.

Notification of the determination, sanction(s), and the appropriate appeal process will be sent to the respondent via their SJCD email account. In some cases, notification may also be delivered via US Postal Service or hand delivered. An email will be deemed to have been received the day after the message is sent. A first-class letter will be deemed received on the third day after the date of mailing, excluding any intervening Sunday or federal holiday. It is the student's responsibility to update the college of any changes to contact information and to monitor their student email account. Failure to update contact information or monitor a student email account does not constitute good cause for failure to comply with a notification.

If there are also potential Code of Student Conduct violations, the department chair will alert the Office of Students Rights and Responsibilities, who may conduct a separate investigation. If both a program-specific violation and a Code of Student Conduct violation exist, the respective leaders shall work together to determine the appropriate timeline of processes.

Appeal Process

A student may appeal the decision of the disciplinary action/immediate dismissal. The student may attend classes during the appeal process. The student shall complete an Appeals Request form (see appendix D). The completed form must be submitted to the program director/department chair within five (5) business days of receiving a decision letter of disciplinary action or immediate dismissal. The written appeal must state the specific reasons for the appeal. No new evidence shall be considered unless the basis of the appeal is that new, material evidence has been located and was not reasonably available at the time of the determination regarding responsibility.

The department chair may request additional documentation or information. The department chair will keep leadership informed regarding the status of the appeal process. The department chair shall communicate his or her decision within five (5) business days of the receipt of the appeal request. If the department chair is unavailable for any reason to accept the appeal, the department chair shall designate an impartial decision-maker to determine the outcome of the appeal. The department chair may reject, accept, or modify the decision.

<p style="text-align: center;">UNIFORM POLICY (Classroom and Clinical)</p>

To maintain a professional image, students are required to abide by the following uniform code and failure to comply will result in the student being sent home with an absence:

General:

- Each student is required to purchase uniforms, accessories, and lab packs from the designated vendor(s).

- Uniforms must be cleaned, pressed, and maintained.
- Tightly fitting tops, pants, or dresses are not acceptable
- Good personal hygiene practices are essential. Body spray, powder, cologne, perfume, and scented lotion are not permitted.

ID Badge

- The SJCD ID badge and the facility issued badge (as applicable) must be worn. At eye level, no pins, stickers, or retractable name badge holders are permitted.

Eyewear/earware

- Sunglasses may only be worn indoors if prescribed by a physician. This must be documented in the student's file.
- Earbuds are not permissible in the classroom or clinical setting.

Hair, Nails, and Make-up

- Hair should be clean and neat. Hair must be off the collar, pulled back, and affixed the head. Hair accessories are not allowed. However, headbands/barrettes are permitted but must be the color closest to the hair color. Hair color must be a natural color.
- Facial hair must be groomed and meet the requirements for fit testing.
- Nails must be no longer than the fingertips. No nail polish, artificial nails/overlays, nail jewelry or art are permitted.
- Make-up is to be used in moderation. The use of artificial eyelashes is not permitted.

Hats and Jackets

- Hats/scarves may be worn only for safety/infection control or for religious reasons.
- An approved jacket may be worn. Other apparel is not permitted.

Socks and Shoes

- Students must wear clean white leather athletic shoes. No sandals, mesh, open toe or heel, or slip-on shoes are allowed.
- Socks are to be solid, plain white. and must cover the ankles.
- Leggings/stockings should be plain, solid white and without runs, seams or designs.

Tattoos and Jewelry (including Piercings)

- All tattoos/henna must be appropriately covered so they are not visible.
- Visible body piercings are not permitted, except for ear lobes. Jewelry must be removed while in uniform. Students are permitted to wear only one stud earring per ear lobe. The studs must be less than or equal to a 1/8" in diameter.
- One ring (band) per hand is permitted. Wedding/engagement rings with raised gems are not permitted.
- Bracelets are not permitted. Only a medical alert bracelet is allowed.
- One necklace may be worn. The necklace must be tucked into the uniform.

Undergarments

- Undergarments are required but should not be visible through the uniform/scrubs.
- Approved shirts may be worn under the scrub top but must be tucked into the beltline of the scrub pant.

Watches

- One watch with a second hand is permitted. Smart watches or fit bits are not allowed.

Consumption of Chewing Gum, Tobacco, and Alcohol

- Gum chewing is not allowed while in uniform.
- Smoking/vaping or any tobacco use is not allowed while in uniform.
- Consumption of alcoholic beverages is not allowed while in uniform.

Guidelines Specific to Clinical

- Students must arrive to the clinical area in uniform.
- In the clinical/simulation lab setting the student must wear the approved clinical uniform
- Hospital issued scrubs must be returned to the correct department at the end of the clinical day.
- Psychiatric clinical dress code will be discussed in the mental health nursing class

TRANSPORTATION

Transportation to campus and clinical facilities is the sole responsibility of the student. Clinical facilities can include learning experiences in cities located in the Greater-Houston area, as well as in surrounding cities and adjacent towns, including but not limited to, Galveston, Baytown, Liberty, and Katy. Students should be prepared to arrange travel to any facility deemed applicable to meeting course and program objectives.

The program does not take into consideration the student's place of residence when determining clinical assignments. Once clinical placement is assigned, special request and accommodations will **not** be made.

CLINICAL INFORMATION AND REQUIREMENTS

Essential Nursing Capacities and Abilities

Nursing students must demonstrate essential capacities and abilities. It is the policy of SJCD Nursing Program to define essential capacities or abilities as follows:

1. **Analytical Thinking** – Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.
2. **Arithmetic** – Arithmetic ability sufficient to do computations at a minimum of an eighth-grade level. It includes the following three concepts: counting, measuring, and computing.
3. **Communication** – Sufficient for interaction with others in oral and written form.
4. **Critical Thinking** – Sufficient to exercise sound nursing judgement.
5. **Emotional Stability** – Sufficient to assume responsibility and accountability for actions.
6. **Fine Motor** – Sufficient to perform manual psychomotor skills.
7. **Gross Motor** – Sufficient to provide the full range of safe and effective nursing care activities.
8. **Hearing** – Sufficient to physical monitoring and assessment of client health care needs.
9. **Interpersonal Skills** – Sufficient to interact with individuals, families, and groups respecting social, cultural, and spiritual diversity.
10. **Mobility** – Sufficient to move from place to place in order to perform nursing activities.

11. **Physical Endurance** – Sufficient to perform full range of required client care activities for entire length of work shift.
12. **Physical Strength** – Sufficient to perform full range of required client care activities.
13. **Reading** – Sufficient to comprehend the written work at a minimum of a tenth-grade level.
14. **Smell** – Sufficient to detect significant environmental and client odors.
15. **Visual** – Sufficient for accurate observation and performance of nursing care.
16. **Tactile** – Sufficient for physical monitoring and assessment of health care needs.

Reference: <https://www.myamericannurse.com/essential-nursing-skills-checklist/>

Cardiopulmonary Resuscitation (CPR)

All students accepted into the program must successfully complete an American Heart Association (AHA) Basic Life Support (BLS) for Health Care Provider CPR or Advanced Cardiac Life Support (ACLS) course prior to the communicated deadline. A copy (front and back) of the CPR card must be submitted to the designated third-party vendor to be kept in the student's file. A current CPR card is required for all clinical rotations. Students will not be allowed in the clinical area without a current CPR card. Falsification of a CPR card is considered fabrication and is grounds for immediate dismissal. If the CPR card is set to expire in the next semester, the CPR card must be updated prior to the end of the current semester. The student is responsible for uploading and maintaining all information on the designated third-party vendor's website.

Physical Exam

Applicant shall present evidence of being in good physical and mental health. A physical exam will be required (form will be provided by the nursing department). This form will be completed and submitted to the designated third-party vendor. If an applicant should fail the physical exam, they will be required to withdraw from the program. A current physical exam must be maintained while in the program. Physical exams are considered current for a total of eighteen months.

Students who have a change in health status must notify the instructor of record and will be required to provide a physician's release using the "Physician's Release to Return to School/Clinical Form" (Appendix E) to return to school and clinical. This release must allow students to continue in the class/clinical without restrictions of the core performance standards. Please see page 14 for further information regarding Accommodations for Changes in Health Status, Pregnancy, Disabilities, and Communicable Diseases.

Drug Screening

Upon admission and re-admission into the program, students will be required to pass a drug screen. Failure to pass a drug screen will result in an applicant not being permitted to begin or continue the nursing program. All students are subject to random drug screening with or without cause at the student's expense. Diluted specimens are not considered a negative drug test.

Immunization Requirements and Tracking

Applicants accepted into the nursing program will be responsible for submitting all clinical requirement documents to the approved third-party vendor. This information will be included on the information sheet provided to the students during nursing orientation. The approved vendor will also schedule your background check and drug screens. Additional information regarding the vendor will be given during orientation.

Immunization Requirements are as follows:

- MMR Titer (each component should be positive)
- Varicella Titer (Should be positive)
- Hepatitis B Titer (Should be positive)
- Hepatitis C Titer (Should be negative)
- TB Screening (PPD skin test, Chest X-ray, Quantiferon)
- Flu Vaccine
- Tdap (within the last 5 years)

Students must have all required titers before engaging in clinical course related activities and must show immunization/titer completion by week three (3) of enrollment into the program.

All students are responsible for reviewing their information and updating the information as required. If the immunization (TB screening, Flu vaccine, Tdap) is set to expire in the next semester, the immunization must be updated prior to the end of the current semester. Failure to do so will result in the student not being allowed to attend clinical. The student will be required to withdraw from the clinical course(s) and co-requisite(s).

Students enrolling into San Jacinto College programs with external learning experiences (i.e. clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites in order to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Students may be required to provide a signed release of proof of clinical requirement documentation to requesting clinical/external learning sites. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto College cannot process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.

Other immunization(s) may be required by clinical facility.

Dosage Calculation Competencies

It is the policy of SJCD Nursing Programs to evaluate and document student competency in dosage calculation. Dosage calculation competency is a critical element in nursing practice.

Students are expected to attain and maintain competency in dosage calculation computations related to medication administration and be able to demonstrate this competency with a 90% accuracy throughout the program. Students will not be able to administer medications in the clinical setting until a 90% or greater score is achieved on the dosage calculation exam.

Clinical dosage calculation exams will be given at the beginning of each clinical course and will increase in complexity as the student progresses through the program. Program personnel will communicate the exam dates and times of the exams. It is the student's responsibility to attend the scheduled dosage calculation exams. Should a student be unsuccessful on the dosage calculation exam, the student will be required to complete remediation prior to the second dosage calculation exam attempt. Students will be given two (2) attempts to pass the dosage calculation exam with a 90% or greater.

Failure to pass the second dosage calculation exam will result in the student being required to withdraw from the clinical course and all co-requisites, as applicable. The student is responsible for withdrawing from the corresponding clinical and co-requisite courses by the SJCD published withdrawal date. Failure to withdraw will result in a grade of "FX" for the course(s). Re-enrollment into the clinical and co-requisite course(s) during a subsequent term will constitute a program re-entry and is governed by the re-entry policy.

Student Clinical Evaluations

1. Students will be evaluated on clinical performance and mastery of skills in each clinical course.
2. Failure to meet the minimum requirements on the clinical evaluation will result in a grade of "D" or below and the student will fail the course.
3. Clinical evaluations are based on the competencies specified in the clinical evaluation tool (CET). A formative and summative evaluation will be completed.
4. The student will be responsible for documenting their student learning activity data. Faculty will be responsible for the assessment of student performance on this tool, as described above. The clinical instructor may include observations/comments/concerns of hospital staff, patients, or others as appropriate.
5. The student must bring all required documentation to the clinical site each day. Failure to present the required documentation may result in being dismissed from the clinical for that day, an absence, and a grade of zero (0) for that clinical day. Please refer to the clinical attendance policy for more information.
6. Students will be given the opportunity to comment on their clinical experience/grade through written documentation. A student's signature will be required on the CET which indicates acknowledgement of all recorded grades and student/faculty feedback.

Health Services and Illness

Due to an ethical responsibility to the affiliating clinical agency and the client, a student may be sent home if there is evidence of a medical condition (fever, cough, cold sores, etc.).

Students are responsible for their own medical needs and cost associated with care. All students are required to have health insurance coverage throughout the duration of the program. Failure to maintain health insurance may result in program dismissal.

If a student needs to make an appointment for physician care, it is expected that they schedule such appointments so that they do not conflict with class or clinical experience hours.

Students are not to discuss personal medical problems with the health care team while on duty.

If the student is injured or exposed to a communicable disease while in the clinical setting, the instructor must be notified immediately. An incident report will be completed and filed with the appropriate parties involved. Generally, immediate first aid may be rendered at no cost to the student. However, the student should be prepared to pay the costs involved. It is the policy of the nursing program that students should contact their own physician or clinic for treatment and/or follow-up care.

A student taking any prescription, non-prescription, or homeopathic drug(s) that may compromise patient care is required to inform the instructor.

Students must submit to the department chair a "Physician's Release to Return to School/Clinical Form" (Appendix E) from the physician without limitations or restrictions when returning to school after an illness, injury, or change in health status. Please see page 14 for further information regarding Accommodations for Changes in Health Status, Pregnancy, Disabilities, and Communicable Diseases.

Clients with Communicable Disease

Caring for clients with a communicable disease is an occupational/professional challenge in nursing. As a student, you will be instructed in protocols and procedures to reduce your risk for acquiring an infection or communicable disease. However, all areas of health care practice have inherent risks and no area is completely risk free. Your signature on a "statement of understanding" will be required as documentation of receiving **Standard Precaution & Blood Borne Pathogens** information.

Client Care Incident / Injury Reports

Client care incidents involving a student in any way will be reported to the instructor immediately. The client's healthcare provider will be notified. A report will be completed according to the policies of the affiliating agency. One copy will remain with the agency and one copy will be placed in the student's file. The incident must also be reported to the department chair according to the following:

1. The department chair must be notified immediately.
2. The incident report must be completed by the student and instructor and turned in to the department chair within 48 hours of the occurrence.
3. The incident report will be kept on file.

Confidentiality / Health Information Portability and Accountability Act (HIPAA)

Clients and family members have the right to confidentiality of all records and communications, written or verbal, between client and health care providers. Nursing students will follow these standards:

1. Student nurses will not reveal (to anyone other than their instructor) any confidential information that may come to their knowledge in the course of their work/studies.
2. Student nurses will hold in confidence all personal matters and all family affairs in which the student has been made aware of during the course of caring for the individual clients.
3. Students may be dismissed from the program for breach of confidentiality.
4. Students signing the HIPAA Acknowledgment Form confirm that they have received this information, both written and verbal.
5. All HIPAA breaches will be reported to SJCD's Office of Student Rights and Responsibilities.

Clinical Experience Restrictions

The clinical experience is an essential part of the nursing student's education. The student must be able to demonstrate safe, competent practice of nursing care to clients during each clinical course. Minimum skills performance must be demonstrated in the lab before being assigned to client care. Students may be assigned to a clinical experience during day, evening, night, or weekend hours. All hands-on clinical experiences involving direct patient care will be supervised by a SJCD faculty or a designated preceptor.

To ensure patient safety, students shall not:

1. perform the skill for the first time without the instructor present
2. perform any skill without prior documentation of completed competencies, instructor permission, and without direct supervision of a licensed nurse
3. leave any clinical facility without the instructor's permission
4. begin intravenous infusion of any kind without prior documentation of completed competency, instructor permission, and without direct supervision of a licensed nurse and in compliance with the facility's policies and procedures

5. give experimental drugs, anti-neoplastics, or blood products
6. give any medication to which a client has a known allergy
7. give any medication without direct supervision of an instructor or designated preceptor.
Direct supervision is defined as the presence of a licensed nurse
8. complete incident reports of any kind without the assistance of an instructor
9. serve as a witness for any documentation
10. take verbal/telephone orders
11. transcribe orders
12. provide nursing care to clients if the student is not “prepared to do so safely”
13. smoke, eat, drink, vape (use of e-Cigarettes) or chew gum on any patient care unit or on any clinical facility property
14. assume possession of narcotic keys
15. report to clinical with unprofessional appearance
16. attend clinical with an expired CPR card, health physical exam, or immunization records that are not current
17. work the night shift (11pm-7am) prior to a day shift (7am-7pm, 7am-3pm) clinical rotation

Clinical Preparedness

If a student arrives unprepared for client care (e.g., out of dress code, lacking any portion of required paperwork, etc.) that student will be dismissed from the clinical and counted absent.

Students who are unable to successfully demonstrate/perform any psychomotor skill safely and competently will be dismissed from the clinical setting. The student will be required to practice and be checked off by the simulation coordinator or designated faculty member before returning to the clinical site.

Students unable to return to clinical due to a lack of psychomotor skills will be counted absent.

Assignment Due Dates

- All assignments must be submitted to the instructor according to the deadline.
- The student will receive a zero (0) if the assignment is not turned in by the deadline.
- Failure to complete all assignments and course requirements could prevent program progression.

GENERAL GRADUATION PROCESS FOR ALL PROGRAMS

Students must apply for graduation by the deadline. The Center for Advising, Career, and Transfer (ACT) office will verify that you're eligible to graduate and provide you with an application for degree or certificate. If you choose to participate in the commencement ceremony, you will need to order your cap and gown through one of the campus bookstores. Honors program graduates, graduates from special programs, and members of Phi Theta Kappa should speak to their program educational planner/counselor regarding specialty regalia for graduation.

PROGRAM SPECIFIC GRADUATION PROCESS AND REQUIREMENTS

Associate Degree Nursing and LVN/Paramedic-ADN Transition Programs

The following policy is required by all associate degree nursing students entering the capstone (last) semester of the program for SJC Central, South, and North Campuses:

- A minimum G.P.A. of 2.0 or better must be achieved in order to complete the program.
- All transcripts outside of SJC must be evaluated by the Center for Advising, Career, and Transfer (ACT) office, in order to receive the Associate of Applied Science Degree.
- The online Affidavit of Graduation (AOG) process cannot be completed by the department chair and sent to the BON until all transcripts are filed and reviewed by the ACT office. The student who elects to take courses at other college or universities in the semester of graduation may experience a delay in scheduling the licensure exam. It may also cause a delay in receiving the Graduate Nurse (GN) Verification Letter that allows the graduate to work as a GN.
- A minimum of 24 credit hours in residence at SJCD is required for the Associate of Applied Science Degree to be awarded.
- All students must apply for graduation prior to the due date, regardless of if they are participating in commencement.
- All students will be required to have successfully completed all courses required for degree completion prior to the SJCD Commencement and Pinning Ceremony.

Vocational Nursing Programs

- A minimum G.P.A. of 2.0 or better must be achieved to complete the program.
- All transcripts outside of SJC must be evaluated by the Center for Advising, Career, and Transfer (ACT) office, to receive the certificate.
- The online Affidavit of Graduation process cannot be completed by the department chair and sent to the BON until all transcripts are filed and reviewed by the ACT office. The student who elects to take courses at other college or universities in the semester of graduation may experience a delay in scheduling the licensure exam. It may also cause a delay in receiving the Graduate Vocational Nurse (GVN) Verification Letter that allows the graduate to work as a GVN.
- All students will be required to have successfully completed all courses required for degree completion prior to the SJC Commencement

APPENDICES

APPENDIX A: Admission Rubrics

ADN Admission Scoring Rubric

The minimum score required to apply is 5. The maximum score possible is 29. Meeting the minimum Rubric score does not guarantee program admission

1. PRE-REQUISITE GRADES: (the biology points required -lecture grade only)		A=3 B=2 C=1 IP=0	
Course	Grades	Points	
a. ENGL 1301 Semester/Year / School	A B C IP		
b. BIOL 2301 AND BIOL 2101 OR BIOL 2401 Semester Year / School	A B C IP		
c. BIOL 2302 AND. BIOL 2102 OR BIOL 2402 Semester/Year / School	A B C IP		
d. BIOL 2320 AND BIOL 2120 OR 2420 Or BIOL 2321 and 2121 or 2421 Semester/Year / School	A B C IP		
2. REPEATED PRE-REQ BIOLOGY COURSES: Any science course older than 5 years will not count as pre-requisites towards this application.			
Any Biology pre-requisites repeated due to a "D" or "F" grade, subtract 2 points. (maximum of 2 points)		-2	
3. FAILED NURSING COURES: Students who have 2 or more failures in any nursing course <i>If you have 2 or more failures in any nursing course, you are not eligible to apply to the nursing program until 1 year (after the most recent failure) have passed.</i>			
If you repeated any Nursing Course due to a "D" or "F" grade, subtract 2 points. (maximum of 2 points)		-2	
4. ATI TEAS EXAM: Reading, Mathematics, Science and English and language Usage. Cumulative (Overall) Score: _____ Composite Score 0-40% (Developmental) - 0 point 40-58% (Basic) -2 points 58.7%-79.3% (Proficient) -3 points 80%-91.3% (Advanced) -4 points 96 – 100% (Exemplary) - 5 points			
5. Overall Cumulative GPA: For all colleges/universities attended: _____ <i>If more than one school was attended – acceptance committee will calculate your GPA.</i> 2.50 – 2.79 – 1 point 2.80 – 3.00 – 2 points 3.01 – 3.39 – 3 points 3.40 – 3.50 – 4 points 3.51 – 4.00 – 5 points			
6. Academic Success: Points are awarded based on the number of withdrawals or course failures for any course. (Grades of D, F, and/or W, or I) 0 courses – 5 points 2 courses – 3 points 4 or more courses – 0 points 1 course – 4 points 3 courses – 2 points			
7. Certified Nursing Assistants, Licensed Vocational Nurse or Veterans may receive an additional two points on the rubric. Supporting documentation must be included. <ul style="list-style-type: none"> • CNA - proof of current certification • LVN - current license • Veterans- DD-214 showing an Honorable Discharge **A maximum of two points will be given. For example, a veteran who is a CNA will only receive two points, not four.**			
Total Points:			

ADN Transition Admission Scoring Rubric

THE MINIMUM SCORE REQUIRED TO APPLY IS 5. THE MAXIMUM SCORE POSSIBLE IS 29.				
1. PRE-REQUISITE GRADES: (BIOL points granted for lecture grade only)			A=3 B=2 C=1 IP=0	
Course	Semester/Year	School	Grades	Points
a. ENGL 1301			A B C IP	
b. BIOL 2301 AND BIOL 2101 OR BIOL 2401			A B C IP	
c. BIOL 2302 AND. BIOL 2102 OR BIOL 2402			A B C IP	
d. BIOL 2320 AND BIOL 2120 OR 2420 Or BIOL 2321 and 2121 or 2421			A B C IP	
Any Biology pre-requisites repeated due to a "D" or "F" grade, subtract 2 points. (maximum of 2 points)			-2	
2. REPEATED FAILED NURSING COURES: Students who have 2 or more failures in any nursing course				
<i>If you have 2 or more failures in any nursing course, you are not eligible to apply to the nursing program until 1 years (after the most recent failure) have passed.</i>				
If you repeated any Nursing Course due to a "D" or "F" grade, subtract 2 points. (maximum of 2 points)			-2	
3. ATI TEAS EXAM: Reading, Mathematics, Science and English and language Usage.				
Cumulative (Overall) Score: _____				
Composite Score				
0-40% (Developmental) - 0 point				
40-58% (Basic) -2 points				
58.7%-79.3% (Proficient) -3 points				
80%-91.3% (Advanced) -4 points				
96 – 100% (Exemplary) - 5 points				
4. Overall Cumulative GPA: For all colleges/universities attended: _____				
<i>If more than one school was attended – acceptance committee will calculate your GPA.</i>				
2.50 – 2.79 – 1 point				
2.80 – 3.00 – 2 points				
3.01 – 3.39 – 3 points				
3.40 – 3.50 – 4 points				
3.51 – 4.00 – 5 points				
5. Academic Success: Points are awarded based on the number of withdrawals or course failures for any course.				
(Grades of D, F, and/or W, or I)				
0 courses – 5 points		2 courses – 3 points		4 or more courses – 0 points
1 course – 4 points		3 courses – 2 points		
6. Veterans: May receive an additional two (2) points.				
Must include DD-214 showing an Honorable Discharge for consideration.				
Total Points:				

Meeting minimum requirements does not guarantee admission into the Associate Degree Nursing Program.

Max count cannot exceed 29 points

Vocational Nursing Admission Scoring Rubric

THE MINIMUM SCORE REQUIRED TO APPLY IS 2. THE MAXIMUM SCORE POSSIBLE IS 23.		
1. PRE-REQUISITE GRADES: (the biology points required -lecture grade only)		A=3 B=2 C=1 I P=0
Course		Grades
c. BIOL 2301 AND BIOL 2101 OR BIOL 2401	Semester Year	School
		A B C IP
d. BIOL 2302 AND. BIOL 2102 OR BIOL 2402	Semester/Year	School
		A B C IP
2. REPEATED PRE-REQ BIOLOGY COURSES: Any science course older than 5 years will not count as pre-requisites towards this application.		
Any Biology pre-requisites repeated due to a "D" or "F" grade, subtract 2 points.		-2
3. FAILED NURSING COURES: Students who have 2 or more failures in any nursing course <i>If you have 2 or more failures in any nursing course, you are not eligible to apply to the nursing program until 1 year (after the most recent failure) has passed.</i>		
<i>(If there were any failed nursing courses taken within the last 2 years in which a grade of "D" or "F" was earned, subtract 2 points maximum)</i>		-2
4. ATI TEAS EXAM: Reading, Mathematics, Science and English and language Usage.		
Cumulative (Overall) Score: _____		
Composite Score		
0-40% (Developmental)	- 0 point	
40-58% (Basic)	-2 points	
58.7%-79.3% (Proficient)	-3 points	
80%-91.3% (Advanced)	-4 points	
96 – 100% (Exemplary)	- 5 points	
5. Overall Cumulative GPA: For all colleges/universities attended: _____		
<i>If more than one school was attended – acceptance committee will calculate your GPA.</i>		
2.25 – 2.49 =	1 point	
2.50 – 2.75 =	2 points	
2.76 – 2.99 =	3 points	
3.00 – 3.50 =	4 points	
3.51 – 4.00 =	5 points	
6. Academic Success: Points are awarded based on the number of withdrawals or course failures for any course. (Grades of D, F, and/or W, or I)		
0 courses – 5 points	2 courses – 3 points	4 or more courses – 0 points
1 course – 4 points	3 courses – 2 points	
7. Veterans may receive an additional two (2) points, appropriate documentation must be included. Veterans- DD-214 showing an Honorable Discharge.		
Total Points:		

Meeting minimum requirements does not guarantee admission into the Vocational Nursing Program.

Max count cannot exceed 23 points

APPENDIX B: Plans of Study

Associate Degree Nursing

(3NUR-ADN)

Nursing AAS Degree – Credit Hour(s) Based on Instructional Method					
General Education Courses	Theory Hours	Lab Hours	Clinical Hours	Contact Hours	Credit Hours
Pre-Requisites					
BIOL 2301 Human Anatomy & Physiology I	48	0	0	48	3
BIOL 2101 Human Anatomy & Physiology I (Lab)	0	48	0	48	1
BIOL 2302 Human Anatomy & Physiology II	48	0	0	48	3
BIOL 2102 Human Anatomy & Physiology II (Lab)	0	48	0	48	1
BIOL 2320 Microbiology for Health Science Majors*	48	0	0	48	3
BIOL 2120 Microbiology for Health Science Majors (Lab)*	0	48	0	48	1
ENGL 1301 Composition I	48	0	0	48	3
Total Pre-Requisites	192	144	0	336	15
Nursing Courses	Theory Hours	Lab Hours	Clinical Hours	Contact Hours	Credit Hours
First Semester					
RNSG 1413 Foundations of Nursing Practice	32	96	0	128	4
RNSG 1115 Health Assessment	0	48	0	48	1
RNSG 1105 Nursing Skills I	0	48	0	48	1
RNSG 1170 Geriatric Nursing	16	0	0	16	1
RNSG 1160 Clinical Nursing Introduction	0	0	96	96	1
PSYC 2301 General Psychology	48	0	0	48	3
Semester Subtotal	96	192	96	384	11
Second Semester					
RNSG 1301 Pharmacology	48	0	0	48	3
RNSG 1341 Common Concepts of Adult Health	48	0	0	48	3
RNSG 1261 Clinical Nursing Common Concepts	0	0	96	96	2
RNSG 2213 Mental Health Nursing	16	32	0	48	2
RNSG 2261 Clinical Mental Health Nursing	0	0	96	96	2
PSYC 2314 Lifespan Growth & Development	48	0	0	48	3
Semester Subtotal	160	32	192	384	15
Third Semester					
RNSG 2201 Care of Children and Families	16	32	0	48	2
RNSG 2262 Clinical Care of Children and Families	0	0	96	96	2
Semester Subtotal	16	32	96	144	4
Fourth Semester					
RNSG 2208 Maternal Newborn Nursing and Women's Health	16	32	0	48	2
RNSG 2260 Clinical Registered Nursing - Maternal Newborn Nursing and Women's Health	0	0	96	96	2
RNSG 2332 Enhanced Concepts of Adult Health	48	0	0	48	3
RNSG 2263 Clinical Enhanced Concept of Adult Health	0	0	96	96	2
Language, Philosophy, and Culture or Creative Arts	48	0	0	48	3
Semester Subtotal	112	32	192	336	12
Fifth Semester					
RNSG 2121 Professional Nursing: Leadership & Management**	16	0	0	16	1
RNSG 2160 Clinical Nursing Management of Client Care	0	0	96	96	1
RNSG 2130 Professional Nursing Review and Licensure Preparation	0	48	0	48	1
Semester Subtotal	16	48	96	160	3
Program Degree Totals	592	480	672	1744	60

*BIOL 2321 and BIOL 2121 Microbiology for Science Majors is also accepted for microbiology credit.

** Capstone Experience – RNSG 2121 Professional Nursing: Leadership and Management

LVN/Paramedic-ADN Transition Program
(3NUR-LNTRN; 3NUR-PMTRN)

Nursing AAS Degree – Credit Hour(s) Based on Instructional Method					
General Education Courses	Theory Hours	Lab Hours	Clinical Hours	Contact Hours	Credit Hours
Pre-Requisites					
BIOL 2301 Human Anatomy & Physiology I	48	0	0	48	3
BIOL 2101 Human Anatomy & Physiology I (Lab)	0	48	0	48	1
BIOL 2302 Human Anatomy & Physiology II	48	0	0	48	3
BIOL 2102 Human Anatomy & Physiology II (Lab)	0	48	0	48	1
BIOL 2320 Microbiology for Health Science Majors*	48	0	0	48	3
BIOL 2120 Microbiology for Health Science Majors (Lab)*	0	48	0	48	1
ENGL 1301 Composition I	48	0	0	48	3
ENGL 1302 Composition II (or ENGL 2311 Technical and Business Writing)	48	0	0	48	3
MATH 1342 Elementary Statistical Methods (Statistics) or MATH 1314 College Algebra	48	0	0	48	3
PSYC 2301 General Psychology	48	0	0	48	3
PSYC 2314 Lifespan Growth & Development	48	0	0	48	3
X3XX Humanities / Fine Arts	48	0	0	48	3
Semester Totals	432	144	0	576	30
Nursing Courses	Theory Hours	Lab Hours	Clinical Hours	Contact Hours	Credit Hours
First Semester					
RNSG 1341 Common Concepts of Adult Health	48	0	0	48	3
RNSG 1301 Pharmacology	48	0	0	48	3
RNSG 1261 Clinical Common Concepts of Adult Health	0	0	96	96	2
RNSG 1327 Transition to Professional Nursing	32	32	0	64	3
RNSG 1215 Health Assessment	16	48	0	64	2
Semester Totals	144	80	96	320	13
Second Semester					
RNSG 2201 Care of Children and Families	16	32	0	48	2
RNSG 2262 Clinical Care of Children and Families	0	0	96	96	2
RNSG 2208 Maternal Newborn Nursing and Women's Health	16	32	0	48	2
RNSG 2260 Clinical Maternal Newborn Nursing and Women's Health	0	0	96	96	2
Semester Totals	32	64	192	288	8
Third Semester					
RNSG 2213 Mental Health Nursing	16	32	0	48	2
RNSG 2261 Clinical Mental Health Nursing	0	0	96	96	2
Semester Totals	16	32	96	144	4
Fourth Semester					
RNSG 2130 Professional Nursing Review and Licensure Preparation**	0	48	0	48	1
RNSG 2163 Clinical Advanced Medical/Surgical Nursing	0	0	96	96	1
RNSG 2371 Concepts of Advanced Nursing Practice and Management for the Articulating Student	32	32	0	64	3
Semester Totals	32	80	96	208	5
Program Totals	656	400	480	1536	60

*BIOL 2321 and BIOL 2121 Microbiology for Science Majors is also accepted for microbiology credit.

** RNSG 2130 Professional Nursing Review and Licensure course is the capstone course – must be the last course taken in the program.

VOCATIONAL NURSING

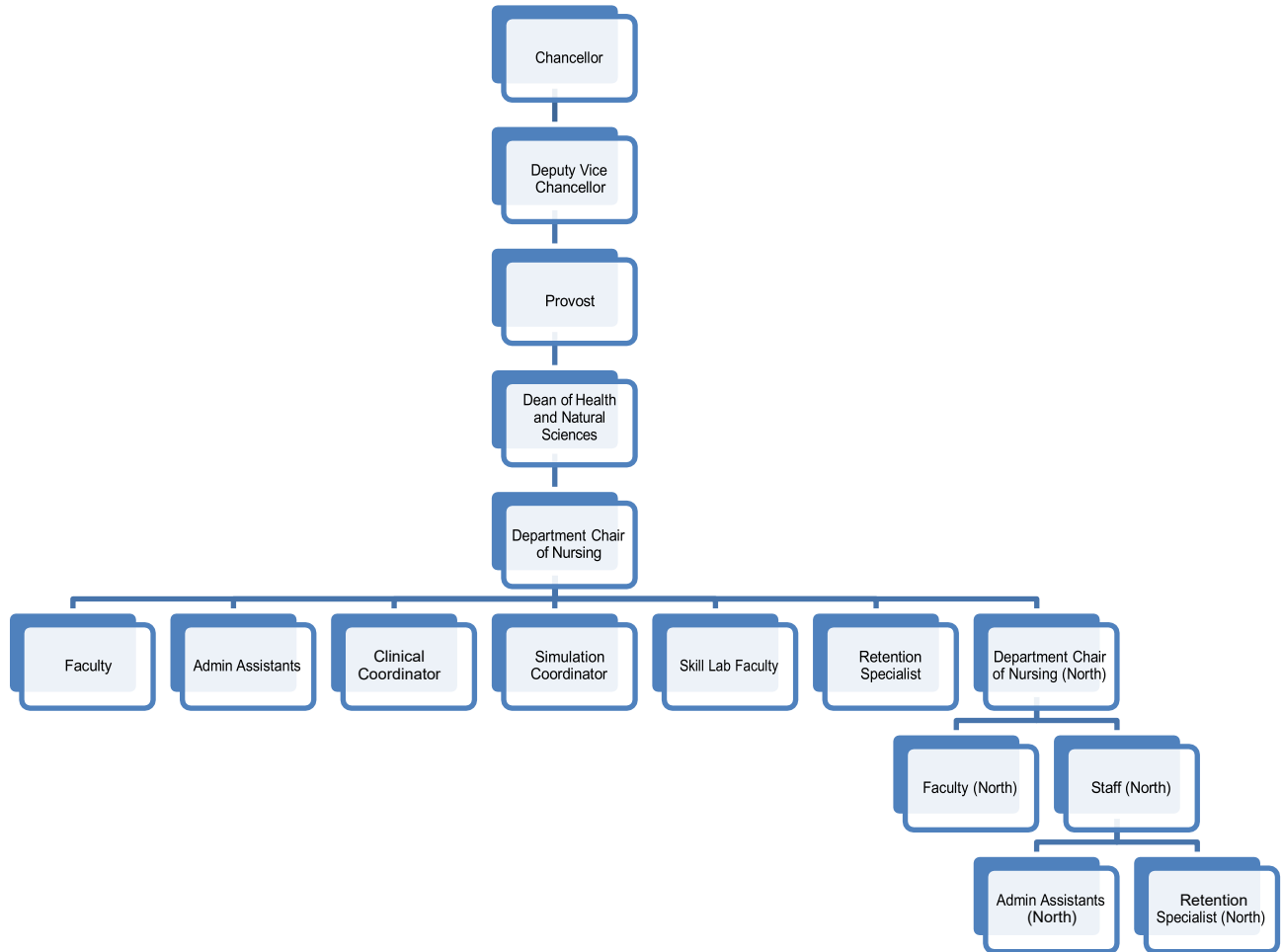
(5NUR-LVN)

LEVEL II CERTIFICATE OF TECHNOLOGY – Credit Hour(s) Based on Instructional Method					
Pre-Requisites	Theory Hours	Lab Hours	Clinical Hours	Contact Hours	Credit Hours
BIOL 2301 Human Anatomy & Physiology I	48	0	0	48	3
BIOL 2101 Human Anatomy & Physiology I (Lab)	0	48	0	48	1
Semester Totals	48	48	0	96	4
Nursing Courses	Theory Hours	Lab Hours	Clinical Hours	Contact Hours	Credit Hours
First Semester					
BIOL 2302 Human Anatomy & Physiology II	48	0	0	48	3
BIOL 2102 Human Anatomy & Physiology II (Lab)	0	48	0	48	1
VNSG 1327 Essentials of Medication Administration	32	32	0	64	3
VNSG 1423 Basic Nursing Skills	48	64	0	112	4
VNSG 2431 Advanced Nursing Skills	32	96	0	128	4
VNSG 1260 Clinical I	0	0	128	128	2
Semester Totals	160	240	128	528	17
Second Semester					
VNSG 1509 Nursing Health and Illness II	64	64	0	128	5
VNSG 1261 Clinical II	0	0	128	128	2
VNSG 1331 Pharmacology	32	32	0	64	3
Semester Totals	96	96	128	320	10
Third Semester					
VNSG 1330 Maternal-Neonatal Nursing	48	0	0	48	3
VNSG 1334 Pediatrics	48	0	0	48	3
VNSG 2161 Clinical IV	0	0	96	96	1
VNSG 1105 NCLEX-PN Review*	0	48	0	48	1
Semester Totals	96	48	96	240	8
Rotating Courses (Courses Rotate between Second and Third Semester)					
VNSG 1301 Mental Health and Illness	48	0	0	48	3
VNSG 1226 Gerontology	32	0	0	32	2
VNSG 1162 Clinical III	0	0	96	96	1
Semester Totals	80	0	96	176	6
Program Totals	480	432	448	1360	45

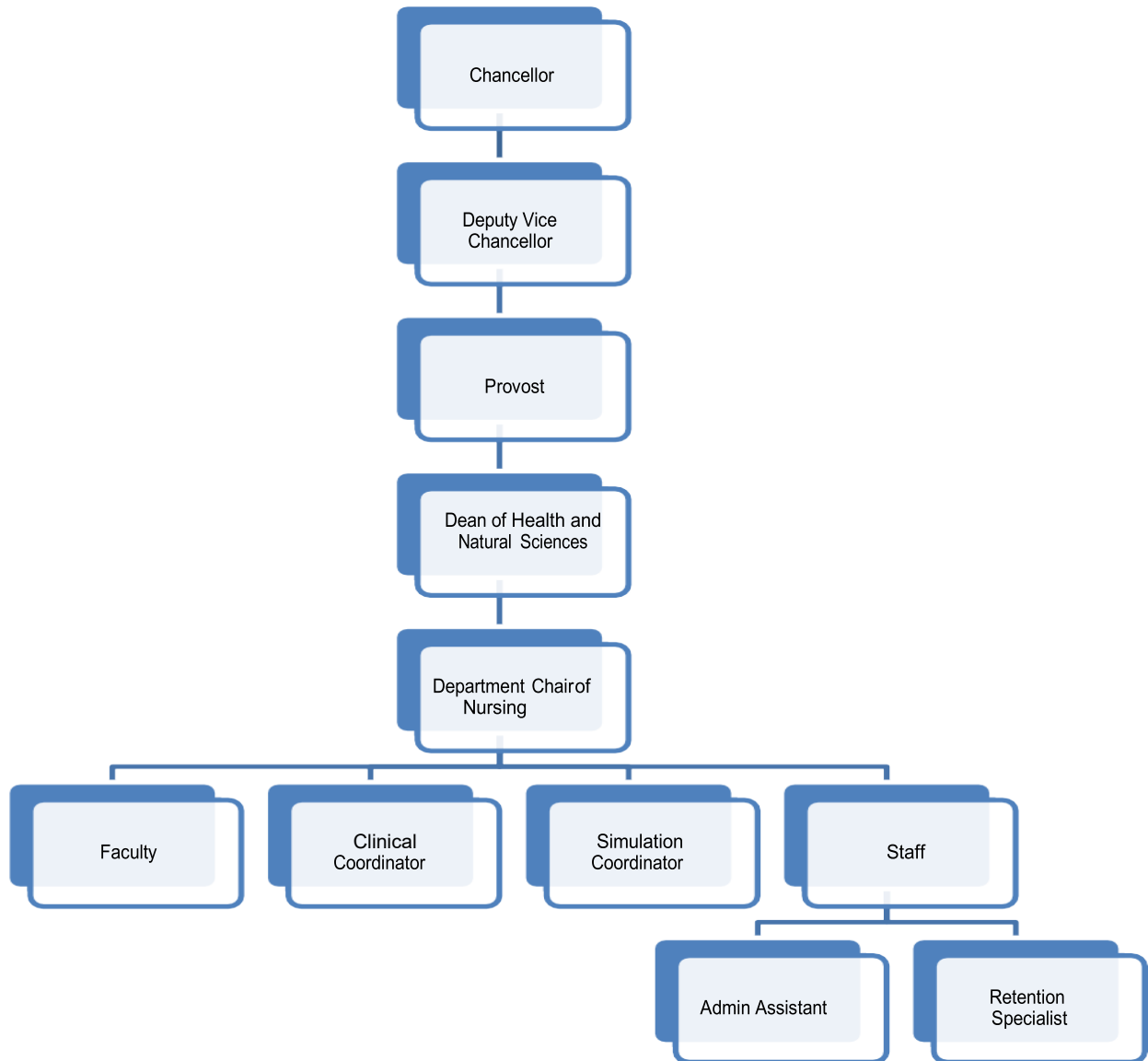
*VNSG 1105 must be taken in the last semester.

APPENDIX C: Organizational Charts

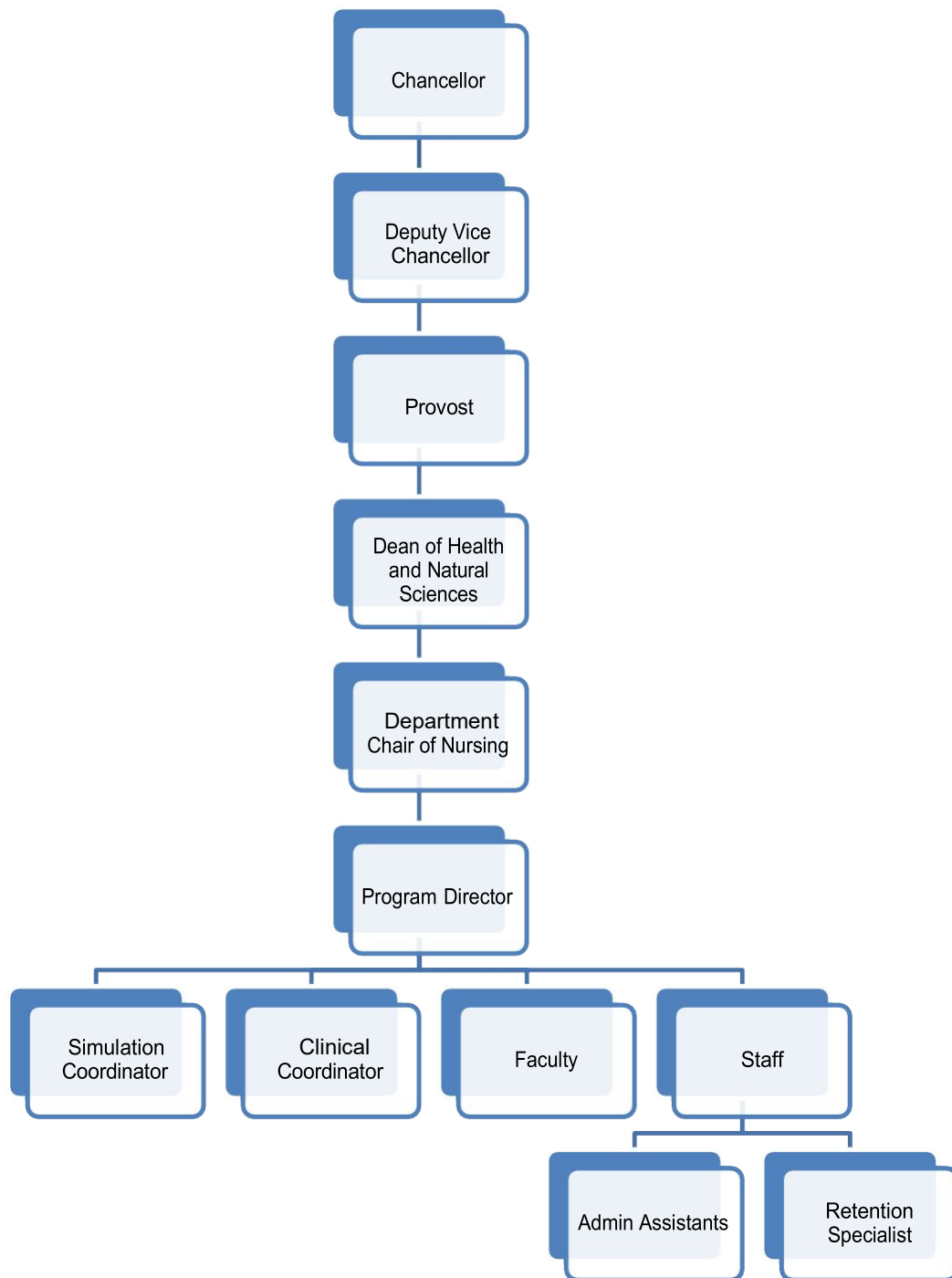
Associate Degree Nursing Organizational Chart



LVN/Paramedic-ADN Transition Program Organizational Chart



Vocational Nursing Program Organizational Chart



APPENDIX D: Appeal Request Form

**San Jacinto College District Nursing Program
Appeal Request Form**

If a student would like to appeal the decision of the program director/department chair, this form must be submitted to the department chair within five (5) business days of notification of a **disciplinary** decision. (Please type)

Date Submitted: _____ Submitted to: _____
Name: _____
G Number: _____ Gender: Male _____ Female _____
Local Address: _____
City: _____ ZIP Code: _____
Telephone Number: _____ (cell) _____
Email: _____

As stated in the San Jacinto College District Student Nursing Handbook, the written appeal must state the specific grounds in support of the appeal and must provide evidence in support of reversal or modification of the decision of any ruling. No new evidence or information may be submitted.

Justification for the appeal: (attach additional pages if necessary)

Signature: _____ **Printed name:** _____

For office use only Date/Time of Appeal Request Received: _____ Decision: _____ _____ Signature: _____
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APPENDIX E: PHYSICIAN'S RELEASE TO RETURN TO SCHOOL/CLINICAL FORM

SAN JACINTO COLLEGE DISTRICT NURSING PROGRAM	
PHYSICIAN'S RELEASE TO RETURN TO SCHOOL/CLINICAL FORM	

Student's Name:	Date:
Physician's Name:	Physician's Telephone #:
The following are the expected activity levels the student is expected to perform upon return:	
Repetitive lifting: 30 lbs.	Twisting
Carrying: 30 lbs.	Bending
Pushing/Pulling: 50 lbs.	Stooping
Reaching over head	Squatting
Reaching away from body	Kneeling
Climbing	Walking
Crawling	Standing
	Sitting

The above-named student has been released by the above-named physician to return to school/clinical with **No Restrictions** as of _____ (date).

Physician's Printed Name:		
Physician's Signature:	Date:	
Student's Signature:	G#:	Date:

APPENDIX F: STUDENT ACKNOWLEDGEMENT / SIGNATURE PAGES

**San Jacinto College District Nursing Program
Statement of Understanding of Policies and Procedures**

I have read and understand the San Jacinto College District Student Nursing Handbook. I will adhere to the policies and procedures as presented.

Student Signature

Date

Student Printed Name

Student G#

Confidentiality / HIPAA Acknowledgement

In view of the significance of the confidentiality, and the issue of the protection of patient’s rights, it is the student’s responsibility to protect patient identifiable health information. These include but are not limited to the following:

	Initials
I will not take printed copies of patient identifiable health information off the hospital unit. This includes records labels or any other information.	
I will not record audio, take pictures, or video of patient information/interactions.	
I will not share patient identifiable health information with anyone who does not have a treatment relationship with the patient.	
I will not include on clinical paperwork patient identifiable information such as name, initials, room number, medical record number or date of birth.	
I will not discuss any patient identifiable health information in any public place.	
I will not copy any patient identifiable health information to personal computers or thumb/jump drives.	
I will not send attachments to personal emails with patient identifiable health information.	
I will not post <u>any</u> information regarding patients to any social media platforms. This includes any reference to patient’s presence at the hospital even if it does not identify the patient.	
I will only access or use hospital systems or devices that I am authorized to use with my own username and password. I will not use anyone else’s username or password to access patient information.	

My signature below reflects an understanding of the above. I understand that any violation of HIPAA may result in program dismissal.

Student Signature

Date

Student Printed Name

Student G#

Texas Board of Nursing Eligibility Notification

In compliance with the Texas Board of Nursing eligibility information, I _____ (printed student name), hereby acknowledge that I have been given written/electronic notification of the Texas Board of Nursing Eligibility Questions regarding conditions that may disqualify me, which include but are not limited to criminal behavior, mental illness, and chemical dependency.

I have the responsibility to petition the Board of Nursing for a Declaratory Order of Eligibility prior to enrolling in the Vocational Nursing Program (Texas Administrative Code, §Rule 214.8) or the Professional Nursing Programs (Texas Administrative Code, §Rule 215.8).

More detailed information on other ineligibility issues is available on the Texas Board of Nursing website: http://www.bon.texas.gov/licensure_eligibility.asp

I acknowledge that I must report to the nursing program and communicate with the Board of Nursing **any** criminal behavior, mental illness, or chemical dependency that occurs post criminal background check or after entering the program.

Student Signature

Date

Student Printed Name

Student G#

Standard Precaution & Blood Borne Pathogen Acknowledgment

Caring for clients with a communicable disease is an occupational/professional challenge in nursing. As a student, you will be instructed in protocols and procedures to reduce your risk for acquiring an infection or communicable disease. However, all areas of health care practice have inherent risks and no area is completely risk free. In the event of injury or exposure to body fluids, the clinical site may provide basic medical care. Expenses incurred as a result of the incident will be the sole responsibility of the student.

My signature below indicates my acknowledgement that I have received instructions on **Standard Precautions & Blood borne Pathogens** and have received information on the recommended guidelines.

Student Signature

Date

Student Printed Name

Student G#

Signature Policy

I, _____, understand the policy of the San Jacinto College District Nursing Program that refers to signing another student's name or initials to any form of documentation. This is considered falsification of documents/signature. Additionally, I will not request anyone else to sign my name on my behalf. Any student who signs another student's name, or initials, or request others to sign his or her name to any document, will be immediately dismissed from the Nursing Program.

Student Signature

Date

Student Printed Name

Student G#

CONSENT FOR RELEASE OF INFORMATION

Criminal Background Check / Drug Screen / Immunizations for Clinical Assignment

My signature below indicates that I have read the policy on criminal background check/drug screening for the nursing program. This form provides my consent for the results of the criminal background check, drug screen, and/or immunization record to be released to the San Jacinto College department chair of nursing, program director, and/or clinical coordinator. I also consent for my results to be released to clinical affiliates upon request.

In addition, I certify that I do not have a criminal history or positive drug screen as listed in the policy that would disqualify me from a clinical rotation or prevent me from being eligible to sit for the examination for licensure or certification.

Student Signature

Date

Student Printed Name

Student G#