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ALAMO COLLEGES DISTRICT EMERGENCY NUMBERS AND WEBSITES

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<thead>
<tr>
<th>Service</th>
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</thead>
<tbody>
<tr>
<td>DPS Emergency #</td>
<td>(210) 222-0911</td>
</tr>
<tr>
<td>ACD  DPS Non Emergencies (General) Phone #:</td>
<td>(210) 485-0099</td>
</tr>
<tr>
<td>DPS Weather Phone</td>
<td>(210) 485-0189</td>
</tr>
<tr>
<td>[For information on college closures.]</td>
<td></td>
</tr>
<tr>
<td>Alamo Colleges Information</td>
<td>(210) 486-2000</td>
</tr>
<tr>
<td>San Antonio College Web site</td>
<td><a href="http://www.alamo.edu/sac">www.alamo.edu/sac</a></td>
</tr>
<tr>
<td>Department of Nursing Education</td>
<td></td>
</tr>
<tr>
<td>San Antonio College Department of Nursing website</td>
<td><a href="http://www.alamo.edu/sac/nursing">www.alamo.edu/sac/nursing</a></td>
</tr>
<tr>
<td>Department of Nursing Phone number</td>
<td>(210) 486-1144</td>
</tr>
</tbody>
</table>
Dear Student:

The faculty and staff welcome you to the San Antonio College Associate Degree (ADN) Nursing Program. This orientation handbook was prepared as a means to communicate policies, procedures and information pertinent to your enrollment in the nursing program. As information changes, we encourage you to refer to the Department of nursing’ website for updates throughout the year at http://www.alamo.edu/sac/nursing/.

Please retain this handbook throughout the nursing program and refer to it as needed. Department policy and procedure may need to be revised in order to ensure compliance with accreditation standards. In the event a revision needs to be completed the student body will be informed of the change and the department will abide by the updated policy and procedure.

You are required to attend a mandatory new student orientation in which important information pertaining to the program will be covered. It is expected that you will read this manual, refer to the Department’s web site and review course content on the internet through Canvas. If you have questions or concerns about any of the information covered, please do not hesitate to clarify with a faculty or staff member.

Again, welcome and we wish you continued success in your educational endeavors at San Antonio College.
The Associate Degree Nursing Program at San Antonio College is accredited by:

**Accreditation Commission for Education in Nursing (ACEN)**

3343 Peachtree Rd. NE Suite 850  
Atlanta, GA 30326

[http://www.acenursing.org](http://www.acenursing.org)  
404-975-5000  
Fax: 404-975-5020

And approved by:

**Texas Board of Nursing (BON)**

333 Guadalupe #3-460  
Austin, Texas  78701

Email: [http://www.bon.texas.gov](http://www.bon.texas.gov)  
512.305.7440
Mission, Philosophy & Values

MISSION

The faculty members of the Department of Nursing Education uphold the mission of San Antonio College in supporting the educational and lifelong learning needs of culturally, ethically and socially diverse communities. The mission of the Department of Nursing Education is to prepare professional nurses who, as members of an interdisciplinary health care team, use nursing judgment to provide safe, evidence–based, patient-centered care to promote quality patient outcomes.

PHILOSOPHY OF THE NURSING EDUCATION DEPARTMENT

The Concept Based Curriculum is the foundation for the Department of Nursing Education at San Antonio College. The faculty members of the Department of Nursing Education believe that nursing education must be dynamic and responsive when preparing students for current and future changes in health care. San Antonio College provides nursing education to prepare generic, career mobility, and military-to-RN students for entry into practice as registered nurses. A graduate of the Consortium to Advance Baccalaureate Nursing Education and Training (CABNET) ADN program is prepared to meet the differentiated essential competencies (DECs) at the associate degree level as defined by the Texas Board of Nursing in four major roles: Provider of Patient-Centered Care, Member of a Profession, Member of the Health Care Team, and Patient Safety Advocate.

In accordance with the Mission of San Antonio College, the members of the faculty are committed to helping students develop their full potential in nursing competencies: caring, communication, critical thinking, and professional/civic responsibility. The core values of caring, communication, and clinical judgment support the program’s integrated concepts. These integrated concepts are consistent with the quality and safety education for nurses (QSEN) core competencies; Patient-Centered care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety and Informatics.

The members of the faculty facilitate the student’s development of clinical judgment through the development and evaluation of learning experiences. The nursing student is accountable for actively participating in their learning experiences.

VALUES

The faculty holds the following beliefs about patients, health, nursing, and the associate degree nurse:

PATIENT & HEALTH

- Patients, members of families and communities are viewed as culturally diverse individuals adapting to changes in their internal and external environments, across the lifespan in an effort to promote, attain, and maintain health.

- Patients seek health care for health promotion, when experiencing acute disruptions or chronic alterations in their lives. Patients have a right to knowledge about health care
standards and issues to support taking an active role in personal, family, and community health care decisions.

NURSING

Grounded in a multidisciplinary body of evidence based research, professional nursing is committed to providing the highest quality of safe health care for patients in diverse and challenging health care settings.

Nurses conceptualize patient needs holistically and use nursing process, critical thinking and clinical judgment to structure and evaluate care for individuals and families. Ideally, all nursing care is therapeutic, ranging from simple to complex actions that integrate cognitive and psychomotor skills, communication principles, a capacity for caring, and with careful regard for ethical and legal standards.

Nursing care is directed toward specific outcomes, including the prevention of health care problems, carrying out treatment protocols to assist patients to recover from or manage illnesses with minimum residual effect, and to facilitate rehabilitative efforts.

THE ASSOCIATE DEGREE NURSE

In accordance with the Texas Board of Nursing, the Differentiated Essential Competencies (DEC) guides delivery of educational strategies to prepare graduates who provide safe, competent care (DEC, 2011). A competency is described as “an expected level of performance that integrates knowledge, skills, abilities and judgment” (ANA, 2008, p.3). Our learner focused program is based on the QSEN Concepts of Patient Centered Care, Team Work and Collaboration, Evidence-Based Practice, Quality Improvement, Safety and Informatics as well.

The associate degree nurse functions in four roles: Patient Safety Advocate, Member of a Profession, Provider of Patient-Centered Care, and Member of a Health Care Team.

- As a Patient Safety Advocate, the associate degree nurse promotes quality and safe environments for patients, self and others in accordance with the safety requirements and standards, outlined by federal, state and local government and accreditation organizations.
- As a Member of a Profession, the associate degree nurse assumes accountability and responsibility for the quality of care provided to patients.
- As a Provider of Patient-Centered Care, the associate degree nurse develops and implements individualized plans of care for patients from diverse and multicultural populations.
- As a Member of the Health Care Team, the associate degree nurse coordinates, collaborates and communicates with patients and their families; and members of the interdisciplinary health care team with mutually agreed upon goals to plan, deliver and evaluate patient centered care.
San Antonio College Department of Nursing Education
Organizing Framework: Conceptual Model

Provider of Patient-Centered Care
- Communication
- Caring
- Evidenced-Based Practice
- Clinical Reasoning
- Cultural Competence
- Critical Thinking
- Therapeutic Nursing Interventions
- Nursing Ethics
- Therapeutic Modalities
- Nursing Process
- Teaching/Learning
- Health Promotion

Member of the Healthcare Team
- Communication
- Critical Thinking
- Interdisciplinary Health Care Team
- Caring
- Cultural Competence

PATIENT
- Adaptation
- Patient-Internal & External Environment
- Lifespan
- Health
- Member, Family and Community

Member of the Profession
- Nursing Ethics
- Critical Thinking
- Caring
- Communication
- Legal Scope of Practice
- Cultural Competence

Patient Safety Advocate
- Safety
- Safe Environment
- Quality Patient Outcomes
- Critical Thinking
- Clinical Reasoning
- Evidence Based Practice
- Communication
CONCEPT-BASED CURRICULUM

The curriculum emphasizes deep learning about the discipline’s most central concepts rather than content alone, which leads to the student’s ability to develop habits of thought and pattern recognition and clinical judgment. The body of nursing knowledge is divided into 43 concepts. The student learns the concepts and applies them to exemplars across the lifespan; subsequently, developing a deeper understanding of prevalent health care conditions and situations. Understanding patient care on a conceptual level not only enhances clinical judgment, but helps students learn how to organize information in a logical mental structure while fostering understanding of relationships among events or conditions that impact patient care situations. The learning activities are designed to promote student engagement, self-assessment, and self-directed learning.

THE CURRICULUM IS ORGANIZED BY CONCEPTS AND ROLES OF THE NURSE: (see diagram pg 9)

The associate degree nurse interacts with the patient and family by functioning in the four roles of the nurse: Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate and Member of the Health Care Team. The nurse assists patients across the lifespan in their adaptation to changes in their internal and external environments affecting health. The nurse views patients as unique individuals comprised of interrelated biological, intellectual, psychological, spiritual, sociocultural, and environmental components. The nurse recognizes that patients come from diverse multicultural groups and are members of families and communities. Within the four roles, the nurse uses communication, critical thinking and caring to provide nursing care to patients for health promotion, health maintenance, rehabilitation, and restoration of health.

- **MEMBER OF THE PROFESSION**

  Functioning in the role of Member of the Profession, the associate degree nurse is accountable and responsible for the quality of nursing care by maintaining nursing ethics and legal scope of practice. The nurse develops critical thinking skills, and applies clinical reasoning through reflection, self-analysis and communication skills. The associate degree nurse contributes to the profession of nursing by engaging in lifelong learning, participating in professional activities, and responding to current and future needs of a changing health care delivery system. As a Member of the Profession, the nurse demonstrates attributes of caring by committing to self-care, recognizing the need for cultural competence, the safe practice of nursing, and projecting a professional image, by upholding professional values, and behavior.

- **PROVIDER OF PATIENT-CENTERED CARE**

  Functioning in the role of the Provider of Patient-Centered Care, the nurse uses critical thinking and clinical reasoning skills to facilitate clinical decision making and incorporates evidence-based practice outcomes. The nurse integrates knowledge from multiple disciplines and applies nursing process, cultural competence, and nursing ethics to determine the physical and mental status, needs, and preferences of patients and their families based on health data. Using cognitive, affective, and psychomotor knowledge and skills, the nurse analyzes assessment data to identify problems, formulate goals/outcomes, develop plans of care for patients and their families in collaboration with patients, families, and the interdisciplinary health care team.
Communication skills are used by the nurse to verify patients’ needs and to develop and evaluate mutually agreed upon goals that foster adaptation to health. The nurse provides safe, compassionate, comprehensive nursing care to patients and their families through therapeutic nursing interventions and incorporates therapeutic modalities. Using legal, ethical, and regulatory parameters and concepts of disease prevention, wellness, and promotion of healthy lifestyles, the nurse implement the plan of care for patients and their families. The nurse impacts health care behaviors by developing, implementing and evaluating teaching plans for patients and their families to address health promotion, maintenance, and restoration. Coordination of human, information, and material resources occur as the nurse provides care to patients and their families. The nurse uses benchmarks from evidence-based practice to evaluate and report patient outcomes and response to therapeutic nursing interventions and plan follow-up care. As the Provider of Patient-Centered Care the nurse exhibits professional attributes of caring in the development of therapeutic nurse-patient and nurse family relationships.

PATIENT SAFETY ADVOCATE
Functioning in the role of Patient Safety Advocate, the nurse utilizes critical thinking and clinical reasoning in applying the nursing process to promote quality patient outcomes and safe internal and external environments for patients, self, and others. The nurse adheres to standards set by federal, state, local and accrediting bodies in the implementation of therapeutic nursing interventions and therapeutic modalities utilizing evidence-based data to communicate and reduce patient risk. Within a variety of health care settings, the nurse as a patient safety advocate also complies with mandatory reporting, assignment and delegation in accordance with the Texas Nursing Practice Act.

MEMBER OF THE HEALTH CARE TEAM
Functioning in the role of Member of the Health Care Team the nurse coordinates, collaborates, and communicates with patients, their families, integrating cultural competence as a member of the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care. Critical thinking skills assist the nurse to communicate and manage information using technology to support decision making to improve patient care. Using effective communication skills, the nurse communicates and collaborates in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families in a variety of health care settings. Furthermore, the nurse facilitates discharge planning by referring patients and their families to resources that facilitate continuity of care, health promotion, maintenance, and restoration; and ensure confidentiality. As the Member of the Health Care Team, the nurse uses professional attributes of caring by serving as a health care advocate in monitoring and promoting quality and access to health care for patients and their families. Using evidence-based practice, the nurse supervises care provided by others.
## CURRICULUM CONCEPTS & DEFINITIONS

<table>
<thead>
<tr>
<th>Concept</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adaptation:</td>
<td>A dynamic process where the individual acts on and changes the internal and/or external environment to foster optimal outcomes of health throughout the lifespan.</td>
</tr>
</tbody>
</table>
| Caring:                  | Professional nursing behaviors that reflect attributes of compassion, competence, confidence, conscience, commitment, and comportment  
  - Compassion: experiencing the feelings of the patient and family  
  - Competence: knowing the condition of the patient, how to treat, and what is available to the patient and family  
  - Confidence: fostering mutual respect and a trusting nurse-patient relationship  
  - Conscience: applying ethical and legal standards of practice and maintaining professional boundaries  
  - Commitment: being available for whatever is needed by the patient/family.  
  - Comportment: projecting a professional image |
<p>| Clinical Reasoning:      | The reflective practice, and creative and critical systems thinking processes nurses use to frame the meaning and facts associated with a patient’s narrative history, juxtapose and test the differences between a patient’s present state and a desired outcome; make judgments about outcome achievements derived from reflection and self-regulation of thinking. |
| Communication:           | The process by which the nurse receives, interprets, and conveys information to patients and families or collaborates with members of the interdisciplinary health care team (IHCT). The term therapeutic communication is used for the interactive process between nurse and patient or family. Nursing informatics is the integration of data, information, knowledge, and wisdom to support patients, nurses, and other providers in their decision making in all roles and settings. This support is also accomplished through the use of information structures, processes, and technology. |
| Critical Thinking/Clinical Judgment | A purposeful, self-regulatory judgment which uses interpretation, analysis, evaluation, inference, and explanation in the cognitive and affective domains to facilitate the process of knowledge development and clinical decision making. The nurse uses critical thinking skills to facilitate clinical decision making and practice that is evidence based. Evidence-based practice is the implementation of therapeutic nursing interventions based on empirical evidence from nursing, biologic, and psychosocial sciences. |
| Cultural Diversity:      | Beliefs, values, attitudes, and practices that are accepted by a population, a community, or an individual.                                                                                                    |
| Cultural Competence:     | The skills and knowledge necessary to appreciate, understand, and work with individuals from different cultures.                                                                                             |</p>
<table>
<thead>
<tr>
<th><strong>Evidence-Based Practice</strong></th>
<th>Evidence-based practice is the integration of best research evidence with clinical expertise and patient values to facilitate clinical decision-making.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health</strong></td>
<td>A dynamic life experience that is expressed in terms along the continuum of wellness and illness.</td>
</tr>
<tr>
<td><strong>Health Promotion</strong></td>
<td>The implementation of an evidence-based strategy for advancing wellness or for preventing illness, disability, or premature death.</td>
</tr>
<tr>
<td><strong>Interdisciplinary Health Care Team</strong></td>
<td>All professionals who provide service or care to a patient and family for the purpose of health promotion, health maintenance, rehabilitation, restoration to health and/or end of life care.</td>
</tr>
<tr>
<td><strong>Internal/external Environment</strong></td>
<td>All internal (biological, intellectual, spiritual, and psychological) and external (socio-cultural) conditions that continually influence the lifespan and adaptation of an individual.</td>
</tr>
<tr>
<td><strong>Legal Scope of Practice</strong></td>
<td>The legally authorized parameter of activities comprising the practice of nursing as identified in the Nursing Practice Act. The practice of nursing is based on scientific processes, founded on a professional body of knowledge; it is learned profession based on an understanding of the human condition across the lifespan and the relationship of a client with others and with the environment; and it is an art dedicated to caring for others. The practice of nursing means assisting clients to attain or maintain optimal health, implementing a strategy of care to accomplish defined goals within the context of a client centered health care plan and evaluating responses to nursing care and treatment (2013).</td>
</tr>
<tr>
<td><strong>Lifespan:</strong></td>
<td>The length of time between the birth and death of an individual. Throughout the lifespan, an individual experiences patterned and orderly changes in physical growth and functional development.</td>
</tr>
<tr>
<td><strong>Members of families and communities:</strong></td>
<td>A community includes those individuals who share belief systems, provide mutually reinforcing support networks, and define expectations for health and illness behaviors. The family is the basic unit of society that consists of those individuals, male or female, youth or adult, legally or not legally related, genetically or not genetically related, who are considered by others to represent their significant persons</td>
</tr>
<tr>
<td><strong>Nursing Ethics</strong></td>
<td>Nursing ethics reflects on general moral principles addressing potential and actual ethical issues in the health care delivery system. The nursing code of ethics focuses on values and standards of conduct based on a framework for decision-making and professional integrity.</td>
</tr>
<tr>
<td><strong>Nursing Process:</strong></td>
<td>A systematic method to provide nursing care which utilizes assessment, analysis, planning and outcomes, implementation, and evaluation for clinical decision making.</td>
</tr>
<tr>
<td><strong>Patient</strong></td>
<td>A person who receives the services of a registered nurse who is qualified to provide professional nursing. According to the Texas Board of Nursing, “professional nursing means the performance of an act that requires substantial specialized judgment and skill, the proper performance of which is based on knowledge and application of the principles of biological, physical, and social science as acquired by a completed course in an approved school of professional nursing.”</td>
</tr>
<tr>
<td><strong>Quality Patient Outcomes</strong></td>
<td>A set of measures that incorporate evidence-based practice standards and quality improvement strategies to achieve patient benchmarks as identified by the accrediting and approving agencies for health care facilities.</td>
</tr>
<tr>
<td><strong>Safety</strong></td>
<td>Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.</td>
</tr>
<tr>
<td><strong>Safe Environment</strong></td>
<td>An environment in which nursing practices, through ongoing analysis reduce the risk of injury to patients, healthcare providers and others.</td>
</tr>
<tr>
<td><strong>Teaching/learning process:</strong></td>
<td>A dynamic interactive process that results in a change in behavior in the learner through assimilation of knowledge and development of values, skills, and competencies.</td>
</tr>
<tr>
<td><strong>Therapeutic Modalities:</strong></td>
<td>Interdependent interventions shared by the nurse and the interdisciplinary health care team. The nurse collaborates with members of the interdisciplinary healthcare team in providing skills, treatments and services to promote optimum health and support death with dignity for patients of all ages.</td>
</tr>
<tr>
<td><strong>Therapeutic Nursing Interventions (TNI)</strong></td>
<td>The actions a nurse performs, based on clinical judgment and knowledge, in eliminating or reducing the etiology of the actual nursing diagnosis, or reducing the risk factors associated with an at risk diagnosis to enhance patient outcomes.</td>
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</tbody>
</table>
San Antonio College
Department of Nursing Education

ADN PROGRAM OUTCOMES

1. Use clinical reasoning and knowledge based on the nursing program of study, evidenced-based practice outcomes, and research based policies and procedures as the basis for decision-making and comprehensive, safe patient care.

2. Demonstrates skills in using patient care technologies and information systems that support safe nursing practice.

3. Promotes safety and quality improvement as an advocate and manager of nursing care.

4. Coordinate, collaborate and communicate with diverse patients, families and the interdisciplinary health care team to plan, deliver, and evaluate care.

5. Adheres to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.

6. Demonstrates knowledge of delegation, management, and leadership skills.

7. Demonstrate behavior that reflects the values and ethics of the nursing profession.

Student Learning Outcomes

Student learning outcome are identified and can be found in each course e-Syllabus.
STUDENTS AND LEARNING
The nursing courses have a variety of methods to facilitate student learning. Each course develops an approach to the content. Some methodologies used and available to the student include:

- Lecture / Films / Electronic syllabus.
- Nursing literature findings.
- Group discussions (to facilitate critical thinking).
- Critical thinking exercises.
- Study guides.
- Experiential learning in clinical laboratory and hospital settings.
- Canvas enhanced content.
- Case studies
- Simulation
- Reflective Journaling

Refer to the current course syllabi [electronic] for specific criteria for each course. In addition to the textbooks, one may access the Internet to look up current or new information when preparing information about your client’s alteration in health. Make sure information is reliable such as content from major medical universities’ sites.

CURRICULAR THEMES
Some courses may make reference to curricular themes. In case you do not remember, here are some that evolve from the organizing framework.

<table>
<thead>
<tr>
<th>Nursing Process</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence-based Practice</td>
<td>Teaching / Learning process</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Therapeutic modalities</td>
</tr>
<tr>
<td>Therapeutic nursing interventions</td>
<td>Health Maintenance and Promotion</td>
</tr>
<tr>
<td>Caring</td>
<td>Adaptation to Internal &amp; External Environments</td>
</tr>
<tr>
<td>Cultural Diversity</td>
<td>Safety</td>
</tr>
<tr>
<td>Clinical Reasoning</td>
<td>Interdisciplinary Healthcare Team</td>
</tr>
</tbody>
</table>

DAY/EVENING CLASSES
Content is the same for day and evening classes within a course. **There is not an evening program; only evening courses.** Generally, day classes with clinical laboratory begin between 0630-0645, two (2) days a week. There are variances for some courses, usually clinical days consists of six (6) hours two (2) days per week or twelve (12) hours one (1) day per week. Some clinical sections may meet on Saturday or Sunday. The hours per clinical day vary according to the course and semester hours.**
The lecture hours also vary. The didactic classes may begin as early as 0800. Theory courses offered in the evening will begin at 1600 and end no later than 2000 one or two evenings a week.

**Please be advised that clinical hours and sites may change from what is posted in the catalog due to availability of clinical sites allowed by clinical partners in healthcare agencies and faculty in a given semester.

**INSTRUCTIONAL MATERIALS AND TEXTBOOKS**

The required/recommended e-textbooks and textbooks are listed on each courses syllabus. You may select to purchase the required textbooks from several options made available to you. At the new nursing student orientation a textbook list will be distributed to you as well as options to purchase the text.

When purchasing books:
- Buy books listed as required or recommended for the level enrolled.
- Look for used books to save money (look at the book edition that is required).
- Additional books are available, but not required, to use as reference material to facilitate understanding of a particular subject such as Care Plan books, study guides, and other medical/surgical books.

It is the student’s responsibility to purchase course textbooks indicated in the course syllabus.
- Should any additional text be required that is not listed, it is the student’s responsibility to purchase.

Disclaimer: The San Antonio College Nursing Department strives to prepare students for successful outcomes on licensure examination, the curriculum committee meets regularly to modify program as needed. For this reason, the list of required books are subject to change.

**ADVISEMENT WITHIN THE NURSING PROGRAM**

All students enrolled in the Department of Nursing Education will be advised by a faculty member. The faculty advisor will be an assigned section faculty member. Communications between faculty and student is important to facilitate progress through the program, and assist with problems arising throughout the semester. Contact your faculty advisor for questions related to course selection, progression, and available resources.

Academic advisement of nursing students will be a shared responsibility among faculty. It will be the student’s responsibility to contact a faculty advisor each semester to discuss progression. Contacts may be face-to-face meetings or electronic depending on the student’s need.

In the event that a student fails or needs to withdraw from a course, the following process for re-entry into the nursing program is:
- Students will go to the Nursing Department Office to initiate an application for re-entry.
- Students will be instructed to also meet with the section faculty advisor as part of the re-entry process. The faculty advisor must sign the re-entry form.
• When meeting with the student, the faculty advisor will discuss the implications of re-entry and the interruptions points.

• The student will return the completed form to the Nursing office.

Should the student have a failure or some other reason for an academic hold to be placed on the records, that hold will remain in place until advisement has occurred. This means registration for the next nursing courses cannot happen until completion of the advisement process.
**Admission Criteria & Process**

**REQUIREMENTS FOR AN ASSOCIATE IN APPLIED SCIENCE IN NURSING**

All applicants must meet the general admission requirements of San Antonio College and meet general admission requirements of the Department of Nursing Education. Each student must select a Degree Plan option for which they meet the requirements: Generic program, Advanced Placement including either Career Mobility LVN/LPN-RN or Military-to-RN. The nursing courses must be taken in the sequence as specified by the Department of Nursing Education.

1. **Generic Program Track**

   Applicants must:
   - Meet all admission requirements for the College and for the nursing program.
   - Be admitted into the nursing program.

   It is assumed all applicants are admitted into the generic program option unless the applicant indicates otherwise.

2. **LVN/LPN-RN Track**

   In addition to being admitted into the nursing program, the applicant must:
   - be a graduate of a LVN/LPN program and hold a current Texas license as an LVN/LPN.
   - have one year of full time LVN/LPN work experience within the last three years or be graduated from a LVN/LPN program within one year of date of application.
   - If attended another LVN to RN program, must provide a Letter of Good Standing from the transfer college program director.

******NOTE FOR KERRVILLE EXTENSION STUDENTS:******

- Kerrville LVN/LPN-RN Track nursing theory didactic courses are online.
- Kerrville co-requisite clinical/lab courses are offered in Kerrville with the exception of required Obstetric Nursing and Pediatric Nursing clinical/labs which are face-to-face in San Antonio Texas.

3. **Nursing Military to RN Track**

   The Military to RN Career Mobility Track program is a fast-track 1yr (3 consecutive semesters) educational approach as that of LVN to RN track. The military to RN track also prepares military service members and veterans who are trained/served as Army Combat Medics, Navy Corpsmen, or Air Force Medical Technicians who have completed their program in the last 10 years to earn an AAS degree in Nursing and meet the evolving challenges presented to RNs in the modern civilian healthcare system. Earning an AAS degree in Nursing through the Military to RN Track program can help graduates apply their military medical knowledge and clinical experience to begin a career as an RN, expand their job/promotion opportunities/options, and allow them to articulate to a baccalaureate degree program in nursing.
   - The nursing theory didactic courses are online.
   - The co-requisite clinical/lab courses are face-to-face in San Antonio and Kerrville, Texas.
In addition to being admitted into the nursing program, the applicant must:

- Meet all admission requirements for the College and for the nursing program option.
- Submit a copy of their DD214
- Be admitted into the nursing program.

4. **Advanced Placement/Transfer Student Track**

An applicant seeking recognition of previously earned nursing credits at another college or university nursing program within the last three years (3) must meet all requirements for admission. In addition, the applicant submits:

- All coursework taken at other Alamo Colleges will be shown as transfer coursework on the Alamo Colleges District college transcript in the same way that transfer coursework from other external institutions are shown.
- Course syllabus containing course outline(s) and course objective(s) for all earned nursing credits which are to be evaluated by the San Antonio College Department of Nursing Admissions Committee.
- A letter of recommendation from the Dean/Director of the nursing program previously attended.
- Transfer credit is granted only for nursing courses taken at Schools of Nursing that have **ACEN or CCNE accreditation**. If the credits are not from an institution accredited by Department of Education approved or Texas Higher Education Coordinating Board approved accrediting bodies listed in SAC’s catalog, courses will be evaluated by the appropriate chairs on a case-by-case basis for SAC’s Course Equivalency List.

Upon receipt of the above information, the Admission Committee reviews all materials to determine which, if any, credits will be considered transferable.

Transferability is considered in terms of similarity in course content, course grades, course credits and course sequence. Applicants requesting consideration as a transfer student from another nursing program in which they could not progress will be considered on an individual basis. After this review, qualified transfer students are admitted on a space-available basis.

Each student must:

- complete the degree requirements for the selected option.
- possess functional psychomotor sensory skills and demonstrate intellectual and emotional stability during the entire course of the program. (See Program Requirements: Functional Capabilities)
- exhibit Math proficiency.
- maintain immunization requirements for admission and during the course of the program.
- maintain American Heart Association CPR certification (BCLS) during the course of the program.
- follow departmental and course requirements.

**Nursing Program Lock-step**

In order to prepare the nursing students for success, the curriculum was designed in a sequential fashion to support learning and enrichment. Students may not deviate from sequence.
### Alamo Colleges
San Antonio College
Associate in Applied Science (AAS) in Nursing Fall 2018
Generic Program

#### Degree Requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>SCH</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2401 Human Anatomy &amp; Physiology</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>PSYC 2301 General Psychology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 2306 Introduction to Ethics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2402 Human Anatomy &amp; Physiology II</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 2314 Lifespan Growth &amp; Development</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>BIOL 2420 Microbiology &amp; Pathology/Biol 2421</td>
<td>4</td>
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</tr>
</tbody>
</table>

**Total Semester Credit Hours (SCH) for Degree Requirements = 24**

#### Level One

<table>
<thead>
<tr>
<th>Course</th>
<th>SCH</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 1128 Intro Health Care Concepts I</td>
<td>1</td>
<td></td>
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<tr>
<td>**RNSG 1125 Professional Nursing Concepts I</td>
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<tr>
<td>*RNSG 1430 Health Care Concepts I</td>
<td>4</td>
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<tr>
<td>**RNSG 1216 Professional Nursing Competencies I</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*RNSG 1161 Clinical-RN: Health Care Concepts I</td>
<td>1</td>
<td></td>
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</tr>
</tbody>
</table>

**Total Semester Credit Hours (SCH) = 9**

#### Level Two

<table>
<thead>
<tr>
<th>Course</th>
<th>SCH</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>*RNSG 1533 Health Care Concepts II</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>RNSG 1126 Professional Nursing Concepts II</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*RNSG 2362 Clinical-RN: Health Care Concepts II</td>
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</tbody>
</table>

**Total Semester Credit Hours (SCH) = 9**

#### Level Three

<table>
<thead>
<tr>
<th>Course</th>
<th>SCH</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>*RNSG 1538 Health Care Concepts III</td>
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<tr>
<td>RNSG 1137 Professional Nursing Concepts III</td>
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<td></td>
</tr>
<tr>
<td>*RNSG 2363 Clinical-RN: Health Care Concepts III</td>
<td>3</td>
<td></td>
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</tbody>
</table>

**Total Semester Credit Hours (SCH) = 9**

#### Level Four

<table>
<thead>
<tr>
<th>Course</th>
<th>SCH</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>*RNSG 2539 Health Care Concepts IV</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNSG 2138 Professional Nursing Concepts IV</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*RNSG 2360 Clinical-RN: Health Care Concepts IV</td>
<td>3</td>
<td></td>
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</tr>
</tbody>
</table>

**Total Semester Credit Hours (SCH) = 9**

**TOTAL PROGRAM SEMESTER CREDIT HOURS = 60**

- Indicate courses are co-requisites and must be taken together
- ** Indicate these courses are co-requisites and must be taken together
### Degree Requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>SCH</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2401 Human Anatomy &amp; Physiology</td>
<td>4</td>
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<tr>
<td>PSYC 2301 General Psychology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 2306 Introduction to Ethics</td>
<td>3</td>
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<td></td>
</tr>
<tr>
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<td></td>
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<td>PSYC 2314 Lifespan Growth &amp; Development</td>
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<tr>
<td>BIOL 2420 Microbiology &amp; Pathology/BIOL 2421</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credit Hours (SCH) for</strong></td>
<td>24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Level One

<table>
<thead>
<tr>
<th>Course</th>
<th>SCH</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>*RNSG 1424 Concept-based Transition to Professional Nursing Practice</td>
<td>4</td>
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<td></td>
</tr>
<tr>
<td><strong>RNSG 1216 Professional Nursing Competencies</strong></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RNSG 1128 Introduction to Health Care Concepts I</strong></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*RNSG 1263 Clinical-RN: Concept-based Transition to Professional Nursing Practice</td>
<td>2</td>
<td></td>
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</tr>
</tbody>
</table>

**Note:** An additional 9 hours of credits (RNSG 1533, 1126, 2362) will be granted for the Career Mobility student upon admission and successful completion of the first 6 nursing course credits (RNSG 1424, 1216, 1128, 1263) in the Nursing Career Mobility Program.

**Total Semester Credit Hours (SCH) for Degree Requirements**

<table>
<thead>
<tr>
<th>Level Two</th>
<th>SCH</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 1137 Professional Nursing Concepts III</td>
<td>1</td>
<td></td>
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<tr>
<td>*RNSG 1538 Health Care Concepts III</td>
<td>5</td>
<td></td>
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</tr>
<tr>
<td>*RNSG 2363 Clinical-RN: Health Care Concepts III</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours (SCH)**

<table>
<thead>
<tr>
<th>Level Three</th>
<th>SCH</th>
<th>Semester</th>
<th>Grade</th>
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<td>*RNSG 2360 Clinical-RN: Health Care Concepts IV</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Semester Credit Hours (SCH)**

**TOTAL PROGRAM SEMESTER CREDIT HOURS = 60**

*Indicate courses are co-requisites. Courses must be taken together and passed together for credit.
PROGRAM OF STUDY & APPLICATION PROCESS

General Admission Requirements to the College
Applicants to the Associate Degree Nursing program must meet the following minimum requirements:

1. Application and current admission to San Antonio College through www.applytexas.org.
2. If you have been away from our college for longer than one semester you will have to reapply for admission to San Antonio College.
   a. Meet college admission requirements in the Alamo Colleges District as outlined in the official college catalog at www.alamo.edu.
   b. Have earned either a high school diploma or General Education Diploma (GED)
   c. Comply with Texas Success Initiative (TSI) requirements (2.0 GPA)
   d. Send official copies of college work outside of the Alamo Colleges District to the San Antonio College Admissions and Records Office.

Students should consult the college advising office to determine their TSI status prior to applying to the Nursing Program.

To apply for admission into Advanced Placement in the Military to RN Track:
Send official copies of Military transcripts awarding credit for training as Army Combat Medics, Navy Corpsmen, or Air Force Medics and college work pertaining to outside the Alamo Colleges to the College Admissions and Records Office and the Department of Nursing Education.

3. Apply to the Nursing Program. The online application will be available only during open application periods and will be inactive after the deadline. Acceptance to the Associate Degree Nursing program is via a competitive ranking process for selection based on a point award system for designated criteria.
   a. Standardized entrance exam (TEAS)
   b. Degree requirements GPA including science GPA
   c. Previous education (completion rate and degrees awarded)
   d. Past work experience if applicable (see Multicriteria Admission sheet for positions & guidelines)

Unofficial transcripts can be uploaded to the nursing application.

Application to the Associate Degree Nursing Program requires:

Degree Requirement Courses
Applicants must complete the degree requirement courses listed below with a minimum cumulative grade point average of 2.00 or higher to submit an application to the nursing program. The degree requirement courses GPA is considered in the point award ranking process. A science GPA of a 2.7 or higher is also required to be considered for admission.

<table>
<thead>
<tr>
<th>Degree requirements (*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401 Human Anatomy &amp; Physiology I*</td>
</tr>
<tr>
<td>BIOL 2402 Human Anatomy &amp; Physiology II*</td>
</tr>
<tr>
<td>BIOL 2420 Microbiology &amp; Pathology*</td>
</tr>
</tbody>
</table>
Non-Nursing course requirements

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
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<tr>
<td>PHIL 2306 Introduction to Ethics</td>
</tr>
<tr>
<td>PSYC 2301 General Psychology</td>
</tr>
</tbody>
</table>

All science coursework (anatomy; physiology; and microbiology) transferred from outside of Alamo Colleges must have been completed less than five (5) years prior to applying to a Nursing program.

Dual Credit and Advanced Placement Credit:

Credit, through High School Dual Credit or Advanced Placement Credit by documenting Military Medical Service and Training through Military Transcripts, may be awarded. However, testing policy states that a “CR” credit for exam cannot be counted towards your composite score for ranking since there is no letter grade present.

Upon receipt of the above information, the Admissions Committee reviews all application materials to determine which, if any, credits will be considered transferable. Transferability is considered in terms of similarity in course content, course grades, course credits and course sequence. Applicants requesting consideration as a transfer student from another nursing program in which they could not progress will be not be considered for admission. After this review, qualified transfer students are admitted on a space-available basis.

Each student must:

- complete the degree requirements for the selected option.
  - Non nursing course requirements must be completed by **Generic trac students prior to entering Level IV semester**
  - Non nursing course requirements must be completed by **Career Mobility students at the end of Level II semester**.
- possess functional psychomotor sensory skills and demonstrate intellectual and emotional stability during the entire course of the program. *(See Program Requirements: Functional Capabilities)*
- exhibit math proficiency through medical calculations examination in each clinical course.
- maintain immunization requirements for admission and during the course of the program. **Submit copy of updated flu and TB vaccinations (annually) to Nursing Dept.**
- maintain American Heart Association CPR & BCLS certification during the course of the program. If renewal is required during the program, submit a copy of new card to the Nursing Dept.
- follow departmental and course requirements.

Each student must meet ongoing College and Departmental Policies

- Policies are published in variety of sources, to include the College e-catalog, Nursing Department Website, and the Nursing Student Handbook.
- Knowing what is required to successfully complete the degree program helps facilitate decision making. This requires clear communication with faculty and administration.
• The Web has become a great communication tool. As you go through this manual you will find references to information available on the Web. Remember, all students have access to the Internet—in learning labs, college library, local libraries, and individual personal computers.
• Each nursing course utilizes Canvas via the internet and Alamo Colleges Educational Services (ACES) as a method to distribute information.

Application Filing Periods
Official period for FALL semester admission: November 15 – February 15
Official period for SPRING semester admission: June 1 – August 31
Official period for SUMMER (Career Mobility ONLY) admission: September 01 – November 30

Initially, notification letters will be sent to the personal email address provided on the Nursing application. All subsequent emails will be sent to ACES email address (@student.alamo.edu). It is the responsibility of the applicant to maintain appropriate contact information at all times.

After the applicant is notified of **conditional acceptance** by the Department of Nursing, the candidate must:

1. accept or decline invitation to Nursing program by the given deadline. Failure to respond by deadline will result in candidate losing their spot.
2. candidate must complete and submit the admission packet items before the indicated deadline.
   Once all required documents are submitted within the time frame given the conditional accepted candidate may have a permanent file initiated to include proof of current:
   • **Proof of Immunizations** required for admission into the program (Please see immunization requirement page)
   • **Photocopy of the applicant’s current American Heart Association Health Care Provider level CPR & BCLS card.** The expiration date of the card must not occur before the end of the first semester of potential entry to the Nursing Program.
   • **Documentation of the applicant’s personal healthcare insurance coverage** such as a photocopied insurance card.
   • **Clear FBI background check** (See Declaratory Orders section)
3. Failure to notify program of previous enrollment to the San Antonio College Department of Nursing Education nursing tracks or in another nursing program will disqualify the application for admission.

**NOTE:**
Incomplete applications will not be considered. Submitting incomplete, misleading, or fabricated information on the student admission application or any admission document is reason for dismissal of the student from the nursing program at the time the breach is discovered. Students must retain original copies of all documents submitted as part of the application packet.
**IMMUNIZATION REQUIREMENTS**

The Department of Nursing Education requires compliance with the Centers for Disease Control (CDC) immunization schedule for health care workers. Please go to the following link for more information: [http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters](http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters). Compliance with the guidelines is for the protection of the student and the public. Students entering the Nursing Program are required to show written evidence of immunizations. Additionally, while enrolled, students must provide documentation of a tuberculosis test *yearly*. In the event a student has tested positive on TB test, an X-ray is required and is good for 2 years.

Prior to admission into San Antonio College Department of Nursing students must submit verification of immunization for: Meningitis, Influenza, Hepatitis B series, MMR, Varicella, Tetanus and Diphtheria (Td).

Students will be asked to show evidence of current immunization status to clinical instructors before the start of each clinical rotation. Failure to comply with this requirement will prevent you from attending clinical and subsequently receiving a zero “0” for every day missed.

**CARDIOPULMONARY RESUSCITATION (CPR & BCLS)**

Prior to the first clinical day in the first semester clinical course, a student must show evidence of having completed American Heart Association (AHA) CPR certification. This certification may be obtained through an AHA approved program. CPR certification is renewable every two years (must be completed hands-on, no internet recertification). Failure to comply with this requirement will prevent you from attending clinical and subsequently receiving a zero “0” for every day missed.

**HEALTH INSURANCE**

All Nursing Students must provide proof of health/medical insurance such as Medicaid, Medicare, and Spouse/Parent/Employer Coverage/Insurance. In case you encounter an accidental needle stick while attending clinical, your insurance should cover an emergency room visit. Insurance through the Affordable Care Act is acceptable insurance.

*Note: It is advisable to make copies of your CPR card, completion of hospital orientation card, immunization and evidence of insurance. Keep these documents in a secure location and have readily available at the beginning of each new clinical rotation.*

**BACKGROUND CHECK**

All Nursing Students must provide a clear background check or submitted a declaratory order to the Board of Nursing prior to starting the nursing program.

If any criminal behavior occurs post entry into the Nursing program, you are required to file a Declaratory Order petition immediately with the Texas Board of Nursing. Do not wait until prior to graduation. See Declaratory Orders on pages 28 and 58.
NEW STUDENT ORIENTATION

Prior to beginning the program, it is mandatory that new students physically attend the new student orientation program. The orientation provides an opportunity for students to attain information specific to the nursing department. Failure to attend the new student orientation will result in your termination from San Antonio College nursing program.

ORIENTATION TO HOSPITAL POLICIES

A mandatory orientation to policies common to hospitals will be available once per semester. Policies required by the hospitals such as Infection control, fire safety, quality assurance, needle sticks, HIPAA, ethics, cultural sensitivity, etc. will be presented. The Hospital Orientation Handbook is available online at home through the SAC Nursing website. However, the test needs to be completed at the nursing computer lab. Each student is required to participate in this orientation once per year. Each student will be issued a card to document completion and this card must be presented to each clinical instructor. Without evidence of completion, students will be unable to attend clinical and subsequently will receive a zero “0” for each day missed.

DECLARATORY ORDERS

The Declaratory Order process permits the Texas Board of Nursing (BON) to make decisions regarding eligibility for licensure prior to entering or completing a nursing program. The student can request a Petition for Declaratory Order by contacting the Texas Board of Nursing via mail (P.O. Box 430, Austin, TX 78767-0430), telephone (512) 305-6802) or website (www.bon.state.tx.us/). Processing the petition may take three months to two years, after you provide all required documentation. Statutes and Rules governing this petition may be found in the Texas Occupations Code §§301.257, 301.452-301.454 (Nurse Practice Act), and in the Board Rules and Regulations relating to Professional Nurse Education, Licensure and Practice, 22 TAC §§213.27-30 and §§217.11-12. These statutes can be located on the BON website.

Students who have obtained a Declaratory Order Petition must notify and inform the program administrator of the outcome of his/her petition. A Texas Board of Nursing (BON) background clearance is mandatory for all nursing students in the Nursing Department.

Please note:
A background check prior to admission into the nursing program is required. In addition, local health care agencies require BACKGROUND/FBI checks on students before they are allowed into their facility during a clinical rotation and upon graduation before taking the National Council State Board of Nurses for Registered Nurses (NCLEX-RN) Exam. (See Appendix for Eligibility issues and more information on Declaratory Orders.)
**FUNCTIONAL CAPABILITIES: A PROGRAM REQUIREMENT**

The student must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and education process. Students are required to meet these basic functional capabilities in order to be accepted into the program. It is assumed that an applicant or a student enrolled in the Department of Nursing Education will be able to independently:

1. Physical Functioning abilities
   - Functionally use the senses of vision, hearing, smell, and touch with or without technical (mechanical) compensation.
   - Observe a patient accurately at a distance and close at hand.
   - Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

2. Psychomotor skills
   - Execute functional psychomotor movements to provide general nursing care and emergency treatments.
   - Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

3. Communication abilities
   - Hear, observe, and speak to patients to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communication.
   - An applicant must be able to communicate with patients effectively and with sensitivity.
   - Communication includes not only speech but reading and writing.
   - The applicant must be able to communicate effectively in oral and written form with all members of the health care team.

4. Intellectual capabilities
   - Utilize intellectual abilities by independently reading, writing, and reasoning, understanding logic, and asking questions for clarification.
   - Comprehend three-dimensional relationships and understand the spatial relationships of structures.

5. Emotional stability
   - Demonstrate the emotional health required for full utilization of intellectual abilities and exercise good judgment.
   - The applicant must be able to complete promptly all responsibilities attendant to the care of patients and develop mature, sensitive, and effective relationships with them.
   - An applicant must be able to tolerate physically taxing workloads and function effectively under stress.
Academic Course Policies

ATTENDANCE POLICY

First day of classes are mandatory for attendance. The San Antonio College policy states that students may be dropped from class by the instructor if not present on the first day of class.

- Regular and punctual attendance to all classes, laboratories, and clinical day and/or evening, is required.
- A student, absent for any reason, is responsible for all work missed. **Acceptance of late assignments is at the discretion of the instructor of record.**
- Absences of each student are recorded without exception from the official date of his/her enrollment.
- A student arriving late must see the instructor at the end of class to be counted present.
- **Tardiness and early departure are a form of absenteeism.**
- Three (3) tardies equal one absence.
- A student who has accumulated absences equivalent to 2 weeks in a semester of instruction prior to the College’s official withdrawal date may be dropped from the course.

ELECTRONIC SYLLABUS

The college’s required information for each course and instruction credentials is accessible through e-Syllabus.

Instructors will post information via Canvas and email. ALL students have an email address through ACES. It is your responsibility to check your email daily for updates and/or other communication.

ASSIGNMENTS

Students must follow published criteria.

To ensure confidentiality, patient names or identifiers should be removed from submitted work. [Use of a number or use the phrase “the patient”]

When using citations from journal articles the following criteria should be met:
- no more than five years old or be identified as a **classic or seminal document**
- contain a bibliography written in APA format

Late assignments may not be accepted. If accepted, five (5) points per class, however assignments for clinical days will receive a zero grade if not turned in at the assigned time and date. Each course establishes written work to be submitted for grading.

COURSE INFORMATION

Faculty is responsible for posting pertinent communication to students on Canvas and will post clinical course information prior to the beginning of class. **Students are responsible for checking Canvas for information pertinent to the course and the Department of Nursing Education.**
**TESTING POLICIES**

Delivery method of all exams administered are computer based testing in order to adequately prepare for the NLCLEX method of testing.

**Theory Examinations**

All test questions correlate to unit, course, and student learning outcomes.

- A minimum grade of 75% is necessary to receive a passing grade.
- There will be **no rounding**.
  - Department of Nursing Education Grading Rubric:
    - 100 – 90 A
    - 89 – 80 B
    - 79 – 75 C
    - 74 – 60 D
    - 59 – 0 F
- Questions are derived from any required student learning activities.
- The student is responsible for material from prerequisite courses.
- A student must notify the instructor of record prior to the examination if absent. **Make-up examinations will be scheduled at the discretion of the instructor of record.**
- **If the student is unable to take the examination at the scheduled time and fails to make arrangements for postponement of the examination, he/she may receive a "0" for the examination grade. The student may request a make-up exam provided that a request is submitted within 24 hours of absence. The student need will be considered by faculty of record and the course coordinator/program coordinator**
  - The "0" will be averaged with the student's other exam grades for the course grade.
  - Examinations are timed. Each course designates the time limit for the particular exam/quiz.
  - Each nursing theory course will have a final exam during the Colleges finals week schedule.
  - Examination grades will be available from the instructor of record one week following the examination date.
  - Student request for review of a specific exam should be scheduled with the instructor of record within one week following the exam date.

**Final Exam**

- A minimum grade of 75% is necessary to receive a (passing) course grade. There will be **no rounding**.
- A written, comprehensive final exam, not to exceed 2.5 hours in length, shall be given at the end of each semester for each course at the regularly scheduled time.
- A student who must be absent from a final examination **MUST** petition the instructor for permission to postpone the examination.
- A student absent without permission from a final examination is graded "F".
- Postponed examinations result in a grade of "I."
- The postponed final examination must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F." (San Antonio College Bulletin, Faculty Handbook)
**Standardized Exams**

- Students in the Nursing Program will be required to take national standardized tests throughout the curriculum. San Antonio College Department of Nursing Education utilizes ATI standardized examinations in its nursing program. **The ATI examinations are intended to measure, document and track NCLEX-RN readiness.** In addition, how well the student is retaining essential nursing knowledge and skills for safe practice in the healthcare environment while progressing in the program. The ATI Comprehensive Predictor Exit Exam is also utilized to predict the probability of the graduate’s success on the NCLEX-RN licensure examination. ATI examinations are standardized therefore students may attest that ATI testing material may not have been taught in our nursing curriculum. Standardized exams are based on foundational knowledge and skill of the nursing curriculum level courses. The material taught to students is sufficient in giving the student enough knowledge and skill to make safe clinical judgments or to utilize their clinical reasoning skills in making practice decisions resulting in safe nursing. The following use of ATI Standardized Examinations apply to students in the Associate of Applied Science Nursing Degree Program at San Antonio College.

- Faculty will explain the importance of the ATI assessments and how the 10% score of individual student performance is part of the course grade.

**ATI STANDARDIZED EXAMINATIONS**

ATI examinations, proctored or customized will be administered in all Concept-based Curriculum (CBC) levels for both Generic and Career Mobility tracks. ATI exams provide a guideline range as to the proficiency level achieved by the student. The ATI examinations will be administered and students achieving less than a **Level II (2) proficiency** will be allowed to remediate, and the examination will be administered a second time. Upon retesting on the ATI Standard Exam and achievement of a Level II or greater, additional points will be given. No additional points will be granted unless a Level II or greater is obtained.

**ATI COMPREHENSIVE EXIT EXAM**

The **ATI Comprehensive Predictor Exit Exam** is a competency predictor examination that provides a predictability score to the student indicating how successful the student may perform on the NCLEX – RN licensure examination. The examination is scheduled in the last level of the Generic or Career Mobility track.

All Department of Nursing Education students must be administered and achieve a 90% or greater score on the Comprehensive Predictor Exit Examination. Should the student not achieve a 90% or greater score on the Predictor a second opportunity is given to retake the Comprehensive Predictor Exit Exam and score a 90% or greater. **No additional points will be awarded to any course grade. Should the 90% or greater score not be achieved, the student is required to complete ATI Virtual modules until they achieve the “green light” in order for the affidavit to be signed by the Director.**

The San Antonio College Department of Nursing Education arranges a **MANDATORY three (3) day live review and all graduating students must attend.** The three day live review is a program requirement for each graduating student to attend the entire 3- day ATI Live Review. Non-compliance in attending the mandatory three day live review may result in the student’s Board of Nursing affidavit not released to the Board of Nursing by the Director of the program. Affidavit signature attests to the graduate’s preparedness for entry-level competency in nursing care.
SKILLS PERFORMANCE EVALUATION
Clinical skills (related psychomotor skills) must be demonstrated for the student to progress.

- Lack of achieved standards of competency will preclude the student from successful completion of the course and progression to the next course. Skill proficiency testing to include math and psychomotor may be evaluated in either clinical or theory courses.
- Each course determines how skill performance will be evaluated.
- Evaluation of skill performance will be graded according to identified critical criteria.
- See the specific requirement for Clinical Skills Performance in each designated course.
- Dates will be posted.

CLINICAL/LAB COURSE EVALUATION
A minimum grade of 75 % is necessary to receive a (passing) course grade. There will be no rounding to 75% minimum grade.

Definition of Clinical Day:

- Most commonly there are 12 hours in a clinical assignment which can be
  - 2 days of 6 clinical hours per day
  - 1 day of 12 clinical hours
- There are two other clinical track assignments that differ.
  - One, for RNSG 1161, is 4 hours in length
  - The other, for RNSG 1263, is 8 hours in length.
    ** Absence/tardies for RNSG 1161 and RNSG 1263 will be evaluated individually

Students are expected to attend all clinical assignments.

- A student absent from clinical/lab will receive a grade of zero ("0") for the day.
- A clinical/lab absence cannot be made up.
- Three (3) tardy occurrences may equal one clinical day.
- Each absence in a clinical assignment of the semester the student will receive a grade of “zero” for ALL assignments the day of the absence. This includes in the Generic and Career Mobility Tracks, on-site or online assignments.
- A student who will be late or absent should call the assigned unit and the instructor of record at most 30 minutes prior to the beginning of the clinical/lab day.
- If the instructor is not available, leave a message in the Department of Nursing Education.
- Students will receive a daily/weekly grade.
- A violation of Minimum Safe Standards will result in a grade of zero ("0") for that clinical/lab day.
Students are expected to respond to the instructor’s request for conferences regarding performance.

The grade for alternative clinical/lab assignments such as orientation or observation experiences will be calculated according to those objectives that apply for the day. At the end of the course, students will schedule an appointment with the instructor of record to review the clinical/lab evaluation.

**SUMMARY OF PROGRESSION GRADING POLICY**

Students must attain the following to progress to the next course:

- a minimum theory grade of 75%
- a minimum clinical grade of 75%
- a minimum pharmacology math grade of 90% [only one retake permitted] (Math Proficiency).
- pass course-identified Clinical Skills competencies (Skills Performance Evaluation).
- A student cannot petition to withdraw from a course once a final exam is taken.

**PROCESS OF REMEDIATION:**

1. A student who scores below a 75% on an exam in theory is identified as being at-risk.
2. A plan for remediation must be initiated by the student and evaluated and verified by the instructor of record.
3. A counseling form will be initiated by the instructor and the student. Both student and faculty will sign the form and the student will be given a copy.
4. Student is advised by theory instructor of record to participate in remediation prior to the next exam.
5. Once the remediation plan is implemented various remediation strategies can be utilized. Remediation strategies may include but not limited to the following.
   - Review course exams
   - Time management / Review of study habits
   - Content review
   - Completion of course objectives/student learning outcomes
   - Read and review the required course books
   - Student/faculty weekly conferences with documentation
   - ATI activities and practice exams / Case Studies
   - Mentoring with faculty member
**Conduct and Discipline**

**ETHICS AND STUDENT BEHAVIOR**
San Antonio College Subscribes to an Academic Honor Code. This code requires honesty of the individual and the reporting of dishonesty in another. The Department of Nursing requires the highest level of integrity in all student actions. Any nurse or student nurse capable of dishonesty is also capable of endangering patient well-being. It is required that students will maintain the integrity of exams administered in the Nursing program and that students will perform their own work. **Any act of plagiarism or academic dishonesty is and will be grounds for dismissal.** The student is also expected to maintain confidentiality of patient information. It is understood that the discussion between students and instructor regarding the patient is not a breach of confidentiality, but is relevant to the teaching/learning process.

Any student caught cheating; plagiarizing or breaching patient confidentiality may be grounds for dismissal. For further information, refer to the college **Student Code of Conduct.**

**EXPECTATIONS OF STUDENTS:**
Nursing students are expected to:
- use recommended learning activities to prepare for class and clinical.
- be active and interactive in the learning process.
- contribute to learning based on their diverse backgrounds.
- identify their own specific class/clinical learning needs.
- devote full attention to learning and practice opportunities in class and clinical.
- fully participate in reflective practice and reflective journaling.

**PHOTO ID AND SAC NURSING EMBLEM**
- The SAC Photo ID is to be worn at all times while in the student role including clinical hours and while collecting data.
- The SAC Nursing embroidered emblem should be worn on the left chest of uniform and two inches below the shoulder seam of the left sleeve of the lab coat. The SAC Nursing embroidered emblem can also be placed 5 inches below the mid-clavicular line on the left side of the chest.
- The uniform with the SAC Nursing embroidered emblem is not to be worn as a work uniform during the course of employment.
- The SAC Photo ID must say Nursing Student. If not, then the student must obtain one.
**DRESS CODE POLICY:**

The interpretation of dress of a San Antonio College student will be made by healthcare agency staff, patients, and residents of the healthcare agencies we utilize for gaining nursing care experience is a program concern. The following guidelines are addressed to facilitate appropriate professional attire at all times while the student is in the classroom, lab, and in community healthcare agencies assigned.

**Classroom Attire and Decorum:**

San Antonio College Department of Nursing Education Program is a professional nursing program and development of professional demeanor for presentation is a part of attaining the Board of Nursing Differentiated Essential Competencies (DEC) Standard as member of the profession. Clothing worn to classes at San Antonio College may range from dressy to casual. Fashion excesses must be avoided. Tight clothing, hats, pajamas, offensive/obscene sayings on clothing, etc. are not appropriate. Use of perfume and cologne in excess is inappropriate since others may have allergies or unpleasant reactions (e.g., nausea, difficulty breathing, etc.). Unclean, unkempt appearances and unpleasant body or breath odors are not acceptable. This also includes the odor of tobacco products. Students enrolled in the San Antonio College Department of Nursing Education program are expected to observe the following guidelines for classroom behavior. Street clothes (collared shirt) may be worn to clinical agencies in certain circumstances (e.g., Mental Health Nursing units, healthcare agencies and data collection).

Student name tags must be visibly worn at all times while at the facility site.

Students not in compliance with dress code policy may be asked to leave the learning environment.

1. Neither children nor pets may be brought to classes. Children must not be left unattended in any area in the school.
2. Guests may be brought to class if permission is received from the faculty member in charge of the class.
3. Professional behavior suggests that students notify faculty when audio taping the lecture.
4. Students are expected to be seated by the designated starting time for class. If late or missing lecture, it is the student’s sole responsibility to receive missed lecture content from peers.
5. No audible beepers in class. Cell phones and other devices capable of producing sound must be on mute or vibrate.

**San Antonio College Clinical and Simulation Attire**

Guidelines for professional attire:

Students arriving to the clinical agency must be in compliance with the dress code policy, including color badges indicating level status as: Red – beginner, Yellow – intermediate, and Green – advanced.

The dress code guidelines, as described under clinical attire, apply to students when they are assigned Simulation activities. When in simulation laboratory to practice skills, the black uniform jacket must be worn over non uniform clothing.
The uniform that will be used throughout the nursing program consists of a white top, black bottoms, and black shoes. Should a jacket be purchased it must be black and **not** worn in patient care areas. Adherence to full uniform dress code is expected at all nursing department functions **inclusive of The Pinning Ceremony.** Uniforms should be clean, neat, and professional reflecting the high standards of the nursing program. The student uniform requirements should be equivalent to the following:

<table>
<thead>
<tr>
<th>WOMENS TOP</th>
<th>Item#</th>
<th>MENS TOP</th>
<th>Item #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cherokee Luxe</td>
<td>CHE-1845WHTV</td>
<td>Cherokee Luxe</td>
<td>CHE-1929-WHTV</td>
</tr>
<tr>
<td>Cherokee</td>
<td>WW665</td>
<td>Cherokee</td>
<td>WW675</td>
</tr>
<tr>
<td>Professional</td>
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<tr>
<td>WOMENS PANT</td>
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<td>MENS PANT</td>
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<td>Cherokee Luxe</td>
<td>CHE-21100BLKV</td>
<td>Cherokee Luxe</td>
<td>CHE-1022-BLKV</td>
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<td></td>
<td>CHE-21100PETTITE</td>
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<td>CHE-1066TALL</td>
<td>Cherokee</td>
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<tr>
<td></td>
<td>CHE-1066REGULAR</td>
<td>Professional</td>
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</tr>
<tr>
<td>Cherokee</td>
<td>WW170</td>
<td>Cherokee</td>
<td>WW190</td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td>Professional</td>
<td></td>
</tr>
<tr>
<td>WOMENS WARM UP JACKET</td>
<td></td>
<td>MENS WARM UP JACKET</td>
<td></td>
</tr>
<tr>
<td>Cherokee Luxe</td>
<td>CHE-1330-BLKV</td>
<td>Landau</td>
<td>LAN-7551-BKP</td>
</tr>
<tr>
<td>Cherokee</td>
<td>WW340</td>
<td>Cherokee</td>
<td>WW360</td>
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<tr>
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</tbody>
</table>

**EMBROIDERED LOGO**

- Purchased through specified vendors

- **Student ID** will be worn at all times while on the property owed or under the control of San Antonio College and in the clinical setting. Student ID will be clearly visible to someone facing the wearer by placing the badge on the upper chest.
- The SAC Nursing embroidered emblem needs to be completed by specified vendor.
- Plain **white** undershirt or **white** turtle neck shirt may be worn under the scrub top. No writing, pictures, graphics or logos may be worn on or under uniform clothing.
- Undergarments should be worn and not conspicuous. White socks are acceptable with pant style uniforms.
- Uniforms must be properly fitted to size; **pants do not touch the floor.**
- **No** sweaters, hoodies, **jackets**, etc. are to be worn while in delivery of patient care.
- All jewelry is highly discouraged. If jewelry is worn, it must be restricted to a watch, one pair of stud earrings, and/or a wedding band.
- **No visible piercings** other than earrings as mentioned above and **no visible tattoos**
- Skirt length will be no shorter than the middle of the knee or longer than 4” below the knee. White hosiery must be worn.
- Shoes should be black, conservative, closed toe and non-porous. Black leather athletic shoes may be worn. Shoes should be clean and in good condition, with clean black shoelaces without attachments. No slip on clogs or crocs.
• Plain black socks are to be worn. Decorative hosiery, pom-pom attachments, etc. are not acceptable.

• Jewelry should be conservative and limited to school or service pins, a wedding band, and small stud earrings (no more than one in each ear lobe is acceptable). Visible piercing in any other site while in clinical is unacceptable (including but not limited to tongue, lip, eyebrow, and nose). Ear gauges/disk must be removed during clinical and lab time. Additionally, all students are expected to have a watch with a second hand. Bracelets, large or dangling earrings, and large or long necklaces are not acceptable. Both professionalism and safety should be considered when selecting and wearing jewelry.

• Visible body art should be covered and all visible piercing items must be removed.

**Note: Specific agency dress code policy requirements will take precedence over this dress code including policy regarding attire, hair length, beards, mustaches, side burns, and tattoos.**

This is an UNACCEPTABLE presentation for clinical

Adherence to Dress Code Policy is mandatory! Failure to comply with dress code policy will result in not being able to complete clinical assignment at healthcare agency site/unit.

Full uniform is required for “Pinning Ceremony” as well!
PERSONAL HYGIENE

Good personal hygiene is essential. An unclean, unkempt appearance and unpleasant body or breath odors are unacceptable. This includes the odor of tobacco products.

- Hair should be neat, clean, dry, and worn in a conservative style. Long hair must be restrained, so that the hair does not come into contact with patients. All hair must be out of the students face, hair that hangs below the collar should be pulled back and off the shoulders. Hair accessories should be clean and matching natural hair color. Natural hair color is defined as produced by nature. Follicles that are altered by hair coloring as in; pink, green, blue, or orange and other non-natural color are not acceptable. Two tone hair is not acceptable. Fad hair styles are not acceptable.
- Mustaches and beards should be clean and trimmed within ¼ inch of facial skin; otherwise face must be clean shaven.
- Make-up should be conservative and well applied.
- Use of perfume and cologne is inappropriate since patients may have allergies or unpleasant reactions (e.g., nausea, difficulty breathing, etc.).
- Fingernails should be clean and no longer than one quarter inch beyond the tip of the finger. Absolutely no nail polish is acceptable during clinical.
- **Because of CDC and Joint Commission recommendations related to infection control, most hospitals have a policy against artificial nails. ** Artificial nails are unacceptable while in the nursing program.
- There will be no wearing of nursing caps at any time.

Individual healthcare agencies may determine further dress code requirements at their discretion.

PERSONAL BUSINESS

The following activities relating to conducting personal business during class or clinical hours are prohibited:

- Using the facilities’ fax/phone. (Students are not to use the facilities’ to make copies or to transmit material.)
- Using personal pagers/cellular phones.

It is also a violation of college policy to use cell phones during class or clinical placements.

MINIMUM SAFE NURSING STANDARDS (MSS)

One of the department’s goals is to foster professionalism in the nursing student. Some of those ideals are inherit in Safe Nursing Standards for student nurses. For grading purposes, the following applies to clinical.

A violation of minimum safe standards occurs if a student fails to:

1. Demonstrate respect for and maintenance of the nursing chain of authority.
2. Maintain confidentiality with regard to information received about patients during the clinical assignment.
3. Make decisions about patient care when failure to make that decision would endanger the patient.
4. Maintain communication that promotes continuity of patient care.
5. Ensure that correct performance of skills is validated by each clinical instructor.
6. Recognize own limitations.
7. Recognize that previously learned knowledge is required to properly implement nursing care in the clinical setting.
8. Recognize that specific information about the assigned patient(s) is required to provide safe patient care.
9. Maintain vigilance toward patient, agency, and/or staff needs.
10. Demonstrate professional comportment in demeanor, dress and language.

Violation of one of the above minimum safe nursing standards reflects failure of the student to meet safe nursing practice and the student will receive a zero “0” for that clinical day’s performance.

**HEALTH ISSUES**

In emergency situations 911 will be called. It is the responsibility of the student to follow the policy of the clinical facility in which they are assigned for all non-emergencies and/or illnesses. If a student incurs a **needle stick or injury** during clinical, they are to report to the emergency department of their assigned clinical site. Make sure you report to your clinical instructor of record. Follow-up will be done by the student’s personal Primary Care Provider (PCP) and a certificate of clearance must be turned in to the course instructor before the student is allowed to return to clinical.

Student absence due to a health treatment, procedure, delivery of infant, etc. will **require a release** to return to the classroom, lab and/or clinical without accommodations and/or limitations.
**Academic Progress**

**PROGRESSION IN THE NURSING PROGRAM**

Each course has specific requirements that are detailed in the syllabus. In order to progress through the program, it is necessary that **all course specific requirements are achieved**. Students are expected to attend all theoretical and clinical sessions of the nursing program. Specific absence policies are outlined under attendance policy located on pages 29 and 52.

The curriculum of the ADN program is **sequential**; therefore a student must achieve a grade of "C" (a "C" equals a 75 - 79) in **each nursing course** to receive credit for the course and progress to the next sequential level of courses. Failure of a nursing course requiring co-requisite enrollment will require repeating both the failed course and the required co-requisite course. Failure of a course that is a co-requisite equals failure in the course co-requisite.

Students must take all required external examinations as scheduled by the ADN department in order to progress in the program. DSS (Disability Support Services) special accommodations are available. Student exam schedules are arranged by the department faculty only.

Students are required to remain **continuously** enrolled in the Associate Degree nursing program.

Students who withdraw from the Associate Degree Nursing Program for any reason must abide by the withdrawal policy of the college as stated in the catalog and student handbook.

There are standards required in every course for progression which are:

**Standard 1 Math Proficiency**

Math proficiency is a standard that will be evaluated in the clinical courses. Students must make a grade of **90% or higher** on the pharmacology math examination with only **one** retake option. If the student is unsuccessful in retake of pharmacology math exam, student will withdraw from the clinical course if he/she is still in the course after the drop date.

**Standard 2 Course/Co-requisite**

When initially attempting nursing courses, the student must take level theory course and clinical course as a co-requisite*. When a student is unsuccessful in either level course identified as co-requisite of another course the student must retake both level courses identified as co-requisites together to progress to the next program level. For example:

**Level One**

- RNSG 1128: Introduction to Health Care Concepts I
  * RNSG 1125: Professional Nursing Concepts I
  * RNSG 1216: Professional Nursing Competencies
- **RNSG 1430: Health Care Concepts I**
- **RNSG 1161: Clinical – RN: Health Care Concepts I**

*Legend: Indicates these course are Co-requisites (*) or (**)
**Standard 3 Course Drop**
The student is allowed to drop any nursing course. However, the co-requisite course must be concurrently dropped.

**Standard 4 Course Progression Protocol**
The student must complete both the theory and clinical courses (co-requisites) before the student progresses to the next level. A student is eligible for consideration to repeat courses in which they withdrew or were unsuccessful **ONE TIME ONLY**.

Ability to repeat the required courses is dependent on:

1. Written request submitted to the nursing main office of 378 A.
2. Based on space availability
3. No civility violations
4. Meet with Program Coordinator or designee to develop remediation plan prior to enrollment
5. Successful completion of remediation plan by specified date

If the student is unable to attend the next sequential semester, student will have to reapply to the program as a new student.

Student will abide by curriculum requirements of the program according to the date of semester that courses are being repeated.

Students who have been out of the nursing program for more than one semester must re-apply as a new applicant to the ADN program and begin the program from the first semester. The application will be considered in the applicant pool to the class in which they are seeking admission.

Applicants selected for re-admission will abide by admission and curriculum requirements of the program according to the date of admission. These requirements will take precedence over the requirements under which the student first entered the program.

Readmission to the generic program is limited to one time only.

**Standard 5 Theory Final Grade**
The final grade in the theory course should be derived as follows:

The percentages should be decided and stated in each course syllabus.

- Unit exams
- Final Exam
- Quizzes, Oral Presentations, Written Assignments
- Assessment/Standardized Exams

The average final grade should be 75 % or greater with no rounding!
**Standard 6 Clinical Final Grade**

Successful passage of the clinical course is derived from reflective practice of theory co-requisite objectives and should be demonstrated in the clinical performance and projects. Failure to achieve a passing grade of “C” in the theory co-requisite will result in a grade less than “C” in the clinical course.

The percentages should be decided and stated in each course syllabus:

- Clinical performance
- Other Projects

*Co-requisite course is defined as: “A formal course of study required to be taken simultaneously with another” Merriam-Webster Online [www.merriam-webster.com/dictionary](http://www.merriam-webster.com/dictionary)*

**MATH PROFICIENCY**

- Students are expected to achieve and maintain pharmacology math skills.
- Traditional calculators may be used for the mathematics examination. **No telephone (cell phone) calculators are to be used.**
- **For Level 1,** during the clinical orientation in the first week the clinical instructor will teach any new math concepts, review common formulas, math conversions, and equivalencies for medication administration. The first math exam will be administered during the fourth week of the clinical course.
- **In Levels 2, 3, and 4,** the math proficiency will be administered the first week of clinical. No new math will be taught in the first week.
- **If the student is unsuccessful on the first exam (<90%)** the student must meet with the clinical instructor to develop a plan and remediate for meeting the math proficiency requirement.
- The retake exam will be by the 4th week after the student has completed remediation.
- If unsuccessful with the second attempt, the student will be withdrawn from the clinical course by the instructor.
- The student may administer medications after math proficiency is established.

**TIME LIMIT ON NURSING COURSES**

Nursing courses are valid for 3 years. Students must complete the nursing courses within 3 years of date of entry in the Department of Nursing Education. Students who switch to a different program option **must** complete all parts of the track. There is no transfer credit of nursing courses between tracks.

**PROGRAM SCHEDULING /CLASS ENROLLMENT**

Students will be registered for the nursing courses during the designated time within the college enrollment time frame. Advisement/mentoring for student success will be by the course faculty for which the student is enrolled. The student in “good-standing” is assured a space in the course, but not assured enrollment in a particular section of a course.

*Class and clinical assignments are subject to change at any time. There are many factors as to why changes must be made.*

**DECLARATION**

Need for accommodation for religious practices must be disclosed to the personnel of the Nursing Education Department in room NAHC 378.
STUDENTS REQUIRING DISABILITY SERVICES

Under the American Disabilities Act of 1990, San Antonio College Office of disABILITY Support Service (dSS) acts as a point of contact for students with disabilities in need of reasonable and appropriate accommodations for programs at San Antonio College. dSS services are available upon request from the student and accommodations must be supported by documentation supplied by a credentialed or certified person. Students must have services/accommodations approved each semester. The student must initiate contact with dSS by calling to set up an appointment with an advisor at (210) 486-0020 or visiting dSS on the first floor of the Moody Learning Center. After meeting with an advisor, the dSS office will email “Letters of Accommodation” to the instructor of record through their ACES email account. Accommodations cannot and will not be made without “Letter of Accommodation” sent by dSS to the instructor of record.

TRANSPORTATION

- The Department of Nursing Education has affiliations with many clinical facilities in the San Antonio area.
- It is the student’s responsibility to have reliable transportation to and from the college and to the various clinical facilities. Due to the varied clinical hours and absence policy, it may be difficult for the student to depend upon bus transportation. Not only is the student expected to arrive on-time at the clinical site on clinical days, but travel to and from the institution may also be necessary to perform data collection.
- Parking is also a critical factor at most facilities and students may be required to pay for parking. For these reasons, it is highly recommended that students establish a reliable car pool to share expenses, for added convenience, and for greater dependability.

CURRENT NAME, ADDRESS, EMAIL, AND PHONE NUMBERS

It is imperative students keep the Nursing Department abreast of changes in name, address, phone numbers, and email addresses in the event of an emergency, changes in scheduling or other communication that becomes necessary to convey.

NURSING STUDENT EMPLOYMENT POLICY

Although not recommended we understand that it is sometimes necessary for students to work therefore:

- It is highly recommended that nursing students work no more than twenty (20) hours per week while enrolled in the nursing program.
- Scholastic standards must be maintained and course requirements must be met during periods of employment.
- The performance of the student when working for remuneration is the legal responsibility of the employing agency and the individual student.
- The nursing student will not wear the San Antonio College Nursing badge or name badge as a work uniform during the course of employment.
**COURSE WITHDRAWAL**
Courses are on a semester basis therefore the **date of withdrawal without penalty** is important.
- It is the student’s responsibility to check the College and Course Calendar for the date.
- If the student is unsuccessful for whatever reason (illness, accident, personal problems, failure to achieve passing grade, etc.), the student is to complete the course withdrawal procedure.
- As soon as you are aware that you will not successfully complete a course, you should:
  - Read the Readmission Policy and see how the policy affects you.
  - As applicable, petition the Admissions Committee for readmission by completing a Re-entry Form available in the NAHC (378).
  - Complete the form and submit copy of current transcript
- **Readmission is on space availability.**
- Make note of the deadline for each semester.
**Refer to college handbook for specific guidelines for the academic standards.**

**READMISSION/PROBATION POLICY**
Students who have an interruption in the normal progression of nursing studies may apply for readmission. **Probation is managed as interruption points.**

Failure of a course and/or a course having a clinical co-requisite would require the student to reapply for admission for the next semester in which the course(s) is/are offered. In that semester the student would repeat those courses but **is not allowed to enroll in the next level** courses because the criteria for progression would not have been met. Upon passing the courses after the second attempt the student would be allowed to enroll for the next level when it is offered. Reapplication is not necessary for that to occur.

- **An interruption is defined as inability to achieve a passing grade, withdrawal, drop or non-enrollment. A student may not progress in the nursing program** following an interruption without applying for readmission.
- To be considered for readmission, the student must submit a packet with a current SAC transcript and a complete application by the posted deadline. (An application for Readmission is available in NAHC 378).
- The Admissions Committee will consider complete applications **only**.
- Qualified applicants will be readmitted to the appropriate nursing course on a **space available basis, GPA ranking, and interruption points** according to the following criteria:
  1) A cumulative GPA of 2.0 or greater in all San Antonio College work and meet academic standards of the college.
  2) Not on Scholastic Probation.
  3) No nursing course more than 5 years old at time of projected graduation.
  4) No action pending for dismissal.
  5) No more than **ten (10)** nursing course credit hours of interruption
➢ The interruption hours are limited to and computed as follows:

➢ "W" counts one-half (½) of course hours.

➢ "D" or "F" counts full value of course credit hours.

➢ No more than two (2) "W"s in the same course.

➢ No more than one failure (D or F) in that course.

6) **It is important to keep track of interruption points (IP).**

7) **Accumulation of more than 10 IPs results in dismissal from the program.**

**NURSING PROGRAM DISMISSAL POLICY**

- San Antonio College has on file in the administrative offices copies of the official “Student Code of Conduct” as adopted by the college. It can also be found on the San Antonio College Website.

- Violations of this code may result in disciplinary actions against the student.

- Dismissal of a student currently enrolled in the San Antonio College Department of Nursing Education results in the formal termination and severance of the relationship between the student and the program. Students are expected to know and observe the Alamo Colleges and Department of Nursing Education (DNE) policies concerning conduct and discipline.

- A student enrolled in the SAC DNE can be dismissed from the program based on failure to maintain:
  - academic standards
  - acceptable student conduct

**ACADEMIC DISMISSAL**

Automatic academic dismissal from SAC Department of Nursing Education will occur in any of the following circumstances:

1. A student who accumulates more than **ten (10)** nursing course credit hours interruption points (IP) as defined in the readmission policy.

2. A student who withdraws two (2) times from the same nursing course.

3. A student who fails the same nursing course twice (less than a grade of C).

4. Any combinations of three interruptions in the same nursing course will result in dismissal of the student from the nursing program.

5. A student may **not appeal** an academic dismissal. This is a definitive/final ruling!

**STUDENT CONDUCT DISMISSAL**

A student may be subject to dismissal when in the judgment of the faculty, the good of the patient, or of San Antonio College, or the public welfare is threatened. No student shall be dismissed except for cause and after being given an opportunity to be heard by the Admission Committee. The grounds for dismissal include, but are not limited to, the following:

1. Demonstrable behavior(s) contrary to those taught within the curricula and contrary to generally accepted ethical and professional nursing standards.
2. Lack of professional character indicators, integrated pattern of personal, academic and occupational behaviors that are inconsistent with requirements of the Nursing Practice Act, the State Board of Nursing Rules and Regulations and generally accepted standards of nursing practice including, but not limited: to behaviors of honesty, accountability, trustworthiness, reliability and integrity.

3. A pattern of neglect of clinical responsibilities or failure to act in the best interest of patients and the public in any practice setting.


5. Violating the Student Code of Conduct published by San Antonio College.

**NOTE:** A student who is dismissed from the program will receive a letter of notification regarding their dismissal.

**SEPARATION FROM THE PROGRAM**

- Should an enrolled student be a No show / No call (communication) in registered level courses within one (1) week, the student is withdrawn from the nursing level.
- Should an illness/injury occur upon notification of inability to complete clinical and lab assignments, the student will be withdrawn from the level. A re-entry may be applicable depending on time-frame away from program.
- Abandonment of the program:
  - if the student was in good standing, the student will have to reapply to the program and may be required to take additional courses prior to being admitted into the nursing program
  - if the student was not in good standing, the student will not be allowed to continue with the nursing program.

**COMMUNICATION:**

Students should address their questions and concerns to the following administrative faculty and staff:

- **Department Director:** Stella Cirlos, MSN, RN. NAHC 378B 486-1144.
- **Program Coordinator:** Gwendolyn Diggs-Black, EdD, MSN, RN. NACH 378C 486-1144
- **Coordinator of Records and Reports:** 486-1190
- **Administrative Secretary:** 486-1185

Remember, if questions or conflicts arise in a particular course; please consult your instructor of record first and then course coordinator. If satisfaction is not received, please seek assistance from listed individuals above. If satisfaction is still not reached you may exercise your right to pursue an academic or nonacademic grievance. *(See under grievance policy)*
GRADUATION

The Department of Nursing requires you to complete a San Antonio College Graduation Application at the beginning of the semester in which you plan to graduate. An email will be sent to you regarding graduation application.

You are strongly encouraged to participate in the San Antonio College graduation ceremony.

Check with Admissions and Records during the third semester to see if your credits are acceptable to graduate by your target date. Check the college catalog for the date in which you must apply for graduation from the college. It is also linked from the Web (under Information).

The graduating class plans their “Pinning” ceremony.
**Student Concerns**

**STUDENTS RIGHTS: WHAT IS FERPA?**
FERPA stands for "Family Educational Rights and Privacy Act" of 1974, as amended. It is commonly known as FERPA, the privacy act or the buckley amendment. It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

FERPA allows release of specified items but does not require it. Items that may be released are called directory information. San Antonio College has classified these items as directory information: student's name, dates of attendance, major, classification, enrollment status (full-time or part-time), previous institution(s) attended, degree(s) awarded, academic honors/awards.

Students may place a directory hold on any or all of this information by completing the "Withholding of Information Form" and turning it in to the Admissions Office, Room 216, Fletcher Administration Center. After this information is entered into the system the student's information will be blocked. Student information may not be released without a signed "FERPA Consent Form" from the student.

Items that can never be identified as directory information are a student's social security number or institutional identification number, address, telephone number, date of birth, race/ethnicity, citizenship, nationality, gender, grades, grade point average or class schedule.

For Further information on the FERPA regulations instituted by San Antonio College refer to: [http://alamo.edu/sac/admissions/FERPA/](http://alamo.edu/sac/admissions/FERPA/)

**STUDENT ACADEMIC GRIEVANCE PROCEDURE**
**Source:** San Antonio College Student Handbook

From time to time, conflicts and disagreement may arise between a student and his/her instructor. The grievance procedure is intended to provide equitable and expeditious resolutions. Keeping in mind that instructors are in charge of classroom management, teaching methods, testing, and the evaluation of student performance, students are encouraged to use this procedure only for adequate cause (i.e., only when there is clear and convincing evidence that the instructor has treated the student unfairly, or arbitrarily, or capriciously). The student begins the process by meeting with the instructor. If the student is not satisfied with the instructor’s decision, the student may appeal the instructor’s finding to the department director. If necessary, a final appeal may be made to the dean of the department.

**Definition of Terms**
“Student” means the person enrolled at a college of the Alamo Colleges.
“Instructor” means the person primarily responsible for teaching the class.
“Director” means the direct instructional supervisor of the instructor in whose department or area of the student grievance arose.
“Dean” means the direct instructional supervisor of the director in whose department or area the student grievance arose. “Days” means weekdays during which the college is in session. “Adequate cause” means clear and convincing evidence that the instructor acted unfairly, or arbitrarily, or capriciously in classroom management, teaching methods, testing, or the evaluation of student performance.

Procedure

1. If a situation occurs in which a student believes that he or she has been treated unfairly by an instructor, the student should attempt to schedule a conference with the instructor in attempt to resolve the problem.

2. A student grievance should be initiated as soon as possible after the incident upon which the grievance is based. Therefore, the student must seek a conference with the instructor within 10 days of the incident.

3. If, after a conference with the instructor, the student believes that the matter is unresolved, he or she may consult with the department director. Such consultation shall take place within 5 days of the student’s conference with the instructor.

4. A Student Academic Grievance Form (http://www.alamo.edu/uploadedFiles/District/employees/Departments/Economic_and_Workforce_Development/docs/EPP-Student-Academic-Grievance-Form.pdf) must be filed with the department director. Copies of the form will be retained by the student and the instructor.

5. The director will individually and separately hear the grievance from the student and the instructor. After hearing both sides, the director may request that the student and the instructor meet with the director in order to reach an acceptable solution.

6. If an agreement is not reached in the hearing or conference, the director will affirm or deny the grievance within 5 days. If the decision is to affirm the instructor’s position, the student may then appeal to the dean. If the decision is to affirm the student grievance and to recommend that the instructor reverse his or her decision, the director must meet with the instructor and provide a written explanation. To affirm a student grievance, the director must have adequate cause.

7. If either the student or the instructor is not satisfied with the director’s decision, he or she may appeal to the appropriate academic dean within 5 days of the director’s decision. A complete record of the grievance will be forwarded to the dean by the director. The dean and the director will meet with the student and the instructor. After hearing both sides and reviewing the record the dean will render a decision, in writing, affirming or denying the grievance within 5 days. The dean’s decision is final.


STUDENT NON-ACADEMIC GRIEVANCE PROCEDURES

Source: San Antonio College Student Handbook

SAC acknowledges the possibility that incidents may occur outside the academic setting that might result in a student feeling he/she is the object of unjust treatment by a College employee. This concern could include misconduct or a condition the student believes to be unfair, inequitable, discriminatory, or a hindrance to the student’s educational progress. This policy does not apply to decisions regarding financial aid and eligibility, student disciplinary actions, or those pertaining to academic matters (See Academic Grievance Procedure).
Prior to initiating a formal grievance, the student should make a reasonable effort to resolve the problem with the person, or supervisor of the program, against whom the complaint is being made. This should occur as soon as possible following the protested circumstance. If the complaint is not resolved to the student’s satisfaction, a formal grievance procedure can be initiated.


**FINANCIAL CONCERNS**

While tuition is expensive, so are books, uniforms and supplies. The following college resources are available:

- Loans and grants for qualified applicants through the College Financial Aid Office.
- Project Quest (the counselor speaks at orientation; visit website www.questsa.org)
- Scholarships

**Nursing Department Scholarships**

There are a variety of scholarships based on need and/or academic excellence. Some are ongoing and others are periodically provided for nursing students. These will be posted on the Scholarship bulletin board on the second and third floor of Nursing Education Building.

**Nursing Scholarship Information**

Nursing scholarships are available for Associate Degree nursing students at San Antonio College. These scholarships come from various community agencies to the Department of Nursing Education and are available for both financial need and academic excellence. A student may apply for any scholarship. Those students who apply for academic excellence awards may also be eligible for other scholarships. Students in need of additional funding should apply to the college Financial Aid Department. All awards will be processed through the Financial Aid Office.

The following general criteria apply to all nursing scholarship applicants:

1) The student must be pursuing an Associate Degree in Nursing at SAC and have completed one semester or two Flex terms in the Nursing program.
2) Be enrolled for at least 5 hours in college credit courses in the Nursing program.
3) Have and maintain a 2.0 GPA.
4) The student must maintain satisfactory academic progress as required by the Department and not be in default or owe a refund to any other college.
5) Privately funded scholarships may have additional requirements that require a separate application.
6) Applications must be COMPLETE and submitted before deadline along with a copy of your most recent 1040 tax return.
7) EACH application must include a current official transcript.
8) Students may apply for scholarships each semester.
9) Applications will be destroyed at the end of the semester.
HELPFUL RESOURCES

1. **Financial Assistance**
   a. If you find that you are in need financial assistance, contact the Financial Aid Office at 486-0600 to see if you qualify for financial aid.
   b. Apply EARLY.

2. **Empowerment Center**
   a. The Empowerment Center offers the following services:
   b. Textbooks and transportation assistance for qualified OCC-Tech majors
   c. Child care referrals
   d. Personal counseling
   e. Call 486-0451 for more information.

3. **Counselors and Advisors**
   The San Antonio College defines the two roles counselor and advisor as follows:
   
   **Counselors** are professionally trained to address personal issues, resolve academic anxieties, assist students in choosing career fields and majors, and problem solve other academic difficulties. With students on restricted academic or financial aid status, counselors work to develop individual success plans, which address the specific issues inhibiting academic success.

   Students having need of counseling should contact the Counseling Office for the college.

   **Counselors**
   - Provide short term personal counseling for issues that may interfere with studies
   - Facilitate decision making on educational and career goals
   - Facilitate college adjustment for in-coming freshmen (homesickness, time management, depression, anxiety)
   - Facilitate college adjustment for returning adult students (balancing roles of student, parent, spouse, and/or employee).
   - Mediate conflicts in student housing
   - Teach coping skills and stress management
   - Provide crisis counseling
   - Develop individualized retention interventions
   - Interpret career inventories
   - Teach Human Development Classes
Advisors specialize in matters pertaining to the educational program: college policies, placement/assessment test interpretation, degree requirements, transferability, schedule planning, and graduation checks. Faculty perform student advising.

Advisors
- Help student pick classes
- Facilitate educational transactions; e.g., schedules, drop/adds, withdrawals, change of major, waivers, graduation requirements, etc.
- Clarify instructional policies, procedures and requirements
- Provide general information on special services including academic remediation, admission, placement testing, courses of study, and registration
- Explain course transfer differences between institutions
- Interpret placement scores and recommend appropriate classes.

STUDENT ORGANIZATIONS

TEXAS NURSE STUDENT ASSOCIATION (TNSA)

The Texas Student Nurse Association (TNSA) is a pre-professional association for nursing students. Involvement in TNSA prepares students for involvement in professional associations upon graduation.

The mission of the TNSA is to:
- organize and represent students preparing for initial licensure as registered nurses, as well as those nurses enrolled in baccalaureate completion programs
- promote development of the skills needed as responsible and accountable members of the nursing profession
- advocate high quality health care

STUDENTS AS COMMITTEE MEMBERS

The bylaws of the Nursing Faculty Association allows for student representation on certain committees in the Department of Nursing Educations' Faculty Association. Students will be invited to Friday committee meetings for student input. Students that can attend will meet for a time frame and then they will be dismissed for faculty only agenda items.

COMPUTER LAB

Computer labs NAHC 338 and 339 are utilized to schedule course unit and final exams. Across San Antonio College campus there are numerous computer labs that are sufficient to meet the needs of students. You can use these computers to type your papers, do research, and explore course-related content. The nursing graduate may return and use the third floor computer lab in NAHC to study for the NCLEX. There are practice exams, review courses, etc. that are also available to assist you in studying for the licensure exam.

Remember the computer lab is networked and is for nursing related issues only, not for personal use. Abuse may result in denial of services.
POSTING OF COLLEGE POLICIES

A. Diversity
San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age or disability with respect to access, employment programs or services.

B. Children on Campus
Students may not bring children to either a class or a lab. Children may not be left unattended on campus at any time.

C. Students with Special Needs
ADA Statement: “As per Section 504 of the Vocational Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, if accommodation is needed, contact the Office of Disability Student Services.

D. Emergencies
A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services.

E. Academic Dishonesty:
Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but it not limited to, cheating on a test, plagiarism, and collusion. For additional information refer to the “Student Code of Conduct” in the San Antonio College website.

Use of electronic resource such as “google” while taking an examination is considered academic dishonesty. Which will be interpreted as academic dishonesty and will result in dismissal from the program!

F. Electronic devices
Cellular devices (cell phones) are not permitted at the computer terminal during testing. Students are required to silence/mute all electronic devices (e.g. pagers, cellular phones, etc.) when in classrooms, laboratories, clinical units, and the library.

G. San Antonio College Attendance Policy:
- Regular and punctual attendance at all classes and laboratories, day and/or evening, is required. A student absent for any reason is responsible for all work missed.
- Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each.
- Attendance will be taken for each course meeting. Absences of each student are recorded without exception. The counting of absences begins on the first day of class.
- A student absent the equivalent of two weeks of instruction in a 16 week semester may be dropped by the instructor. If a student is dropped from a class for excessive absences, the instructor will record a grade of “W” (withdraw). It is the student’s responsibility to ensure that the withdrawals have been submitted.

H. Smoking on Campus
San Antonio College is a smoke-free, tobacco-free campus.

I. ACCD DPS Emergency Phone Numbers:
ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS Non emergencies (210) 485-0099
ACCD DPS Weather Phone (210) 485-0189 [For information on college closures]

J. Student Code of Conduct
Students must also abide by the policies, procedures, and rules set forth in the “Student Code of Conduct” and all other policies set forth in the San Antonio College website.
LICENSED CONCEALED CAMPUS CARRY

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the direction of their instructor or test administrator.
- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

Disciplinary Sanctions

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

If you see a person openly carrying or deliberately displaying a firearm:

- Call the Alamo Colleges District Police 485-0911
- Do not confront the person or ask if the person has a permit

HELP WITH MULTIMEDIA PRESENTATIONS

Courses that may require presentations by students may obtain assistance from the following:

Contact the Mega Computer Lab located in MLC 502 and check out their services at http://www.alamo.edu/sac/megacomputerlab/

The Student Learning Assistance Center (SLAC) is there to help you, the student:

http://www.alamo.edu/sac/slac/

OTHER RESOURCES:

Skills Internet Center: Located in Early Childhood Building

The college library also offers many resources for the student:

http://www.alamo.edu/sac/library/
Appendices

REQUIREMENT FOR INITIAL LICENSURE BY NCLEX-PN® OR NCLEX-RN®

- The Boards application fee for Initial licensure by NCLEX examination is $139.00.
- **For applicants residing in Texas**, schedule Livescan Fingerprinting to complete mandatory Criminal Background check requirements (Online scheduling is optional). In order to be eligible for an electronic fingerprint submission, allow three business days to elapse before scheduling an appointment with L-1 Identity Solutions. (Note: L-1 Identity Solutions charges a separate fee for this service.) You may schedule an appointment online, www.l1id.com, or by phone at 1-888-467-2080.
- **For applicants residing outside Texas**, attach one (1) completed FBI fingerprint card. A fingerprint card can be requested from our website at https://www.bon.texas.gov/forms/web-requests.asp. Fingerprinting should be conducted by a person who is appropriately trained to collect them. Your local law enforcement agency should be willing to assist you.
- You must fulfill the requirements of:
  - **Rule §217.2 Licensure by Examination for Graduates of Nursing Education Programs Within the United States, its Territories, or Possessions**, or;
  - **Rule §217.4 Requirements for Initial Licensure by Examination for Nurses Who Graduate from Nursing Education Programs Outside of United States’ Jurisdictions**

BACKGROUND CHECKS

- Applicants seeking licensure in Texas by Endorsement or Examination are required to submit a complete and legible set of fingerprints on a form prescribed by the board for the purpose of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations. (Section 301.252 (b) and Section 301.252 (e) of the Texas Occupations Code)
- All NCLEX applicants with outstanding eligibility issues that could prevent them from taking the NCLEX examination upon completion of a nursing program are urged to complete a Declaratory Order application. The Declaratory Order process permits the Board to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program.

If you do not meet the requirements for initial licensure, then you are Not Eligible for Licensure in the State of Texas.

TEXAS NURSING JURISPRUDENCE EXAMINATION

All applicants by endorsement must pass the Texas nursing jurisprudence examination. You must pass this examination **prior to being issued a permanent license**. **Instructions on taking the Texas nursing jurisprudence examination:** Ten days after you have filed an application with the Texas Board of Nursing, you will be eligible to take the online nursing jurisprudence exam at www.bon.state.tx.us/olv/je.html. Follow the instructions to log on and complete the examination. The examination is based on the Texas Nurse Practice Act (NPA) and the Texas Board of Nursing Rules and Regulations. We recommend that you download a copy of the NPA and Board Rules and Regulations from our website by going to www.bon.state.tx.us and click on “Nursing Law and Rules”. You may also purchase a hard copy of the NPA and Rules and Regulations by contacting the Texas Board of Nursing. The examination is a maximum of two hours in length. If you are not successful in passing the
examination, you may take the examination again after seven working days have elapsed from
the previous attempt. The cost of the examination is included in your application fee. Again, you
must pass the jurisprudence examination before the Texas Board of Nursing will issue the
permanent license.

ELIGIBILITY ISSUES

Applicants must be able to answer "No" to the following questions in order to use the online
application. All other applicants may download a complete application packet. Review of
applicants with eligibility issues can take three (3) to six (6) month to complete.

- For any criminal offense, including those pending appeal, have you:
  A. been convicted of a misdemeanor?
  B. been convicted of a felony?
  C. pled nolo contendere, no contest, or guilty?
  D. received deferred adjudication?
  E. been placed on community supervision or court-ordered probation, whether or
     not adjudicated guilty?
  F. been sentenced to serve jail or prison time? court-ordered confinement?
  G. been granted pre-trial diversion?
  H. been arrested or have any pending criminal charges?
  I. been cited or charged with any violation of the law?
  J. 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.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, 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. Failure to reveal an offense, arrest, ticket, or citation that is
not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary
fine. Non-disclosure of relevant offenses raises questions related to truthfulness and
character.

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 on this form. However, a criminal matter that is
the subject of an order of non-disclosure may become a character and fitness issue.
Pursuant to other sections of the 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.

- Are you currently the target or subject of a grand jury or governmental agency
  investigation?
- Has any licensing authority refused to issue you a license or ever revoked, annulled,
cancelled, accepted surrender of, suspended, placed on probation, refused to renew a
license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
- *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

*Pursuant to the Occupations Code §301.207, information regarding a person's diagnosis or treatment for a physical condition, mental condition, or chemical dependency is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466.

THE DECLARATORY ORDER PROCESS permits the BON to make decisions regarding eligibility for licensure prior to entering or completing a nursing program. You can request a Petition for Declaratory Order by contacting the Texas Board of Nursing via mail (P.O. Box 430, Austin, TX 78767-0430), telephone ((512) 305-6802) or website (www.bon.state.tx.us/). Processing your petition may take three months to two years, after you provide all required documentation. Statutes and Rules governing this petition may be found in the Texas Occupations Code §§301.257, 301.452-301.454 (Nursing Practice Act), and in the Board Rules and Regulations relating to Professional Nurse Education, Licensure and Practice, 22 TAC §§213.27-30 and §§217.11-12. These statutes can be located on the BON's website. Students who have obtained a Declaratory Order Petition must notify and inform the programmatic administrator of the outcome of his/her petition.

Sec. 301.257. Declaratory Order of License Eligibility.
(a) A person may petition the board for a declaratory order as to the person's eligibility for a license under this chapter if the person:
   (1) is enrolled or planning to enroll in an educational program that prepares a person for an initial license as a registered nurse; and
   (2) has reason to believe that the person is ineligible for the license.
(b) The petition must state the basis for the person's potential ineligibility.
(c) The board has the same powers to investigate the petition and the person's eligibility that it has to investigate a person applying for a license.
(d) The petitioner or the board may amend the petition to include additional grounds for potential ineligibility at any time before a final determination is made.
(e) If the board proposes to find that the petitioner is ineligible for a license, the petitioner is entitled to a hearing before the State Office of Administrative Hearings.
(f) The board's order must set out each basis for potential ineligibility and the board's determination as to eligibility. In the absence of new evidence known to but not disclosed by the petitioner or not reasonably available to the board at the time the order is issued, the board's ruling on the petition determines the person's eligibility with respect to the grounds for potential ineligibility set out in the order.
(g) The board may require an individual accepted for enrollment or enrolled in an educational program preparing a student for initial licensure as a registered nurse to submit information to the board to permit the board to determine whether the person is aware of the conditions that may disqualify the person from licensure as a registered nurse on graduation and of the person's right to petition the board for a declaratory order under this section. Instead of requiring the person to submit the information, the board may require the educational program to collect and submit the information on each
person accepted for enrollment or enrolled in the program.

(h) The information required under Subsection (g) must be submitted in a form approved by the board.

(i) If, as a result of information provided under Subsection (g), the board determines that a person may not be eligible for a license on graduation, the board shall notify the educational program of its determination.

Sec. 301.252. License Application.

Each applicant for a registered nurse license must submit to the board a sworn application that demonstrates the applicant's qualifications under this chapter, accompanied by evidence that the applicant has:

(1) good professional character; and
(2) successfully completed an accredited program of professional nursing education.

Sec. 301.253. Examination.

Sec. 301.452. Grounds for Disciplinary Action.

Sec. 301.453. Disciplinary Authority of Board; Methods of Discipline.

Sec. 301.454. Notice and Hearing.

§213.27. Good Professional Character.

(a) Good professional character is the integrated pattern of personal, academic and occupational behaviors which, in the judgment of the Board, indicates that an individual is able to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability and integrity.

(b) Factors to be used in evaluating good professional character in eligibility and disciplinary matters are:

(1) Good professional character is determined through the evaluation of behaviors demonstrated by an individual in his or her personal, academic and occupational history. An individual's age, education and experience necessarily affect the nature and extent of behavioral history; and, therefore shall be considered in each evaluation.

(2) A person who seeks to obtain or retain a license to practice professional nursing shall provide evidence of good professional character which, in the judgment of the Board, is sufficient to insure that the individual can consistently act in the best interest of patients/clients and the public in any practice setting. Such evidence shall establish that the person:

(A) is able to distinguish right from wrong;
(B) is able to think and act rationally;
(C) is able to keep promises and honor obligations;
(D) is accountable for his or her own behavior; is able to practice nursing in an autonomous role with patients/clients, their families and significant others and members of the public who are or who may become physically, emotionally or financially vulnerable;
(E) is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and
(F) is able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when such disclosure could enhance the health status of
patients/clients or the public or could protect patients/clients or the public from unnecessary risk of harm.

(3) Any conviction for a felony or for a misdemeanor involving moral turpitude or order of probation with or without an adjudication of guilt for an offense that would be a felony or misdemeanor involving moral turpitude if guilt were adjudicated.

(4) Any revocation, suspension, or denial of, or any other adverse action relating to, the person's license or privilege to practice nursing in another jurisdiction.

c) The following provisions shall govern the determination of present good professional character and fitness of a Petitioner, Applicant, or Licensee who has been convicted of a felony in Texas or placed on probation for a felony with or without an adjudication of guilt in Texas, or who has been convicted or placed on probation with or without an adjudication of guilt in another jurisdiction for a crime which would be a felony in Texas. A Petitioner, Applicant, or Licensee may be found lacking in present good professional character and fitness under this rule based on the underlying facts of a felony conviction or deferred adjudication, as well as based on the conviction or probation through deferred adjudication itself.

(1) The record of conviction or order of deferred adjudication is conclusive evidence of guilt.

(2) An individual guilty of a felony under this rule is conclusively deemed not to have present good professional character and fitness and should not file a Petition for Declaratory Order or Application for Endorsement for a period of three years after the completion of the sentence and/or period of probation.

(3) In addition to the disciplinary remedies available to the Board pursuant to Tex. Occ. Code Ann. § 301.452(b)(3) and (4), Texas Occupations Code chapter 53, and § 213.28, a licensee guilty of a felony under this rule is conclusively deemed to have violated Tex. Occ. Code Ann. § 301.452(b)(10) and is subject to appropriate discipline, up to and including revocation.

d) The following provisions shall govern the determination of present good professional character and fitness of a Petitioner, Applicant, or Licensee who has been licensed to practice professional nursing in any jurisdiction and has been disciplined, or allowed to voluntarily surrender in lieu of discipline, in that jurisdiction.

(1) A certified copy of the order, judgment of discipline, or order of adverse licensure action from the jurisdiction is prima facie evidence of the matters contained in such order, judgment, or adverse action and is conclusive evidence that the individual in question has committed professional misconduct as alleged in such order of judgment.

(2) An individual disciplined for professional misconduct in the course of practicing professional nursing in any jurisdiction and an or an individual who resigned in lieu of disciplinary action (disciplined individual) is deemed not to have present good professional character and fitness and is, therefore, ineligible to file an Application for Endorsement to the Texas Board of Nursing during the period of such discipline imposed by such jurisdiction, and in the case of revocation or surrender in lieu of disciplinary action, until the disciplined individual has filed an application for reinstatement in the disciplining jurisdiction and obtained a final determination on
that application.

(3) The only defenses available to a Petitioner, Applicant, or Licensee under section (d) are outlined below and must be proved by clear and convincing evidence:

(A) The procedure followed in the disciplining jurisdiction was so lacking in notice or opportunity to be heard as to constitute a deprivation of due process.

(B) There was such an infirmity of proof establishing the misconduct in the other jurisdiction as to give rise to the clear conviction that the Board, consistent with its duty, should not accept as final the conclusion on the evidence reached in the disciplining jurisdiction.

(C) The deeming of lack of present good professional character and fitness by the Board during the period required under the provisions of section (d) would result in grave injustice.

(D) The misconduct for which the individual was disciplined does not constitute professional misconduct in Texas.

(4) If the Board determines that one or more of the foregoing defenses has been established, it shall render such orders as it deems necessary and appropriate.

(e) An individual who applies for initial licensure, reinstatement, renewal, or endorsement to practice professional nursing in Texas after the expiration of the three-year period in (2) above and subsection (f) of this rule, or after the completion of the disciplinary period assessed or ineligibility period imposed by any jurisdiction under subsection (d) above shall be required to prove, by a preponderance of the evidence:

(1) that the best interest of the public and the profession, as well as the ends of justice, would be served by his or her admission to practice professional nursing; and

(2) that (s)he is of present good professional character and fitness.

(f) An individual who applies for initial licensure, reinstatement, renewal, or endorsement to practice professional nursing in Texas after a negative determination based on a felony conviction, felony probation with or without an adjudication of guilt, or professional misconduct, or voluntary surrender in lieu of disciplinary action and whose application or petition is denied and not appealed is not eligible to file another petition or application for licensure until after the expiration of three years from the date of the Board's order denying the preceding petition for licensure.
prognosis, by a psychologist or psychiatrist, evidence of treatment, including any medication;
(4) if the potential ineligibility is due to chemical dependency including alcohol, evidence of evaluation and treatment, after care and support group attendance; and
(5) the required fee which is not refundable. Notwithstanding any provision to the contrary, no fee will be required for petitions submitted pursuant to this section when the potential ineligibility is due to mental illness only.

(c) An investigation of the petition and the individual's eligibility shall be conducted.
(d) The petitioning individual or the Board may amend the petition at any time before a final determination is made.
(e) If the executive director proposes to find the petitioning individual ineligible for licensure, the petitioner may obtain a hearing before an ALJ by making such a request in writing to the executive director. The hearing shall be conducted in accordance with §213.22 of this title (relating to Formal Proceedings) and the rules of the SOAH. When in conflict, the SOAH rules governing hearing procedure will prevail. The decision of the Board shall be rendered in accordance with §213.23 of this title (relating to Decision of the Board).

§217.11. Standards of Professional Nursing Practice.

For full information regarding the Declaratory Orders, go to https://www.bon.texas.gov/forms_declaratory_order.asp
Licensure Eligibility Notification Form

I hereby verify I have received and have had the following documents regarding licensure eligibility for registered professional nurses in Texas explained to me:

1) § 301.257 of the Nursing Practice Act,

2) §§ 213.27-213-30 of the Rules and Regulations relating to the Professional Nurse Education, Licensure and Practice;

3) §§217.11 and 217.12 of the Rules and Regulations relating to the Professional Nurse Education, Licensure and Practice;

4) Declaratory Order Petition request form.

_________________________________________                 ________________________
(Signature)                                                                 (Date signed)

__________________________________________________________
(Print name legibly)

__________________________________________________________
(Social Security #)                                                                 (Date of Birth)
CLINICAL PRACTICE REIMBURSEMENT AND INDEMNIFICATION AGREEMENT

Alamo Community College District (the “District”) is allowing the undersigned student (the “Student”) to participate in one or more clinical practice rotations at one or more health care facilities (the “Program”) as part of the Student’s curriculum. The District has potential liability to such health care facilities based upon the actions and behavior of the Student. In order to induce the District to allow the Student to participate in the Program, the Student hereby agrees as follows:

1. **Property Damage.** In the event that the District must pay any amounts to any health care facility because the Student negligently damages any property of any health care facility, including but not limited to, medical equipment, the Student hereby agrees to reimburse the District for any amounts so paid.

2. **Confidential Information.** In the event that the Student discloses any confidential patient information to an unauthorized party, and in the event that the District must pay any amounts to any health care facility or any other person or entity in connection therewith, the Student hereby agrees to reimburse the District for any amounts so paid.

3. **Negligence.** Student hereby agrees to reimburse the District for any and all costs and expenses which may be incurred by the District which are caused in whole or in part by the misbehavior or negligence of the Student and which are related in any way to the Program.

4. **Health Insurance.** Student hereby represents to the District that the Student is covered by health insurance for treating any injuries which the Student may experience at any of the health care facilities, and for treating illnesses that the Student may contract while present at any of the health care facilities.

5. **Treatment for Injury or Illness.** Student hereby agrees to pay any health care facility for any treatments provided to the Student due to injury or illness experienced by the Student while at any of the health care facilities, and hereby agrees to reimburse the District for any amounts paid by the District to any health care facility for health care provided to the Student.

6. **Risk of Exposure.** Student understands that a risk of exposure to blood, body fluid pathogens, stray radiation, and other potentially harmful agents is associated with the Student’s clinical experience, whether or not the same includes a lab rotation.

7. **Indemnification.** Student hereby agrees to indemnify and hold harmless the District and its trustees, employees, agents, and volunteers (collectively, the Indemnities”) from all claims, causes of action, liability, costs, and expenses which are related to, arise from, or are connected in any manner with actions taken or omissions made by the Student, except to the extent caused by any of the Indemnities.

8. **Release.** Student hereby agrees to and does hereby release the District and its trustees, employees, agents and volunteers from any and all claims and causes of action which the Student may have now, or may have in the future, whether or not the same may be ascertained at this date, relating to, or arising from, or connected in any manner with, the Student’s participation in the Program.

DATED and EFFECTIVE as of the ______ day of ____________, 20________

___________________________              __________________________
Signature of Student                               Printed Name of Student

___________________________
Student Banner ID

I understand that I am to keep this manual for the duration of my nursing courses. I am responsible to review the department’s web site [http://www.alamo.edu/sac/nursing/] for new policies pertaining to departmental requirements.

___________________________              __________________________
Date                               Signature of Student
### TEXAS CONCEPTS WITH DEFINITIONS
Texas Concepts Health & Alterations (rev 9.13, 2.14)

#### Health Care Concepts Biophysical

<table>
<thead>
<tr>
<th>Concept</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acid base balance</td>
<td>The process of regulating the pH, bicarbonate concentration, and partial pressure of carbon dioxide of body fluids.</td>
</tr>
<tr>
<td>Cellular regulation</td>
<td>Process by which cells replicate, proliferate, and grow.</td>
</tr>
<tr>
<td>Clotting</td>
<td>A physiologic process in which blood is converted from a liquid to a semisolid gel.</td>
</tr>
<tr>
<td>Comfort</td>
<td>A state of physical ease.</td>
</tr>
<tr>
<td>Elimination</td>
<td>The excretion of waste products.</td>
</tr>
<tr>
<td>Fluid and Electrolyte balance</td>
<td>The process of regulating the extracellular fluid volume, body fluid osmolality, and plasma concentrations of electrolytes.</td>
</tr>
<tr>
<td>Functional Ability</td>
<td>The physical, psychological, cognitive, and social ability to carry on the normal activities of life.</td>
</tr>
<tr>
<td>Gas Exchange (Oxygenation)</td>
<td>The process by which oxygen is transported to cells and carbon dioxide is transported from cells.</td>
</tr>
<tr>
<td>Immunity</td>
<td>A physiologic process that provides an individual with protection or defense from disease.</td>
</tr>
<tr>
<td>Intracranial regulation</td>
<td>The processes that affect intra-cranial compensation and adaptive neurological function.</td>
</tr>
<tr>
<td>Metabolism</td>
<td>Processes of biochemical reactions occurring in the body’s cells that are necessary to produce energy, repair and facilitate growth of cells, and maintain life.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Factors that facilitate or impair movement of the body.</td>
</tr>
<tr>
<td>Nutrition</td>
<td>The process, by which the body ingests, absorbs, transports uses and eliminates nutrients and foods.</td>
</tr>
<tr>
<td>Perfusion</td>
<td>The flow of blood through arteries and capillaries delivering nutrients and oxygen to cell and removing cellular waste.</td>
</tr>
<tr>
<td>Reproduction</td>
<td>The process by which humans produce a new life.</td>
</tr>
<tr>
<td>Sensory perception</td>
<td>The ability to receive sensory input and, through various physiological processes in the body, translate the stimulus or data into meaningful information.</td>
</tr>
<tr>
<td>Sexuality</td>
<td>Factors that facilitate an individual’s gender identity as well as their ability to experience and express themselves as sexual beings.</td>
</tr>
<tr>
<td>Sleep</td>
<td>State of rest accompanied by natural altered consciousness.</td>
</tr>
<tr>
<td>Thermoregulation</td>
<td>The process of maintaining core body temperature within an optimal physiological range</td>
</tr>
<tr>
<td>Tissue integrity</td>
<td>The ability of body tissues to regenerate and/or repair to maintain normal physiological processes.</td>
</tr>
</tbody>
</table>

#### Health Care Concepts Psychosocial

<table>
<thead>
<tr>
<th>Concept</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cognition</td>
<td>Process of thought by which an individual learns, stores, retrieves, and uses information.</td>
</tr>
<tr>
<td>Coping</td>
<td>An ever changing process involving both cognitive means and behavioral actions, in order to manage internal or external situations that are perceived as difficult and/or beyond the individual’s current resources.</td>
</tr>
</tbody>
</table>
Diversity | The unique variations among and between individuals, variations that are informed by genetics and cultural background, but that are refined by experience and personal choice.
---|---
End of Life | Processes and issues related to death and dying across the lifespan
Grief | The multifaceted reaction to loss whether real or perceived and how this impacts health.
Human Development | The sequence of biophysical, psychosocial, and cognitive developmental changes that take place over the human lifespan that allow the individual complex adaptation to the environment in order to function within society.
Interpersonal relationships | Factors that facilitate and/or impair effective social associations, connections, or affiliations between two or more people
Mood and affect | Emotional state and its observable expression.

PROFESSIONAL NURSING CONCEPTS

Professional Nursing

<table>
<thead>
<tr>
<th>Concept</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical judgment</td>
<td>An interpretation or conclusion about a patient’s needs, concerns, or health problems, and/or the decision to take action (or not), use of modify standard approaches, or improvise new ones as deemed appropriate by the patient’s response.</td>
</tr>
<tr>
<td>Communication</td>
<td>A process of interaction between people where symbols are used to create, exchange, and interpret messages about ideas, emotions and mind-states.</td>
</tr>
<tr>
<td>Health promotion</td>
<td>Any activity undertaken for the purpose of achieving a higher level of health and well-being.</td>
</tr>
<tr>
<td>Patient Education</td>
<td>Encompasses activities designed to produce learning that alters health behaviors or improves health status.</td>
</tr>
<tr>
<td>Professionalism</td>
<td>The assimilation of nursing skills and knowledge integrated with dignity and respect for all human beings incorporating the assumptions and values of the profession while maintaining accountability and self-awareness.</td>
</tr>
<tr>
<td>Teamwork &amp; Collaboration</td>
<td>The development of partnerships to achieve best possible outcomes that reflect the particular needs of the patient, family, or community, requiring an understanding of what others have to offer.</td>
</tr>
</tbody>
</table>

PROFESSIONAL NURSING CONCEPTS

Health care systems

<table>
<thead>
<tr>
<th>Concept</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics &amp; Legal Precepts</td>
<td>A system of laws and moral principles or standards governing human conduct.</td>
</tr>
<tr>
<td>Evidence-based practice</td>
<td>Integrates best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.</td>
</tr>
<tr>
<td>Health care organizations</td>
<td>A purposefully designed, structured social system developed for the delivery of health care services by specialized workforces to defined communities, populations or markets.</td>
</tr>
<tr>
<td>Health Policy</td>
<td>Actions and decisions by government bodies or professional organizations that influence the actions and decisions of individuals within the health care system.</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>The application of information processing involving both computer hardware and software that deals with the storage, retrieval, sharing, and use of health care information, data, and knowledge for communication and decision making.</td>
</tr>
<tr>
<td>Leadership &amp; Management</td>
<td>Management is the process of coordination and integration of resources through planning, organizing, coordinating, directing, and controlling to accomplish specific institutional goals and objectives. Leadership is the process of influencing people to accomplish goals.</td>
</tr>
<tr>
<td>-------------------------</td>
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</tr>
<tr>
<td>Patient –Centered Care</td>
<td>Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patients’ preference values and needs.</td>
</tr>
<tr>
<td>Quality Improvement</td>
<td>The systematic process that health care organizations and professionals use to measure patient outcomes, identify hazards and errors, and to improve care.</td>
</tr>
<tr>
<td>Safety</td>
<td>Protection from harm or injury for patients and providers through both system effectiveness and individual performance.</td>
</tr>
</tbody>
</table>

These definitions were derived from a variety of sources including Dr. Jean Giddens, University of Kansas, North Carolina CIP, QSEN, Huber, Dr. Chris Tanner, and Brailer & Thompson.
References


http://www.bon.state.tx.us/nursinglaw/npa1.html#353-hb


SAN ANTONIO COLLEGE DEPARTMENT OF NURSING EDUCATION
New Nursing Student Orientation Evaluation

Date of session: ______________________________

Instructions: Please check the box indicating your rating of each of these items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Excellent</th>
<th>Above average</th>
<th>Average</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Were the program objectives met?</td>
<td></td>
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<tr>
<td>2. Did the speakers keep your interest?</td>
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<tr>
<td>3. Were the physical facilities satisfactory?</td>
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<tr>
<td>4. Was this session helpful?</td>
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<tr>
<td>5. What is your overall rating of the session?</td>
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Comments:
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What do you think would be helpful to add?
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PARTICIPANT PROFILE: (Please check one)

☐ Student               ☐ Spouse
☐ Parent               ☐ Guest ______________________________