



ALAMO COLLEGES DISTRICT

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San Antonio College

*Department of*

*Nursing Education*

ADN

RN-BSN

# **Nursing Student Handbook**

Departmental Policies and General Information

Associate's Degree in Nursing & RN-to-BSN

San Antonio College Department of Nursing Education

1819 N. Main Avenue, Building # 33, Suite 378

San Antonio, Texas 78212

**2024 – 2025**

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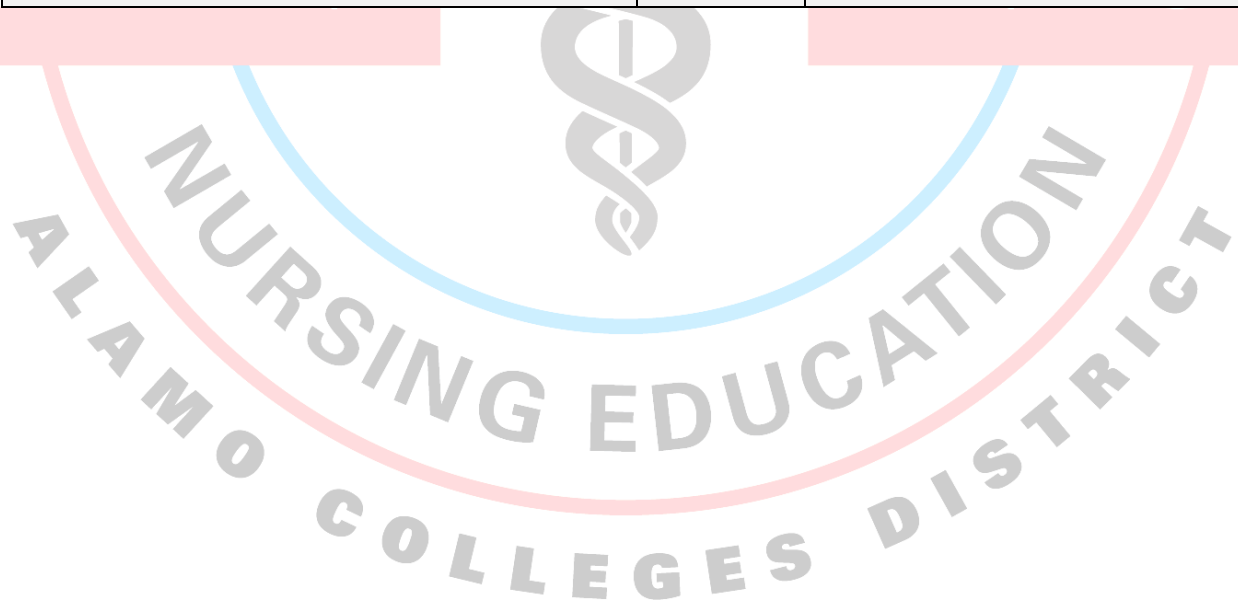
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<b>Alamo Colleges District Emergency Numbers and Websites</b>		
DPS Emergency Number	(210) 222-0911	
ACD DPS Non-Emergencies (General) Phone Number	(210) 485-0099	
DPS Weather Phone (For information on college closures.)	(210) 485-0189	
Alamo Colleges Information	(210) 486-2000	
San Antonio College Website	<a href="http://www.alamo.edu/sac">www.alamo.edu/sac</a>	
<b>Department of Nursing Education</b>		
San Antonio College Department of Nursing website	<a href="http://www.alamo.edu/sac/nursing">www.alamo.edu/sac/nursing</a>	
Department of Nursing Phone Number	(210) 486-1144	
Program Emails	ADN	<a href="mailto:sac-aasnursing@alamo.edu">sac-aasnursing@alamo.edu</a>
	BSN	<a href="mailto:sac-bsnnursing@alamo.edu">sac-bsnnursing@alamo.edu</a>



## ADN Accreditations

**The Associate Degree Nursing Program at San Antonio College  
is accredited by:**

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

<http://www.acenursing.org>

ADN

(404) 975-5000

Fax: (404) 975-5020

RN-BSN

**And approved by:**

Texas Board of Nursing (BON)

1801 Congress Avenue, Suite 10-200

Austin, Texas 78701

Email: <http://www.bon.texas.gov>

(512) 305-7400



## BSN Accreditations

**The Registered Nurse to Bachelor of Science in Nursing  
Program at San Antonio College is accredited by:**

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326,

<http://www.acenursing.org>

(404) 975-5000

Fax: (404) 975-5020

ADN

And approved by:

RN-BSN

Texas Higher Education Coordinating Board (THECB)

1200 E. Anderson Lane, Austin Texas 78758

P.O. Box 12788, Austin Texas 78711-2788

Texas Board of Nursing (BON)

1801 Congress Avenue, Suite 10-200

Austin, Texas 78701

Email: <http://www.bon.texas.gov>

(512) 305-7400

## Mission, Values, and Philosophy

### 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, client-centered care to promote quality client outcomes.

### VALUES

The faculty holds the following beliefs about clients, health, nursing, and the registered nurse:

#### Client and Health

Clients, members of families, and communities are viewed as culturally diverse individuals adapting to changes in their internal and external environments, across the lifespan to promote, attain, and maintain health. Clients seek health care for health promotion, when experiencing acute disruptions or chronic alterations in their lives. Clients 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. This aligns with San Antonio College's values of "Respect for All", "Collaboration", "Can Do Spirit", "Community Engaged", and "Data-Informed". The Department of Nursing is committed to ensuring the students understand how to approach the multi-faceted aspects of client care. This aligns with the San Antonio College's value of "Students First".

#### Nursing

Grounded in a multidisciplinary body of evidence-based research, professional nursing is committed to providing the highest quality of safe health care for clients in diverse and challenging health care settings. Nurses conceptualize client needs holistically and use the nursing process, critical thinking, and clinical judgment to structure and evaluate care for individuals and families. 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 clients to recover from or manage illnesses with minimum residual effect, and to facilitate rehabilitative efforts.

### PHILOSOPHY OF THE NURSING EDUCATION DEPARTMENT

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, military-to-RN, and ADN-BSN students for entry into practice as registered nurses.

## ADN Program Overview

helping students develop their full potential in nursing competencies: caring, communication, critical thinking, clinical judgement, and professional/civic responsibility. The nursing faculty uphold the values and vision for the college and department by facilitating the student's advancement in directing nursing care towards specific outcomes by integrating evidence-based research and professional nursing practice. 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; Client-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.



## THE CURRICULUM: ORGANIZED BY CONCEPTS AND ROLES OF THE NURSE

*(See diagram on page 14.)*

The Concept Based Curriculum is the foundation for the Department of Nursing Education at San Antonio College. Concept-based curriculum (CBC) 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 (Hardin & Richardson, 2012). 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 client care on a conceptual level not only enhances clinical judgment, but helps students learn how to organize information in a logical manner, fostering understanding of relationships among events or conditions that impact client care situations. The learning activities are designed to promote student engagement, self-assessment, and self-directed learning.

In accordance with the Texas Board of Nursing, the Differentiated Essential Competencies (DEC) guides curriculum development and revision for the preparation of graduates to provide safe, competent care. A competency is described as "an expected level of performance that integrates knowledge, skills, abilities and judgment" (American Nurses' Association, 2018, p. 3). Our learner focused program also incorporates the QSEN competencies of Client Centered Care, Teamwork & Collaboration, Evidenced-Based Practice, Quality Improvement, Safety, and Informatics.

The associate degree nurse assists clients across the lifespan in their adaptation to changes in their internal and external environments that may affect health. The nurse views clients as unique individuals comprised of interrelated biological, intellectual, psychological, spiritual, sociocultural, and environmental components. The nurse recognizes that clients come from diverse multicultural groups and are members of families and communities.

The associate degree nurse interacts with the client and family by functioning in the four roles of the nurse: Member of the Profession, Provider of Client-Centered Care, Client Safety Advocate and Member of the Health Care Team. Within the four roles, the nurse uses communication, critical thinking and caring to provide nursing care to clients for health promotion, health maintenance, rehabilitation, and restoration of health.

Upon completion of this Associate Degree in Nursing Program, the graduate is prepared to:

### ➤ **MEMBER OF THE PROFESSION**

- Function within the nurse's legal scope of practice and in accordance with regulation and the policies and procedures of the employing health care institution or practice setting.
- Assume responsibility and accountability for the quality of nursing care provided to clients and their families.
- Participate in activities that promote the development and practice of professional nursing.
- Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

### ➤ **PROVIDER OF CLIENT-CENTERED CARE**

- Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision-making in nursing practice.
- Determine the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of clients and their families, and the interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.
- Analyze comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for clients and their families using information from evidence-based practice in collaboration with clients, their families, and the interdisciplinary health care team.
- Provide safe, compassionate, comprehensive nursing care to clients and their families through a broad array of health care services.
- Implement the plan of care for clients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
- Evaluate and report client outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care.
- Develop, implement, and evaluate teaching plans for clients and their families to address health promotion, maintenance, and restoration.
- Coordinate human, information, and physical resources in providing care for clients and their families.

#### ➤ **CLIENT SAFETY ADVOCATE**

- Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- Implement measures to promote quality and a safe environment for clients, self, and others.
- Formulate goals and outcomes using evidence-based data to reduce client risks.
- Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
- Accept and make assignments and delegate tasks that take into consideration client safety and organizational policy.

#### ➤ **MEMBER OF THE HEALTH CARE TEAM**

- Coordinate, collaborate, and communicate in a timely manner with clients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate client-centered care.
- Serve as a health care advocate in monitoring and promoting quality and access to health care for clients and their families.
- Refer clients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.
- Communicate and manage information using technology to support decision-making to improve client care.

- Assign and/or delegate nursing activities to other members of the health care team based upon an analysis of client or workplace need.
- Supervise nursing care by others for whom the nurse is responsible by using evidence-based nursing practice.
- Participate with health care teams during local or global health emergencies or pandemics, to promote health and safety and prevent disease.

(Texas Board of Nursing [TBON], 2021).

## ORGANIZING FRAMEWORK: CONCEPTUAL MODEL

### Associate Degree in Nursing (ADN)



## END OF PROGRAM STUDENT LEARNING 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 client care.
2. Demonstrates skills in using client 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 clients, 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.

## COURSE STUDENT LEARNING OUTCOMES

Course student learning outcomes are identified and can be found in each course's electronic Syllabus.

## ACEN/ADN PROGRAM OUTCOMES

The ADN Program Outcomes are measured to demonstrate that the program is meeting the overall goals of preparing nurses to work in healthcare. The ADN program outcomes are aligned with the Accreditation Commission for Education in Nursing (ACEN). The following are the goals for the program:

### 1. Program Completion Rate

The program will have 75% of the students who will complete the program on time based on program track. The generic program period is a 2 years and career mobility is a 1 year.

### 2. Annual Licensure Examination Pass Rate

The program's most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.

### 3. Job Placement

The program will have 75% or greater of the SAC graduates find employment in the nursing profession as a RN.

# BSN Program Overview

## THE BACCALAUREATE PREPARED NURSE

*(See diagram on page 19.)*

The RN-BSN program models several different types of frameworks to include the AACN Essentials of a Baccalaureate Nurse, the Differentiated Essential Competencies (DECs), and Quality and Safety Education in Nursing (QSEN).

The Baccalaureate prepared nurse will be able to:

- Practice from a holistic, caring framework.
- Practice applying evidence-based practice.
- Promote safe, quality client care.
- Use clinical/critical reasoning to address simple to complex situations.
- Assumes accountability for one's own and delegated nursing care.
- Practice in a variety of healthcare settings.
- Care for clients across the health-illness continuum.
- Care for clients across the lifespan.
- Care for diverse populations.
- Engage in care of self in order to care for others.
- Engage in continuous professional development.

The primary intent of the Essentials is to create more consistency in graduate outcomes, influenced by the robustness of the learning experiences and demonstration of competencies. By emphasizing the attainment of competencies within an academic program, employers will have a clear expectation of knowledge and skill sets of nursing graduates. The following are the competencies for nursing education:

1. Knowledge for nursing practice
2. Person-centered care
3. Population health
4. Scholarship for the nursing discipline
5. Quality and safety
6. Interprofessional partnerships
7. Systems-based practice
8. Informatics and healthcare technologies
9. Professionalism
10. Personal, professional, and leadership development

Based on the Texas Board of Nursing Differentiated Essential Competencies the nurse functions as four roles similar to the ADN however within a wider scope and more leadership responsibilities. The four roles recognized by the Texas Board of Nursing are Member of the Profession, Provider of Client-Centered Care, Client Safety Advocate, and Member of the Health Care Team.



The Functions of the Baccalaureate Prepared Nurse is based on the roles:

➤ **MEMBER OF THE PROFESSION**

- Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.
- Assume responsibility and accountability for the quality of nursing care provided to clients, families, populations, and communities.
- Promote the practice of professional nursing through leadership activities and advocacy.
- Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

➤ **PROVIDER OF CLIENT-CENTERED CARE**

- Use clinical reasoning and knowledge based on the baccalaureate degree nursing program of study, evidence-based practice outcomes, and research studies as the basis for decision-making and comprehensive client care.
- Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse clients, families, populations, and communities based upon interpretation of comprehensive health assessment findings compared with evidence-based health data and a synthesis of knowledge derived from a baccalaureate degree nursing program of study.
- Synthesize comprehensive assessment data to identify problems, formulate goals/outcomes, and develop plans of care for clients, families, populations, and communities using information from evidence-based practice and published research in collaboration with the above groups and the interdisciplinary health care team.
- Provide safe, compassionate, comprehensive nursing care to clients, families, populations, and communities through a broad array of health care services. Implement the plan of care for clients, families, populations, and communities within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
- Evaluate and report client, family, population, and community outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice and research findings, and plan follow-up nursing care.
- Develop, implement, and evaluate teaching plans for clients, families, populations, and communities to address 12 health promotion, maintenance, restoration, and population risk reduction.
- Coordinate human, information, and material management resources in providing care for clients, families, populations, and communities.

➤ **CLIENT SAFETY ADVOCATE**

- Demonstrate knowledge of the Texas Nursing Practice Act (NPA) and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- Implement measures to promote quality and a safe environment for clients, self, and others.
- Formulate goals and outcomes using an evidence-based and theoretical analysis of available data to reduce client and community risks.

- Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- Comply with mandatory reporting requirements of the Texas NPA. F. Accept and make assignments and delegate tasks that take into consideration client safety and organizational policy.

#### ➤ **MEMBER OF THE HEALTH CARE TEAM**

- Coordinate, collaborate, and communicate with clients, families, populations, communities, and the interdisciplinary health care team to plan, deliver, and evaluate care.
- Serve as a health care advocate in monitoring and promoting quality and access to health care for clients, families, populations, and communities.
- Use multiple referral resources for clients, families, populations, and communities considering cost, confidentiality, effectiveness and efficiency of care, continuity and continuum of care, and health promotion, maintenance, and restoration.
- Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain the optimal health status of clients, families, populations, and communities.
- Communicate and manage information using technology to support decision-making to improve client care and delivery systems.
- Assign and/or delegate nursing care to other members of the health care team based upon an analysis of client or organizational need.
- Supervise nursing care provided by others for whom the nurse is responsible by using best practices of management, leadership, and evaluation.

(TBON, 2021).

### **BSN CURRICULUM**

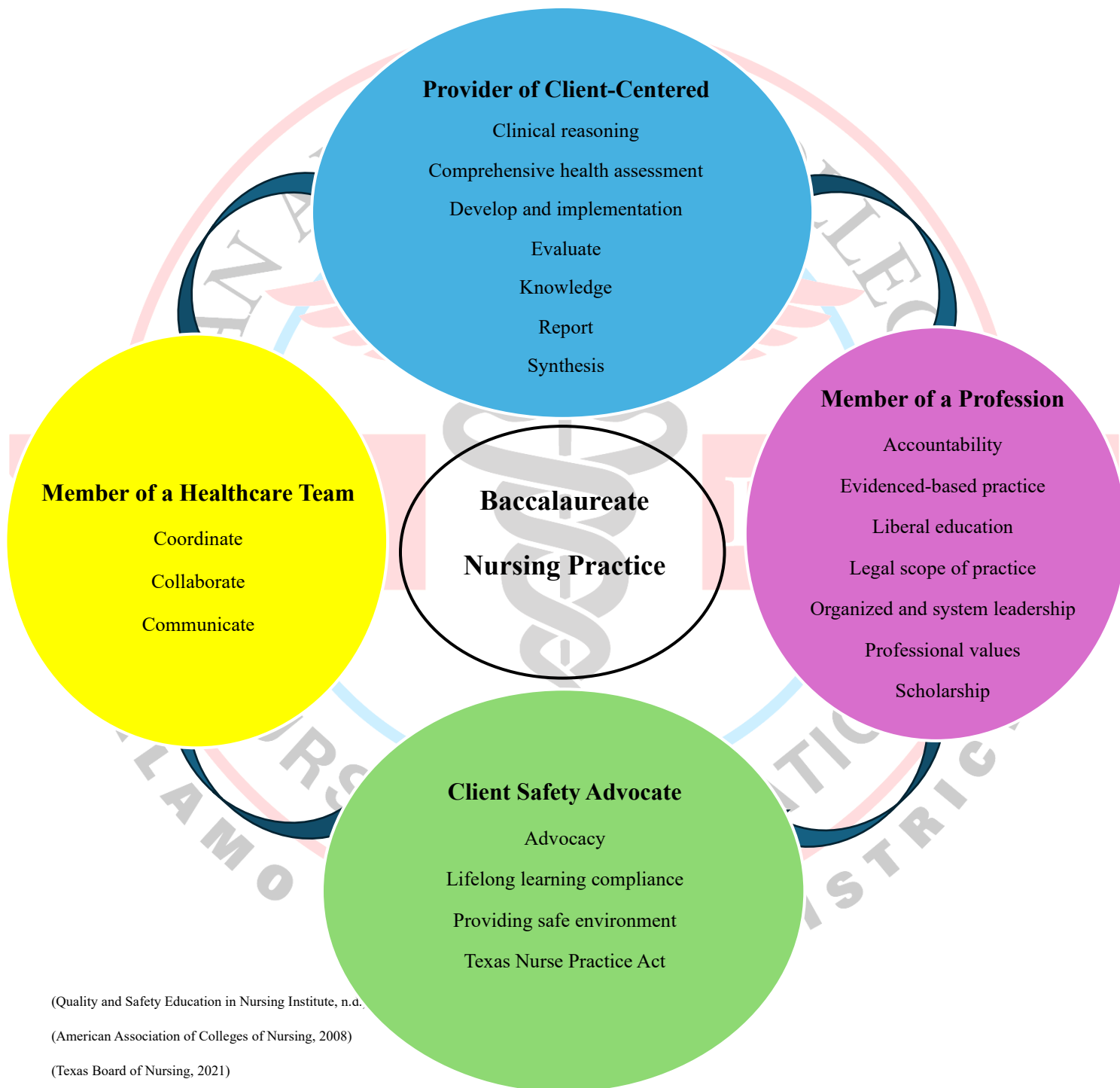
The SAC Nursing department utilizes the Texas Concept Based Consortium that has all three governing bodies' competencies and essential skills needed to be able to function as a BSN nurse in any healthcare setting. The curriculum was designed utilizing the frameworks identified and has applied each theory to the course and curriculum development.

### **BSN CONCEPTUAL FRAMEWORK**

The Nursing programs utilize the Texas Board of Nursing Differentiated Essential Competencies (DEC) to guide the instruction and curriculum to prepare nurses for practice in healthcare. The ADN roles and responsibilities serve as a foundation for the BSN DEC (TBON, 2021). The conceptual framework for the BSN nursing program integrates the DEC, Quality and Safety Education in Nursing (QSEN), and the AACN Essentials of a Baccalaureate Nurse. The conceptual model demonstrates all the roles and competencies required for a BSN to perform at a generalist level. The conceptual model has attributes from all three agencies. It identifies the DEC as the roles of the BSN nurse, and the QSEN competencies and AACN Essentials as characteristics of the nurse (*see Conceptual Model on page 19*). Many of the roles and skills needed to perform overlap and complement one another. The conceptual framework for the Baccalaureate Nurse differs from the Associate Degree Nurse because it encompasses leadership, community, evidenced-based practice, and information technology. The Baccalaureate Nurse is charged to

serve as a leader and recognize and develop solutions based on evidenced based practice and safety guidelines.

**ORGANIZING FRAMEWORK: CONCEPTUAL MODEL  
RN-BSN Degree**



(Quality and Safety Education in Nursing Institute, n.d.)

(American Association of Colleges of Nursing, 2008)

(Texas Board of Nursing, 2021)

## END OF PROGRAM STUDENT LEARNING OUTCOMES

1. Use clinical reasoning and knowledge based on the nursing program of study, evidenced- based practice outcomes, and research studies as the basis for decision-making and comprehensive, safe client and population care.
2. Demonstrates inquiry and analysis in applying client care technologies and information systems to support safe nursing practice and population risk reduction.
3. Leads safety and quality improvement activities as part of the interdisciplinary team and as an advocate and manager of nursing care.
4. Manage care transitions and promote population risk reduction with diverse communities in collaboration with members of the interdisciplinary health care team.
5. Participates in monitoring institutional, professional, and public policy to maintain adherence to standards of practice within legal, ethical, and regulatory frameworks of the professional nurse.
6. Demonstrate leadership skills related to financial, human resource, clinical and professional issues in providing and evaluating care.
7. Demonstrate leadership and advocacy that reflects the values and ethics of the nursing profession.

## COURSE STUDENT LEARNING OUTCOMES

Course student learning outcomes are identified and can be found in each course's electronic Syllabus.

## ACEN/BSN PROGRAM OUTCOMES

The RN-BSN program outcomes are evaluated using the ACEN standards similar to the ADN program. Gathering data on the outcomes supports the effectiveness of the program preparation. The following are the goals for the program:

### 1. Program Completion Rate

The program will have 75% of the students complete the program within the designated timeframe. Accelerated program track is 8 months; online and hybrid programs are 1 year; and part-time track is 2 years.

### 2. Job Placement

At completion of the program, 75% or greater of the SAC graduates find employment in the nursing profession as a RN-BSN.

## CURRICULUM CONCEPTS and DEFINITIONS

Based on the Texas Concept Based Curriculum Consortium, the curriculum is organized based on concepts. The concepts are operationally defined.

Texas Concepts Health & Alterations (rev 9.1.15)	Definitions
<b>Health Care Concepts-Biophysical</b>	
Acid Base Balance	The process of regulating the pH, bicarbonate concentration, and partial pressure of carbon dioxide of body fluids. (G)
Cellular Regulation	Process by which cells replicate, proliferate, and grow.
Clotting	A physiologic process in which blood is converted from a liquid to a semisolid gel. (G)
Comfort	A state of physical ease.
Elimination	The excretion of waste products.
Fluid and Electrolyte Balance	The process of regulating the extracellular fluid volume, body fluid osmolality, and plasma concentrations of electrolytes.
Functional Ability	The physical, psychological, cognitive, and social ability to carry on the normal activities of life.
Gas Exchange (Oxygenation)	The process by which oxygen is transported to cells and carbon dioxide is transported from cells. (G)
Immunity	A physiologic process that provides an individual with protection or defense from disease.
Intracranial Regulation	The processes that affect intra-cranial compensation and adaptive neurological function.
Metabolism	Processes of biochemical reactions occurring in the body's cells that are necessary to produce energy, repair and facilitate the growth of cells and maintain life.
Mobility	Factors that facilitate or impair movement of the body.
Nutrition	The process by which the body ingests, absorbs, transports, uses, and eliminates nutrients and foods. (NC)
Perfusion	The flow of blood through arteries and capillaries delivering nutrients and oxygen to cell and removing cellular waste.
Reproduction	The process by which humans produce a new life.
Sensory Perception	The ability to receive sensory input and, through various physiological processes in the body, translate the stimulus or data into meaningful information.
Sexuality	Factors that facilitate an individual's gender identity as well as their ability to experience and express themselves as sexual beings.
Sleep	State of rest accompanied by natural altered consciousness.
Thermoregulation	The process of maintaining core body temperature within an optimal physiological range
Tissue Integrity	The ability of body tissues to regenerate and/or repair to maintain normal physiological processes. (?)
<b>Health Care Concepts-Psychosocial</b>	
Cognition	Process of thought by which an individual learns, stores, retrieves, and uses information. (NC)
Coping	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.
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. (NC)
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. (?)

Texas Concepts Health & Alterations (rev 9.1.15)	Definitions
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. (H)
Interpersonal Relationships	Factors that facilitate and/or impair effective social associations, connections, or affiliations between two or more people. (K)
Mood and Affect	Emotional state and its observable expression.
<b>Professional Nursing Concepts- Professional Nursing</b>	
Clinical Judgment	An interpretation or conclusion about a client's needs, concerns, or health problems, and/or the decision to take action (or not), use or modify standard approaches, or improvise new ones as deemed appropriate by the client's response. (T)
Communication	A process of interaction between people where symbols are used to create, exchange, and interpret messages about ideas, emotions and mind- states. (G)
Health Promotion	Any activity undertaken for the purpose of achieving a higher level of health and well-being. (NC)
Client Education	Encompasses activities designed to produce learning that alters health behaviors or improves health status. (K)
Professionalism	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. (G)
Teamwork and Collaboration	The development of partnerships to achieve best possible outcomes that reflect the particular needs of the client, family, or community, requiring an understanding of what others have to offer.
<b>Professional Nursing Concepts- Health Care Systems</b>	
Ethical and Legal Practice	A system of laws and moral principles or standards governing human conduct. (NC)
Evidence-Based Practice	Integrates best current evidence with clinical expertise and client/family preferences and values for delivery of optimal healthcare. (Q)
Healthcare Organizations	A purposefully designed, structured social system developed for the delivery of health care services by specialized workforces to defined communities, populations, or markets. (G)
Health Policy	Actions and decisions by government bodies or professional organizations that influence the actions and decisions of individuals within the health care system. (NC)
Health Information Technology	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. (B&T)
Leadership and Management	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. (H)
Client-Centered Care	Recognize the client or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for clients' preferences, values, and needs. (Q)
Quality Improvement	The systematic process that health care organizations and professionals use to measure client outcomes identify hazards and errors and to improve care.
Safety	Protection from harm or injury for clients and providers through both system effectiveness and individual performance.

The Texas Concept-Based Curriculum is organized by every concept that is essential to the nursing program of study. Each concept has a diagram that is used to identify the definition, attributes, antecedents, consequences, interrelated concepts, and sub-concept. (See Appendix on pages 87-88 for a Concept Analysis Diagram example.)

## STUDENTS and LEARNING

The nursing courses have a variety of instructional methods to facilitate student learning. Each course develops an approach to the content. Examples of methodologies used and available to the student include:

- Lecture/videos
- Nursing literature findings
- Group discussions (to facilitate critical thinking)
- Clinical judgement exercises
- Study guides
- Experiential learning in clinical laboratory and hospital settings
- Canvas enhanced content
- Case studies
- Simulation
- Reflective journaling

Refer to the current course electronic syllabi for specific criteria for each course. In addition to textbooks, students can access the library database to look up current or new information when preparing information about one's client's alteration in health.

ADN

RN-BSN

ALAMO COLLEGES DISTRICT  
NURSING EDUCATION

# Admission Criteria and Process

## APPLICATION PROCESS

### General Admission Requirements for San Antonio College:

Applicants to all Nursing program tracks must meet the following minimum requirements:

1. Application and current admission to San Antonio College through [www.applytexas.org](http://www.applytexas.org).
2. If you have been away from our college for longer than one year you will have to reapply for admission to San Antonio College.
  - Meet college admission requirements in the Alamo Colleges District as outlined in the official college catalog at <https://mysaccatalog.alamo.edu/>
  - Have earned either a high school diploma or General Education Diploma (GED)
  - Comply with Texas Success Initiative (TSI) requirements (2.0 GPA)
  - 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.

3. **Apply to the Nursing Program.** The online application will be available only during open application periods (see page 27) and will be inactive after the deadline. Acceptance to all program tracks is via a competitive ranking process for selection based on a point award system for designated criteria.
4. Each student must select a Degree Plan option for which they meet the requirements: **Generic Program, Career Mobility LVN/LPN-RN or Military-to-RN, and Registered Nurse to Bachelor of Science Program.** The nursing courses must be taken in the sequence specified by the Department of Nursing Education. (See Degree Plans on pages 32-38.)

## PROGRAM of STUDY- ASSOCIATES in APPLIED SCIENCE

### Associate in Applied Science Degree Program Tracks

There are 3 ADN program tracks that a student may choose from.

- Associate Degree in Nursing Generic Track (completed in 2 year)
- Associate Degree in Nursing LVN-RN Career Mobility (completed in 1 year)
- Associate Degree in Nursing Military-RN Career Mobility Track (completed in 1 year)

#### 1. **Generic Program Track**

Applicants must:

- meet all admission requirements for the College and for the Nursing Program.
- be admitted into the Nursing Program.

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



**For the Associate Degree in Nursing Generic Track, the ranking process is based on:**

- Standardized entrance exam (TEAS)
- Prerequisite requirements GPA (general education and science GPA must be a 2.5 or higher)
- Complete Chemistry 1405 or higher Chemistry course with lab.

**2. Career Mobility LVN/LPN to RN Track**

In addition to being admitted into the nursing program, the applicant must:

- Be a graduate of an 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 an LVN/LPN program within one year of date of application.

**NOTE FOR KERRVILLE EXTENSION STUDENTS:**

- Kerrville LVN/LPN-RN Track nursing theory didactic courses are hybrid.

**For the Associate Degree in Nursing Career Mobility Track, the ranking process is based on:**

- Degree requirements GPA (science GPA must be a 2.5 or higher)
- NLN NACE I: Foundations of Nursing score of 70% or higher
- Completion of Chemistry 1405 or higher Chemistry course with lab.

**3. Career Mobility Military to RN Track**

**To Apply for Admission into the Career Mobility 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.

The Military to RN Career Mobility Track program is a fast-track, one year (3 consecutive semesters) educational approach equivalent to the 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 military training in the last 10 years and has practice experience within the last 3 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 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 hybrid. The co-requisite clinical/lab courses are face-to-face in San Antonio. The Kerrville extension site offers admission for the military track, and clinical courses are located in 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.

### **Articulation Agreement/Transfer**

- The ADN program has articulation agreements with Texas A&M- Corpus Christi, the University of Texas at Arlington, Texas Tech University, and the University of Texas at Tyler.

**NOTE:** *Official school transcripts must be submitted to San Antonio College Office of Admissions and Record to become part of your student official school record. Unofficial transcripts can be uploaded to the nursing application with SSN “blacked out.”*

## **PROGRAM of STUDY- RN to BACHELORS of SCIENCE in NURSING**

### **Registered Nurse to Bachelor of Science Degree Program Tracks**

There are 5 BSN program tracks that a student may choose from.

- RN- BSN Online Track (completed in 1 year)
- RN-BSN Online and Hybrid Program Track (completed in 1 year)
- Fast Track Accelerated RN-BSN (completed in 8 months)
- RN-BSN Bridge Program Part Time Option (completed in 2 years)
- Concurrent AAS and BSN track (2 years and 8 weeks)

Individuals seeking admission to the program must:

1. Complete the application online and submit all required documentation.
2. Complete prerequisite core requirement courses with a minimum GPA of 2.5 and a C or higher in each course. The Admission Committee will evaluate and develop a plan to ensure all degree required courses are completed prior to finishing the program.
3. Provide evidence that license is unencumbered current for Texas or an Enhanced Nurse Licensure Compact RN License.

**For the Bachelor of Science in Nursing, the ranking process is based on:**

- Degree requirements GPA 2.5 or above.
- Nursing Courses Cumulative GPA 2.75 or higher.

**NOTE:** *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.*

### **Articulation Agreement/Transfer**

For the RN-BSN program, there are articulation agreements with the University of Texas at Arlington, the University of Texas at Tyler, Texas Tech University, and the University of the Incarnate Word.

## Transfer Credit

An applicant seeking recognition of previously earned nursing credits at another college or university nursing program requires review for admission by nursing administration. Alamo Colleges District Center of Student Information (CSI) awards all transferable credit. 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. All official transcripts must list a “C or better on coursework.

**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.*

### OPEN APPLICATION FILING PERIODS

#### Associate Degree tracks:

#### BSN Degree tracks:

Admission- Start Semester	Application Period
FALL semester	Nov. 15 – Feb. 15
SPRING semester	June 1 – Aug. 31
SUMMER (Career Mobility ONLY)	Sept. 1 – Nov.30

Admission- Start Semester	Application Period
FALL semester	Jan. 15 – July 31
SPRING semester	Aug. 15 – Dec. 31

### ADMISSION CRITERIA for the ADN PROGRAM

All applicants must meet the admission criteria for the Department of Nursing Education. Admission to the nursing program is competitive, with applicants providing evidence of previous successful educational accomplishments awarded higher standing in admission consideration. The Admission and Progressions committee review applicants and determine conditional admission based upon multicriteria that includes:

- Degree required prerequisite courses with a minimum GPA of 2.5 or higher at time of application.** We accept grades of “C” or better.

Science Course Requirements (*)
BIOL 2401 Human Anatomy & Physiology I
BIOL 2402 Human Anatomy & Physiology II <sup>(1)</sup>
BIOL 2420 Microbiology & Pathology <sup>(2)</sup>
General Education Course Requirements (**)
ENGL 1301 Composition I (Freshman English)
PSYC 2314 Lifespan Growth & Development
PHIL 2306 Introduction to Ethics
PSYC 2301 General Psychology

\*All science coursework (Anatomy & Physiology I and II; Microbiology) transferred from outside of Alamo Colleges must have been completed less than five (5) years prior to applying to a Nursing program.

\*\* At least 3 of the 4 general education courses must be completed **PRIOR to applying**. Any remaining prerequisite course needs to be completed prior to completing the nursing program.

(1) Prerequisite is completion of BIOL 2401

(2) Prerequisite is completion of CHEM 1405 OR CHEM 1305 and 1105.

**2. Standardized entrance exam ATI Testing of Essential Academic Skills (ATI TEAS):** All applicants must take and submit an ATI TEAS Nursing assessment exam.

- ATI TEAS score to be submitted by deadline date of application period. APPLICATIONS WITHOUT A TEAS SCORE SUBMISSION WILL NOT BE CONSIDERED FOR ADMISSIONS.
- ATI TEAS score must be **one-year current** to deadline date of application period.
- **1 point** per testing category (Reading, Math, Science & Language usage) is required.
- A minimum of **4 points** must be achieved in order to be considered for admission.

Required Scores per Category			
<b>Reading</b>	80 or above = 2 pts	56 - 79 = 1 pt	55 or below = 0 pt
<b>Mathematics</b>	80 or above = 2 pts	66 - 79 = 1 pt	65 or below = 0 pt
<b>Science</b>	80 or above = 2 pts	46 - 79 = 1 pt	45 or below = 0 pt
<b>Language Usage</b>	80 or above = 2 pts	61 - 79 = 1 pt	60 or below = 0 pt

- **Career Mobility Applicants only** - All applicants applying to the Career Mobility track are required to take the National League for Nursing (NLN) NACE I: Foundations of Nursing assessment exam as part of the application process. Applicants must score a 70% or higher to be considered for admission. The email confirmation sent after applying to the SAC Nursing program contains details regarding the NLN exam and testing information. **Career Mobility Applicants do not require the TEAS exam.**

**ADMISSION CRITERIA for the BACHELOR of SCIENCE in NURSING PROGRAM**

1. Complete prerequisite core requirement courses with a minimum **GPA of 2.5 and a C or higher in each course.**
2. **Texas Board of Nursing RN license**
  - All applicants must have a current, unencumbered Texas or an Enhanced Nurse Licensure Compact RN license to begin the program.
  - All RN-BSN nursing students will need to submit a copy of their license to the nursing office.
3. **Official Transcripts**
  - All course work needs to be documented in official transcripts from all institutions attended. Official school transcripts must be submitted to San Antonio College Office of Admissions and Record to become part of your

official student school record. The nursing department requires a copy for departmental records.

4. **Proof of completion** at an Associate Degree in nursing from a regionally accredited institution of higher education that is accredited by a national nursing accrediting agency or a Diploma in Nursing from an institution that is accredited by a national nursing accrediting agency

## OTHER PROGRAM REQUIREMENTS to CONSIDER

### Regulations Students Must Meet for All Programs

- Complete degree requirements for the selected option.
  - Non nursing course requirements must be completed by **Generic track** students prior to entering Level IV semester.
  - Non nursing course requirements must be completed by **Career Mobility track** students at the end of Level II semester.
  - Non nursing course requirements for the **BSN program** must be completed by the third semester.
- Possess functional psychomotor sensory skills and demonstrate intellectual and emotional stability during the entire course of the program. (*See Program Requirements: Functional Capabilities pgs. 40-42*)
- Exhibit math proficiency.
- Maintain immunization requirements for admission and during the program.
- Submit copy of updated flu and TB vaccinations (annually) to the nursing department staff.
- Maintain **American Heart Association BLS** certification during the program. If renewal is required during the program, submit a copy of new card to the nursing department staff.
- Follow departmental and course requirements.

It is the student's responsibility to maintain copies of any documentation needed throughout their time in the Department of Nursing Education program. It is departmental policy that the nursing staff is not permitted to release or make copies of any documentation submitted in their packet.

### Each student must meet ongoing College and Departmental Policies

- Policies are published in a variety of sources, including the College e-catalog, Nursing Department Website, and the Nursing Student Handbook.
- Knowing what is required to successfully complete the degree program and clear communication with faculty and administration helps facilitate decision making. The website for San Antonio College Nursing Department has become an excellent communication tool. As you go through this manual you will find references to information available on the website, here is the link to refer to <https://www.alamo.edu/sac/academics/program-index/nursing-education/nursing/>
- 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.

## Nursing Program Lock-Step

In order to prepare the nursing students for success, the curriculum for the program is designed in a sequential fashion to support learning and enrichment. Students may not deviate from sequence. All courses within a level must be completed before proceeding to the next level.

### PREREQUISITE COURSE REQUIREMENTS for the BACHELOR of SCIENCE in NURSING PROGRAM

Core requirement courses must be completed with a minimum GPA of 2.5 and a C or higher in each course.

RN to BSN Degree REQUIRED Prerequisites (Credit)	
<b>BIOL 2401</b> Human Anatomy & Physiology	<b>ENGL 1301</b> Composition I
<b>BIOL 2402</b> Human Anatomy & Physiology II	<b>PHIL 2306</b> Intro to Ethics
<b>BIOL 2420/ BIOL 2421</b> Microbiology & Pathology	<b>PSYC 2301</b> General Psychology
<b>PSYC 2314</b> Lifespan Growth & Development	

### AAS prerequisite courses (24)

Nursing (RNSG) courses \*\*Note: Students earn up to 36 semester credit hours for successful completion of nursing courses from their A.A.S or diploma program and a subsequent unencumbered, current Texas Registered Nurse license.

### AAS Total Credit Hours (60)

BSN Prerequisite Courses (Credit)	
<b>BIOL 1322</b> Nutrition Introduction	<b>ENGL 1302</b> Composition II <u>or</u>
<b>CHEM 1305 and CHEM 1105</b>	<b>ENGL 2311</b> Technical and Business Writing
<b>CHEM 1405</b> Intro to Chemistry	<b>GOVT 2305</b> US Government
<b>CHEM 1411</b> General Chemistry	<b>GOVT 2306</b> Texas State and Local Government

### Other Core Required courses:

Mathematics (20) Core- 1 Course (3 credit hours)	
<b>MATH 1342</b> Elementary Statistical Methods	<b>MATH 1442</b> Elementary Statistical Methods
American History (60) Core- 2 Courses (6 credit hours)- Any combination from the following:	
<b>HIST 1301</b> U.S. History I & <b>HIST 1302</b> U.S. History II	
<b>HIST 1301</b> U.S. History I & <b>HIST 2328</b> Mexican American History II	
<b>HIST 1301</b> U.S. History I & <b>HIST 2382</b> African American History II	
<b>HIST 2327</b> Mexican American History I & <b>HIST 2328</b> Mexican American Hist. II	
<b>HIST 2327</b> Mexican American History I & <b>HIST 1302</b> U.S. History II	
<b>HIST 2327</b> Mexican American History I & <b>HIST 2382</b> African American History II	
<b>HIST 2381</b> African American History I & <b>HIST 2382</b> African American History II	
<b>HIST 2381</b> African American History I & <b>HIST 1302</b> U.S. History II	
<b>HIST 2381</b> African American History I & <b>HIST 2328</b> Mexican American History II	
<b>HIST 2301</b> Texas History & any American History (60 Core) course listed here	

<b>Additional Language, Philosophy and Culture (90) Core- 1 course (3 credit hours)</b>	
<b>ARAB 2311</b> Intermediate Arabic I	<b>HUMA 1301</b> Intro. to the Humanities I
<b>ARAB 2312</b> Intermediate Arabic II	<b>HUMA 1302</b> Intro. to the Humanities II
<b>CHIN 2311</b> Intermediate Chinese I	<b>HUMA 1305</b> Intro. to Mexican American Studies
<b>CHIN 2312</b> Intermediate Chinese II	<b>HUMA 2319</b> American Minority Studies
<b>ENGL 2322</b> British Lit. I: Anglo Saxon-Neoclassical	<b>HUMA 2323</b> World Cultures
<b>ENGL 2323</b> British Lit. II: Romanticism to Present	<b>ITAL 2311</b> Intermediate Italian I
<b>ENGL 2327</b> American Lit. I: Precolonial to Romantic	<b>ITAL 2312</b> Intermediate Italian II
<b>ENGL 2328</b> American Lit. II: Realism - Present	<b>JAPN 2311</b> Intermediate Japanese I
<b>ENGL 2332</b> World Lit. I: Antiquity thru Renaissance	<b>JAPN 2312</b> Intermediate Japanese II
<b>ENGL 2333</b> World Lit. II: Neoclassical to Present	<b>LATI 2311</b> Intermediate Latin I
<b>ENGL 2341</b> Forms of Literature	<b>LATI 2312</b> Intermediate Latin II
<b>ENGL 2351</b> Mexican American Literature	<b>PHIL 1301</b> Intro. to Philosophy
<b>FREN 2311</b> Intermediate French I	<b>PHIL 1304</b> Intro. to World Religions
<b>FREN 2312</b> Intermediate French II	<b>PHIL 2303</b> Intro. to Logic
<b>GERM 2311</b> Intermediate German I	<b>SPAN 2311</b> Intermediate Spanish I
<b>GERM 2312</b> Intermediate German II	<b>SPAN 2312</b> Intermediate Spanish II
<b>HIST 2321</b> World Civilizations I	<b>HIST 2322</b> World Civilizations II
<b>Creative Arts (50) Core- 1 course (3 credit hours)</b>	
<b>DANC 1305</b> World Dance	<b>DANC 1305</b> World Dance
<b>DANC 2303</b> Dance Appreciation	<b>DANC 2303</b> Dance Appreciation
<b>DRAM 1310</b> Intro. to Theatre-Theatre Appreciation	<b>DRAM 1310</b> Intro. to Theatre-Theatre Appreciation
<b>HUMA 1311</b> Mexican American Fine Arts Appreciation	<b>HUMA 1311</b> Mexican American Fine Arts Appreciation
<b>HUMA 1315</b> Fine Arts Appreciation	<b>HUMA 1315</b> Fine Arts Appreciation
<b>MUSI 1306</b> Music Appreciation	<b>MUSI 1306</b> Music Appreciation
<b>MUSI 1310</b> American Music	<b>MUSI 1310</b> American Music
<b>Additional Communication (90) Core- 1 course (3 credit hours)</b>	
<b>SPCH 1311</b> Intro to Speech Communication	<b>SPCH 1311</b> Intro to Speech Communication
<b>SPCH 1315</b> Public Speaking	<b>SPCH 1315</b> Public Speaking

# Degree Plans

## Associate in Applied Science (AAS) in Nursing

### Generic Program

Degree Requirements	SCH	Semester	Grade
ENGL 1301 Composition I	3		
BIOL 2401 Human Anatomy & Physiology	4		
PSYC 2301 General Psychology	3		
PHIL 2306 Introduction to Ethics	3		
BIOL 2402 Human Anatomy & Physiology II	4		
PSYC 2314 Lifespan Growth & Development	3		
BIOL 2420 Microbiology & Pathology/BIOL 2421	4		
<b>Total Semester Credit Hours (SCH) for Degree Requirements</b>		<b>24</b>	

Level One	SCH	Semester	Grade
RNSG 1128 Intro Health Care Concepts I	1		
RNSG 1125 Professional Nursing Concepts I	1		
RNSG 1216 Professional Nursing Competencies I	2		
*RNSG 1430 Health Care Concepts I	4		
*RNSG 1161 Clinical-RN: Health Care Concepts I	1		
<b>Total Semester Credit Hours (SCH)</b>		<b>9</b>	

Level Two	SCH	Semester	Grade
RNSG 1126 Professional Nursing Concepts II	1		
*RNSG 1533 Health Care Concepts II	5		
*RNSG 2362 Clinical-RN: Health Care Concepts II	3		
<b>Total Semester Credit Hours (SCH)</b>		<b>9</b>	

Level Three	SCH	Semester	Grade
RNSG 1137 Professional Nursing Concepts III	1		
*RNSG 1538 Health Care Concepts III	5		
*RNSG 2362 Clinical-RN: Health Care Concepts II	3		
<b>Total Semester Credit Hours (SCH)</b>		<b>9</b>	

Level Four	SCH	Semester	Grade
RNSG 2138 Professional Nursing Concepts IV	1		
*RNSG 2539 Health Care Concepts IV	5		
*RNSG 2360 Clinical-RN: Health Care Concepts IV	3		
<b>Total Semester Credit Hours (SCH)</b>		<b>9</b>	

**TOTAL PROGRAM SEMESTER CREDIT HOURS = 60**

\*Indicate courses are co-requisites and must be taken and passed together





**Bachelor of Science in Nursing**  
**RN-BSN Program Prerequisites- All Tracks**

<b>Degree Required Prerequisites</b>	<b>SCH</b>	<b>Term</b>	<b>Grade</b>
BIOL1322 Nutrition Introduction	3		
CHEM 1405 Intro. to Chemistry (CHEM 1305 and CHEM 1105 or CHEM 1411)	3		
ENGL 1302 English Composition OR ENGL 2311 Technical Writing	3		
GOVT 2305 US Government	3		
GOVT 2306 Texas State and Local Government	3		
HIST 1301 US History I * or American History (60) Core 2 Courses (6 credit hours)	6		
Math 1342 Elementary Statistics or OR any 1 course* (3 credit hours) from <a href="#">Mathematics (20) Core</a>	3		
SPCH 1318 Interpersonal Communication OR any 1 course* (3 credit hours) from <a href="#">Additional Communication (90) Core</a>	3		
One* 3 credit hours course from the <a href="#">Additional Language, Philosophy, and Culture (90) Core</a>	3		
One* 3 credit hours course from the <a href="#">Creative Arts (50) Core</a>	3		
<b>Total Semester Credit Hours (SCH)</b>	<b>30</b>		
<b>ADN Semester Credit Hours (SCH)</b>	<b>60</b>		

**AAS Total Credit Hours (60)**

- AAS prerequisite courses (24): BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, PHIL 2306, PSYC 2301 and PSYC 2314 Nursing (RNSG) courses \*\*Note: Students earn up to 36 semester credit hours for successful completion of nursing courses from their A.A.S or diploma program and a subsequent unencumbered, current Texas Registered Nurse license.
- Additional list of acceptable courses can be found on the SAC Catalog Core Curriculum Selection List, <https://mysaccatalog.alamo.edu/content.php?catoid=250&navoid=19202>. Search for the Core subject (i.e., Mathematics (20) Core) you are wanting to fulfill.

**Bachelor of Science in Nursing**

**Concurrent AAS and BSN Program Track- Fall Semester Start**

<b>Level One (Fall Semester)</b>	<b>SCH</b>	<b>Term</b>	<b>Grade</b>
RNSG 1128 Intro Health Care Concepts I ( <i>Flex 1</i> )	1		
RNSG 1125 Professional Nursing Concepts I	1		
RNSG 1216 Professional Nursing Competencies I	2		
*RNSG 1430 Health Care Concepts I	4		
*RNSG 1161 Clinical-RN: Health Care Concepts I	1		
<b>NURS 3313 Pathophysiology (<i>Flex 2</i>)</b>	<b>3</b>		
<b>Total Semester Credit Hours (SCH) AAS</b>		<b>9</b>	
<b>Total Semester Credit Hours (SCH) BSN</b>		<b>3</b>	
<b>Level Two (Spring Semester)</b>	<b>SCH</b>	<b>Term</b>	<b>Grade</b>
RNSG 1126 Professional Nursing Concepts II ( <i>Flex 1</i> )	5		
*RNSG 1533 Health Care Concepts II	1		
*RNSG 2362 Clinical-RN: Health Care Concepts II	3		
<b>NURS 3350 Transition to Baccalaureate Nursing (<i>Flex 2</i>)</b>	<b>3</b>		
<b>Total Semester Credit Hours (SCH) AAS</b>		<b>9</b>	
<b>Total Semester Credit Hours (SCH) BSN</b>		<b>3</b>	

Summer Semester (Flex 1)	SCH	Term	Grade
NURS 3351 Research and Evidence-Based Nursing Practice	3		
NURS 3352 Health Assessment Across the Lifespan	3		
Summer Semester (Flex 2)			
NURS 3354 Legal & Ethical Issues in Healthcare	3		
NURS 4356 Health Promotion Across the Lifespan	3		
<b>Total Semester Credit Hours (SCH) BSN</b>	<b>12</b>		
Level Three (Fall Semester)	SCH	Term	Grade
RNSG 1137 Professional Nursing Concepts III ( <i>Flex 1</i> )	1		
*RNSG 1538 Health Care Concepts III	5		
*RNSG 2363 Clinical-RN: Health Care Concepts III	3		
<b>NURS 4355 Community Health</b>	<b>3</b>		
<b>NURS 4160 Community and Public Health Clinical</b>	<b>1</b>		
<b>Total Semester Credit Hours (SCH) AAS</b>	<b>9</b>		
<b>Total Semester Credit Hours (SCH) BSN</b>	<b>4</b>		
Wintermester	SCH	Term	Grade
NURS 3353 Informatics	3		
<b>Total Semester Credit Hours (SCH) BSN</b>	<b>3</b>		
Level Four (Spring Semester)	SCH	Term	Grade
RNSG 2138 Professional Nursing Concepts IV ( <i>Flex 1</i> )	1		
*RNSG 2539 Health Care Concepts IV	5		
*RNSG 2360 Clinical-RN: Health Care Concepts IV	3		
<b>NURS 4301 Leadership Management Principles</b>	<b>3</b>		
<b>NURS 4161 Leadership Management Clinical</b>	<b>1</b>		
<b>Total Semester Credit Hours (SCH) AAS</b>	<b>9</b>		
<b>Total Semester Credit Hours (SCH) BSN</b>	<b>4</b>		
Summer Semester (Flex 1)	SCH	Term	Grade
NURS 4146 Capstone Project	1		
<b>Total Semester Credit Hours (SCH) BSN</b>	<b>1</b>		
<b>Total BSN Degree Plan Credit Hours</b>	<b>120</b>		
<b>Total ADN Degree Plan Credit Hours</b>	<b>60</b>		

➤ **BSN** courses in **Blue** are concurrent with AAS program. Courses will help strengthen the knowledge and application in the AAS.

➤ \*Indicate courses are co-requisites and must be taken and passed together

### **Concurrent AAS and BSN Program Track- Spring Semester Start**

Level One (Spring Semester)	SCH	Term	Grade
RNSG 1128 Intro Health Care Concepts I ( <i>Flex 1</i> )	1		
RNSG 1125 Professional Nursing Concepts I	1		
RNSG 1216 Professional Nursing Competencies I	4		
*RNSG 1430 Health Care Concepts I	2		
*RNSG 1161 Clinical-RN: Health Care Concepts I	1		

<b>NURS 3313 Pathophysiology (Flex 2)</b>	3		
<b>Total Semester Credit Hours (SCH) AAS</b>	9		
<b>Total Semester Credit Hours (SCH) BSN</b>	3		
<b>Summer Semester (Flex 1)</b>	<b>SCH</b>	<b>Term</b>	<b>Grade</b>
NURS 3351 Research and Evidence-Based Nursing Practice	3		
NURS 3352 Health Assessment Across the Lifespan	3		
<b>Summer Semester (Flex 2)</b>			
NURS 3354 Legal & Ethical Issues in Healthcare	3		
NURS 4356 Health Promotion Across the Lifespan	3		
<b>Total Semester Credit Hours (SCH) BSN</b>	12		
<b>Level Two (Fall Semester)</b>	<b>SCH</b>	<b>Term</b>	<b>Grade</b>
RNSG 1126 Professional Nursing Concepts II (Flex 1)	5		
*RNSG 1533 Health Care Concepts II	1		
*RNSG 2362 Clinical-RN: Health Care Concepts II	3		
<b>NURS 3350 Transition to Baccalaureate Nursing (Flex 2)</b>	3		
<b>Total Semester Credit Hours (SCH) AAS</b>	9		
<b>Total Semester Credit Hours (SCH) BSN</b>	3		
<b>Level Three (Spring Semester)</b>	<b>SCH</b>	<b>Term</b>	<b>Grade</b>
RNSG 1137 Professional Nursing Concepts III (Flex 1)	1		
*RNSG 1538 Health Care Concepts III	5		
*RNSG 2363 Clinical-RN: Health Care Concepts III	3		
<b>NURS 4355 Community Health</b>	3		
<b>NURS 4160 Community and Public Health Clinical</b>	1		
<b>Total Semester Credit Hours (SCH) AAS</b>	9		
<b>Total Semester Credit Hours (SCH) BSN</b>	4		
<b>Summer Semester (Flex 1)</b>	<b>SCH</b>	<b>Term</b>	<b>Grade</b>
NURS 3353 Informatics	3		
<b>Total Semester Credit Hours (SCH) BSN</b>	3		
<b>Level Four (Fall Semester)</b>	<b>SCH</b>	<b>Term</b>	<b>Grade</b>
RNSG 2138 Professional Nursing Concepts IV (Flex 1)	1		
*RNSG 2539 Health Care Concepts IV	5		
*RNSG 2360 Clinical-RN: Health Care Concepts IV	3		
<b>NURS 4301 Leadership Management Principles</b>	3		
<b>NURS 4161 Leadership Management Clinical</b>	1		
<b>Total Semester Credit Hours (SCH) AAS</b>	9		
<b>Total Semester Credit Hours (SCH) BSN</b>	4		
<b>Spring Semester</b>	<b>SCH</b>	<b>Term</b>	<b>Grade</b>
NURS 4146 Capstone Project (Flex 1)	1		
<b>Total Semester Credit Hours (SCH) BSN</b>	1		
<b>Total BSN Degree Plan Credit Hours</b>	120		
<b>Total ADN Degree Plan Credit Hours</b>			

- **BSN** courses in **Blue** are concurrent with AAS program. Courses will help strengthen the knowledge and application in the AAS.
- \*Indicate courses are co-requisites and must be taken and passed together

## Traditional Online RN-BSN Program Track and Online and Hybrid RN-BSN Program Track

Semester 1	SCH	Term	Grade
NURS 3351 Research and Evidence-Based Nursing Practice	3		
NURS 3313 Pathophysiology	3		
NURS 3350 Transitions to the Baccalaureate Nursing	3		
NURS 3352 Health Assessment Across the Lifespan	3		
Semester 2			
NURS 3354 Legal & Ethical Issues in Healthcare	3		
NURS 4301 Leadership & Management Principles for Nursing	3		
NURS 4161 Leadership & Management Clinical	1		
NURS 4356 Health Promotion Across the Lifespan	3		
Semester 3			
NURS 3353 Informatics & Technology in Healthcare	3		
NURS 4355 Community & Public Health	3		
NURS 4160 Community & Public Health Clinical	1		
NURS 4146 Capstone Project	1		
<b>Total Semester Credit Hours (SCH)</b>		<b>30</b>	
<b>Total BSN Degree Plan Credit Hours</b>		<b>120</b>	

## Fast-Track Accelerated RN-BSN Program

Semester 1- Flex 1 (8-week session)	SCH	Term	Grade
NURS 3350 Transitions to the Baccalaureate Nursing (5 weeks)	3		
NURS 3313 Pathophysiology	3		
NURS 3352 Health Assessment Across the Lifespan	3		
Semester 1- Flex 2 (8-week session)			
NURS 3351 Research and Evidence-Based Nursing Practice	3		
NURS 4356 Health Promotion Across the Lifespan	3		
NURS 3354 Legal & Ethical Issues in Healthcare	3		
Semester 2- Flex 1 (8-week session)			
NURS 4301 Leadership & Management Principles for Nursing	3		
NURS 4161 Leadership & Management Clinical	1		
NURS 3353 Informatics & Technology in Healthcare (5 weeks)	3		
Semester 2- Flex 2 (8-week session)			
NURS 4355 Community & Public Health	3		
NURS 4160 Community & Public Health Clinical	1		
NURS 4146 Capstone Project	1		
<b>Total Semester Credit Hours (SCH)</b>		<b>30</b>	
<b>Total BSN Degree Plan Credit Hours</b>		<b>120</b>	



## Requirements of Accepted Candidates

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:

- Accept or decline invitation to the nursing program **by the given deadline**. Failure to respond by the deadline will result in the candidate losing their spot.
- Candidates must complete and submit the admission packet items **before the indicated deadline**. To complete health and safety requirements, students will be required to create an account in CastleBranch. Instructions to creating an account will be in the admission packet. MyCB is a secure, online platform that allows students to order a drug test and set up your medical document manager. Students are responsible for all fees associated with CastleBranch. Once you have placed your order at [mycb.castlebranch.com](http://mycb.castlebranch.com), you will use your login information to access your MyCB account to upload and maintain requirements. The document manager will house all your immunizations, licensure, and certifications. The platform includes an iPhone App for those with Apple devices. (*For information on documentation upload, see Immunization Requirements on pages 42-43*). You will also need to have hard copies of your documents stored in your file in the nursing office.

**For all program tracks:** Once all required documents are submitted within the time frame given, the **conditional** accepted candidate will have a **permanent file initiated to include proof of current:**

- **Immunizations** required for admission into the program
- **Photocopy of the applicant's current American Heart Association Health Care Provider level BLS 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.
- **Associate Degree Candidates only: Clear FBI background check. This process will begin with the Nursing Department submitting your name to the Texas Board of Nursing (TBON).** Once your name is submitted, correspondence will be between the student and the TX BON. (*See Declaratory Orders on page 40.*)

It is the student's responsibility to maintain copies of any documentation needed throughout their time in the Department of Nursing Education program. It is departmental policy that the nursing staff is **not** permitted to release or make copies of any documentation submitted in their packet.

### BACKGROUND CHECK

The Texas Board of Nursing determines eligibility requirements for applicants for the initial licensure by examination. Background Checks according to the Texas Board of Nursing regulations are required prior

to admission. All Nursing Students must provide a clear background check or submit 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. Students are encouraged to refer to the Texas Board of Nursing website to ensure the most up to date information. If at any time during enrollment in the nursing program the student's eligibility status changes with the BON where they would need to submit another Declaratory Orders to the board, the student must notify the Associate Degree Nursing Department Chair immediately. Failure to do so could result in dismissal from the nursing program. Do not wait until prior to graduation. *See Declaratory Orders on pages 40 and 91.*

**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 Appendices for Eligibility issues and more information on Declaratory Orders.)

### 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 should be renewed 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.

### DECLARATORY ORDERS

The Declaratory Order process permits the Texas Board of Nursing (TBON) 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/](http://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 (TBON) background clearance is mandatory for all nursing students in the Nursing Department.*

### 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 clients. 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.
  - **Examples:** Visually discern markings on sphygmomanometers, small syringes, and other medical supplies or equipment.
- Observe a client accurately at a distance and close at hand.
  - **Example:** Perform a comprehensive assessment on a client.
- 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.
  - **Examples:** Discriminate visually between assorted colors, and auditorily between different sounds (breath sounds, cardiac sounds, etc.).

### 2. Psychomotor skills

- Execute functional psychomotor movements to provide general nursing care and emergency treatments.
  - **Examples:** Lift up to 30 pounds, assist with client transfers and positioning, stand for extended periods (possibly up to 12 hours per day).
- Coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
  - **Example:** Perform nursing tasks (phlebotomy, starting IVs, dressing changes, etc.).

### 3. Communication abilities

- Hear, observe, and speak to clients to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communication.
  - **Example:** Gather objective and subjective assessment data for the client's record.
- An applicant must be able to communicate with clients effectively and with cultural sensitivity.
  - **Example:** Provide client teaching.
- Communication includes not only speech but reading and writing.
  - **Example:** Read doctor's orders and transcribe verbal or telephone orders into the client's record.
- The applicant must be able to communicate effectively in oral and written form with all members of the health care team.
  - **Examples:** Provide handoff report, document in the client's legal record (chart).

### 4. Intellectual capabilities

- Utilize intellectual abilities by independently reading, writing, and reasoning, understanding logic, and asking questions for clarification.
  - **Example:** Utilize critical thinking when interpreting and implementing doctor's orders. "Would a reasonable and prudent nurse perform the activity or intervention in a similar circumstance?" (TBON, n.d.)
- Comprehend three-dimensional relationships and understand the spatial relationships of structures.

- **Example:** Use clinical judgement- recognize and analyze data, prioritize nursing problems, and create appropriate client-centered goals, perform priority interventions, and evaluate the outcome. If the desired goal was not achieved, modify the plan.

## 5. Emotional stability

- Demonstrate the emotional health required for full utilization of intellectual abilities and exercise good judgment.
  - **Examples:** Remain calm when a client is acutely declining and perform the action that will result in the best client outcome (i.e., calling a Rapid Response Team alert or calling the physician to for new orders).
- Develop mature, sensitive, and effective relationships with all clients.
  - **Example:** Set aside all biases to best serve the client with integrity and compassion.
- Tolerate physically taxing workloads, complete promptly all responsibilities attendant to the care of clients, and function effectively under stress.
  - **Examples:** Effectively delegate and assign nursing tasks to maximize time, appropriately prioritize nursing tasks, employ flexibility during busy days.

**NOTE:** *In the event a student suffers from an injury or illness and is incapable of meeting the functional capabilities, it is the responsibility of the student to notify the instructor immediately.*

## 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 student advocacy center or CareLink is acceptable insurance.

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

## IMMUNIZATION REQUIREMENTS

The Department of Nursing Education requires compliance with the Centers for Disease Control (CDC) immunization schedule for health care workers and our partnering clinical facilities. Please go to the following link for more information: <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>.

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 skin 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, Diphtheria, and Pertussis (TDaP), and COVID.

## Uploading required documentation to CastleBranch:

1. The most efficient way to upload information is to scan the document as a pdf file. Please note when uploading the photo/file must be clear and legible, or it will be rejected by CastleBranch.
2. To upload the corrected information submitted, you must include all pages together for that item. For example, if you are submitting your MMR 2 series shot record and it is not listed on the same page, both pages need to be uploaded together or that item will be rejected.

Students are required to submit current immunization and clinical required documents (BLS, hospital orientation card, health insurance) at the start of **each** clinical rotation. Failure to comply with this requirement will result in the student being dropped from the clinical course and subsequent co-requisite course.

Many of the community area hospitals and extended care facilities are mandating that nursing students show proof of vaccinations. If the student is not vaccinated, the **clinical site** may deem the student as ineligible for clinical rotation where he/she may not be able to complete the clinical requirement and therefore will not be able to complete the nursing program requirements required by the Texas Board of Nursing.

### NEW STUDENT ORIENTATION

Prior to beginning the program, it is **mandatory** that all new students 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.

#### New Student Orientation Post Test

To assess and evaluate student understanding of the policies specific to the department, students are required to take a new student orientation posttest the day of orientation. Students **must score 80% or better** prior to starting the 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**. At the beginning of each semester, the computer lab designates testing for the first 6 weeks, from 1pm- 2 pm. **Students with a score of 85% or better 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.

## Program Policies

### ACADEMIC INTEGRITY

Nurses are expected to exhibit honesty, accuracy, and integrity when providing and documenting client care. Falsification of documentation and acts of deception or omission raise serious concerns about an individual's ability to provide quality, safe nursing care ([Texas Administrative Code §217.12](#)).

Academic integrity is a key component of a future nurse's conduct and professional behavior. If a student chooses to engage in academic misconduct (i.e., plagiarism, cheating, fabrication, collusion), that student undermines their own learning process. That choice also destroys the ethical standards that are imperative in nursing.

Academic submissions by each student should be the direct result of their own research and thoughts. This includes exams and quizzes, as well as papers, presentations, and assigned projects. If the student opts to obtain ideas or wording from another source, that source **must** be appropriately referenced.

#### Plagiarism and Artificial Intelligence (AI)

The Nursing program recognizes the use of artificial intelligence (AI) tools such as ChatGPT for completion of assignments is becoming a more common occurrence. If the student chooses to use any AI tools, **the use must be appropriately cited and referenced**. It is the student's responsibility to determine whether any chosen AI content is valid and applicable before the assignment is submitted. Infraction of this policy will be considered a violation of Academic Integrity per Alamo Colleges District procedure [F.4.2.2-Academic Integrity](#). This may result in disciplinary action, including dismissal from the program.

The faculty reserves the right to use Artificial Intelligence (AI) detection software (such as "TurnItIn") to find instances of plagiarism and AI-generated content in student submissions. If "TurnItIn" is used for plagiarism detection or the use of AI, a Similarity Report will be generated. The Similarity Report identifies material that has been removed from a source without proper citation, which is in violation of the San Antonio College Student Conduct Policy and as such is grounds for student conduct dismissal (*page 68*). Plagiarism Similarity Reports of 25% and above, as well as AI detection scores of 20% and above, are closely reviewed by the instructor for the appropriate follow up and action.

*Examples of AI include, but are not limited to ChatGPT, Elicit, GPT, Bard, Stable Diffusion, GitHub Copilot, etc.*

### APPEALS POLICY

The Appeals Committee in the Department of Nursing Education plays an essential role in ensuring fairness, equity, and transparency in a variety of academic, clinical, and administrative matters. The Appeals Committee promotes both program integrity and student success by providing a mechanism for a comprehensive and objective review of student concerns. Each decision made by the committee will be based on a clear understanding of the nursing program's standards, the principles of academic integrity, and the specific circumstances of the individual student.

The Appeals Policy applies when a student requests a reconsideration of an academic or disciplinary decision that has been made by the instructor or administrator.

**NOTE:** *Students requesting an appeal unrelated to the student's academic or clinical performance (e.g., personal preference or dissatisfaction with program policies) will not be considered.*

Students seeking to challenge and appeal a decision or judgement within the Nursing Program must submit a formal written appeal to the Executive Director or the Academic Program Director in the Nursing Administration Office (NSO). The appeal should include:

- **A formal appeal letter:** The letter should clearly state the reasons for the appeal request and provide a thorough explanation of why the student believes they should receive redress.
- **Supporting documentation:** This may include medical records, academic transcripts, letters of recommendation, evidence of completed remediation, or any other documents that demonstrate readiness to return to the program.
- **Explanation of extenuating circumstances (if applicable):** If the student's dismissal or failure to progress was due to personal or extenuating circumstances, they should provide supporting evidence (e.g., doctor's note, counselor's letter).
- **Desired Outcome:** The specific redress the student is seeking (e.g., grade change, re-evaluation, reinstatement, or suspension of disciplinary actions).

The Executive Director or the Academic Program Director will acknowledge receipt of the appeal and ensure that all required documentation is included. Incomplete appeals may not be reviewed until all necessary materials are submitted.

Once the NSO has received the completed appeal, the Committee will acknowledge receipt of the appeal, review the appeal, conduct a meeting, consult with relevant faculty or staff, and deliberate. Depending on the nature of the appeal and the findings of the committee, a decision will be made.

The student requesting an appeal will be notified within 14 calendar days of the Committee's decision. The decision of the Committee is final.

## ASSIGNMENTS

Assignments may consist of research papers, presentations, virtual simulation experiences, online learning tutorials, or practice examination type questions. Students must follow published criteria or rubric. 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.

**Acceptance of late assignments will incur a 10% deduction per day for up to 5 days. Assignment not accepted after 5 days.** Each course establishes written work to be submitted for grading.

## 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.** Each clinical course has a co-requisite theory course that requires a successful

achievement of 75% or greater to be able to pass both courses. Each semester credit hour of lab or clinical will count as 4 hours of face-to-face clinical or lab time. Example: In Level One, the clinical course (1161) is one semester credit hour, but the student will be required to be in clinical for four hours.

### What is needed the FIRST day of clinical

- ✓ Copies of all immunizations, including annual influenza vaccination. The new flu season starts in August of each year.
- ✓ Copy of your CPR certification from American Heart Association.
- ✓ Complete all required paperwork for your designated clinical site including CastleBranch Bridges account and forms.

**NOTE:** *Students are required to submit current immunization and clinical required documents (BLS, hospital orientation card, health insurance) at the start of each clinical rotation. Failure to comply with this requirement will result in the student being dropped from the clinical course and subsequent co-requisite course.*

### What a clinical day may look like

Most commonly, there are 12 hours in a clinical assignment depending on the hospital availability. Schedule may vary.

- Students will receive a daily/weekly Clinical Performance grade, calculated using the Clinical Evaluation Tool (CET).
- A student absent from clinical/lab will receive a grade of zero ("0") for the day. In addition, the clinical course has 2 grades that are used to evaluate the student each day of clinical. The focus activity grade is course work that is aligned with the objectives, concept, and client focus for that day. The clinical performance grade is based on the student's efforts made during clinical to provide care for the client selected. Therefore, if a student is absent a zero for both clinical performance and the clinical focus activity is given.
- 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.
- 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.

### Clinical Attendance

- **The first day of clinical is 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**.
- Students are expected to attend all clinical assignments. Appropriate clinical evaluation must occur for the student's success in the Nursing Program.
- **\*Students will only be allowed to have 1 excused clinical absence with a provider's excuse** for an alternative assignment. The provider's excuse must have a return to work/school date on it.
- Any absence above the 1 excused will receive a zero for the clinical day.
  - A student who will be late or absent should notify the instructor of record at most 30 minutes prior to the beginning of the clinical/lab day.

## CLINICAL EARLY DEPARTURE POLICY

1. If leaving within 3 hours of start of clinical – **this will be counted as an absence.**
2. **1st occurrence of early departure** - 10% reduction of grade per hour or any part thereof.
3. **2nd occurrence of early departure**
  - a. Same as 1st occurrence
  - b. Must write a 1-page, APA format paper with 1 U.S. nursing journal reference on professionalism/attendance due before the next clinical day. If the student does not submit the paper before the next clinical day, they will receive a 0 for their daily grade for the day the early departure occurred.
4. **3rd occurrence of early departure**
  - a. Same as 1st occurrence, with grading starting at 50% instead of 100%.
  - b. Must write a 2-page, APA format paper with 2 U.S. nursing journal references on professionalism/attendance due before the next clinical day. If the student does not submit the paper before the next clinical day, they will receive a 0 for their daily grade for the day the early departure occurred.
5. **4th and subsequent occurrences**
  - a. Same as 3rd occurrence
  - b. Must also meet with instructor and director to discuss plans for remediation and penalties for future occurrences of leaving early.

## CLINICAL TARDY POLICY

*A tardy is considered arriving after the start time of clinical. If the start time of clinical is 06:30, arriving at 06:31 is considered tardy. (Please refer to Minimum Safe Nursing Standard “k” on page 60.)*

1. First tardy
  - a. All CETs have the following criterion under Member of Profession – “Complies with professional appearance and behaviors in accordance with school, hospital and departmental policies and procedures.”
  - b. If the student notifies the instructor prior to the scheduled start of clinical, -2 points from this criterion.
  - c. If the student does not notify the instructor prior to the start of clinical, -5 points from this criterion.
  - d. Between 30 minutes – 2 hours late – a 10% reduction per hour or any part thereof.
2. Second tardy
  - a. Same as first tardy.
  - b. In addition, the student must write a 1-page, APA format paper with 1 U.S. nursing journal reference on professionalism/attendance due before the next clinical day. If the student does not submit the paper before the next clinical day, they will receive a 0 for their daily grade for the day the tardy occurred.
3. Third tardy
  - a. Loss of 50% of their daily grade.

- b. Must write a 2-page, APA format paper with 2 U.S. nursing journal references on professionalism and/or attendance due before the next clinical day. If the student does not submit the paper before the next clinical day, they will receive a 0 for their daily grade for the day the tardy occurred.
4. Fourth and subsequent tardiness
- a. Same as third tardy.
  - b. Must also meet with instructor and director to discuss plans for remediation and penalties for future tardiness.

## COURSE INFORMATION

The 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 ACES and Canvas for information pertinent to the course and the Department of Nursing Education.

## CURRENT NAME, ADDRESS, EMAIL, AND PHONE NUMBERS

It is **imperative** students keep the Department of Nursing Education 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.

## DECLARATION for OTHER ACCOMODATIONS

Need for accommodation for religious practices must be disclosed to the administration of the Nursing Education Department in room 378 of the Nursing and Allied Health Center (NAHC).

## ELECTRONIC SYLLABUS

The college's required information for each course and instruction credentials is accessible through Simple Syllabus. Each course will have a link to that course's electronic syllabus.

## EMAIL

Instructors will post information via Canvas and email. **All** students have an email address through ACES account. Check your ACES email periodically for communication from the Nursing Department office and official school postings. It is your responsibility to check your email daily for updates and/or other communication.

## GRADING POLICIES

The grading policies for the nursing programs is based on the following scale.

Grade Range	Letter Score
100-90	A
89-80	B
79-75	C
74-60	D
59-0	F



A minimum grade of **75%** is necessary to receive a (passing) course grade. There will be **no rounding**. For course grades less than a C, the student is required to repeat the course. To prepare our graduates for lifelong learning, it is recommended that the student maintain an overall grade point average of a 3.0.

For the AAS a total of 10 interruption points is permissible for program completion and progression. Ten interruption points from the AAS result in **academic dismissal**.

No more than five (5) interruption points can be earned for unsuccessful course achievement within the BSN nursing courses. If a student earns more than **five interruption points**, they are **academically dismissed** from the BSN program.

## INSTRUCTIONAL EVALUATION OF TEACHING EFFECTIVENESS

At the end of the course, students from all program tracks are given an opportunity to evaluate instructional methods via email survey. The college generates course specific surveys to assess and evaluate what was effective or not for future coursework.

In addition, the department offers students in the last semester to evaluate the overall program preparation received and how well it prepared them to meet the program outcomes.

## PRIVATE HEALTH INFORMATION and CLIENT CONFIDENTIALITY

The Federal Regulation- [Health Insurance Portability Accountability Act of 1996 \(HIPAA\)](#) mandates that all individuals' protected health information (PHI) be kept secure and private by all persons with access to the PHI. In the Nursing Programs, students will have access to client health data in order to provide nursing care. It is the expectation of the Nursing Programs that all students will remain in compliance with HIPAA regulations. Students must understand that client information is confidential and must be handled accordingly. They are expected to follow the legal, ethical, and professional standards set by state and federal regulatory bodies. **Any failure to adhere to these requirements will result in immediate dismissal from the program.**

To ensure confidentiality, client names or identifiers should be removed from submitted work. Use of a number or phrase "the client" is acceptable. It is understood that the discussion between student and instructor regarding the client is not a breach of confidentiality but is relevant to the teaching/learning process.

## PROGRESSION POLICY

1. For all program tracks, students must attain the following to progress to the next course:
  - a minimum theory grade of 75%
  - a minimum clinical grade of 75%
2. For **ADN students**, in addition to the above mentioned must attain:
  - a minimum pharmacology math grade of 90% [only one retake permitted] (Math Proficiency).
  - pass course-identified Clinical Skills competencies (Skills Performance Evaluation).
3. Once a final exam is taken a student **cannot** petition to withdraw from a course.

## 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.

## ATTENDANCE POLICY

**The 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 of 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 will incur a 10% deduction per day for up to 5 days. Assignment not accepted after 5 days.**
- 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.

**For Online Theory Courses:** In order to be counted as "Present" for the first day of class, *within the first week* the online student must:

1. Complete Orientation Assignment (This may be a Discussion, Quiz, or other Assignment.)
2. Utilize [BioSig-ID](#) for the Orientation Assignment for identification verification.

If these criteria are not met, the instructor may drop the student for non-attendance.

**NOTE:** For specifics on Clinical Attendance, which differs from Theory Attendance, please refer to the "Clinical Attendance", "Clinical Early Departure", and "Clinical Tardy" Policies on pages 46-48.

# Testing Policies

Delivery method of all exams administered are computer-based testing in order to adequately prepare for the NCLEX method of testing and to adhere to best practice.

## Computer Lab Testing Rules

1. When entering the room, do so in a quiet and respectful manner. Others may still be testing.
2. You must wear your Student ID Badge for all exams.
3. You will be randomly assigned to a computer station.
4. Computer privacy screens are NOT to be removed.
5. No cell phones, smartwatches, Fitbit, or other web interface devices can be on your person. Place them with your personal belongings.
6. Cell phones are to be placed at the front of the testing room. They must be off.
7. No caps or hoodies are to be worn during testing.
8. No headphones, especially Bluetooth, are to be worn during testing. Use headphones provided in the lab for “noise reduction.”
9. No food, drinks, gum, candy, or lip balm are allowed around the testing computers. Keep covered drinks in the front of the room. No eating or drinking by the computer.
10. The only calculator to be used in the testing room is the one on the computer located under the Assessment Navigator key.
11. A blank sheet of paper and a pencil will be provided. You must turn in the paper at the end of the exam.
12. No other papers can be used in the testing center.
13. **Late Arrivals** - Students arriving to the testing computer lab 10 minutes or later after testing has begun without notifying the faculty of record must reschedule the exam.

## 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's need will be considered by the 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. For each item, 1.5 minutes are allowed per question. Each nursing concepts theory course (excluding one hour courses) will have a final exam during the Colleges finals week schedule.
- Examination grades will be available from the instructor of record within one week following the examination date.
- Students who fail an exam **must** schedule remediation within 2 weeks of exam grades being posted. During remediation, the instructor will review **only the missed questions portion of the coaching report**.
- Students that score a 75 or below are required to schedule an appointment for remediation of the exam within two weeks of the exam grades being posted.
- There will not be remediation of final exams.

### Final Exam

- A comprehensive final exam, not to exceed 2.5 hours in length, shall be given at the end of each semester for each theory course (excluding one hour courses) 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."
- If the student is in good academic standing, they may petition for an incomplete. The incomplete "I" must be taken within 120 calendar days from the end of the semester, or the grade automatically becomes an "F." ([San Antonio College Student Handbook](#))

### Course Final Grade

- A minimum grade of 75% is necessary to receive a passing course grade. **There will be no rounding.**
- Course grading summaries require a signature of understanding **at the beginning of the semester** indicating the student is aware of grading criteria and policies.

### PROCESS OF REMEDIATION for THEORY EXAMS

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. The 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 are 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

### **Standardized Exams**

- Students in the Nursing Program take national standardized tests throughout the curriculum to assess knowledge and gaps in learning. 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, the ATI assists in evaluating how well the student is retaining essential nursing knowledge and skills for safe practice in the healthcare environment while progressing in the program.
- There are two types of standardized tests- content and concept assessments. These assessments given throughout the entire program measure student's understanding of content. The ATI Comprehensive Predictor Exit Exam predicts the probability of the graduate's success on the NCLEX-RN licensure examination. ATI examinations are standardized, similar to the NCLEX-RN examination. The exam data is reported using the NCLEX nomenclature.
- 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.

### **Remediation for Standardized Exams**

- Students are required to complete the focused review which is an overview of the content missed on the assessment. Points are given for students that complete the focused review that achieve greater than a Level 2 on the assessment. If the student did not meet Level 2 on first attempt, it is required that the student submit designated hours required for remediation prior to testing.

## **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 2 proficiency are required to remediate for the examination to be administered

a second time. See below for details of level proficiency grading policy for ATI CBC Assessment Grading and required assessment remediation.

### Proctored ATI Concept Based Curriculum Grading Scale and Remediation

All ATI Proctored assessments should be administered when at least 75% of the content has been covered in the course.

Level Achieved	Grade Score Achieved	Proctored Retake	Remediation	Points Gained for Completion of Remediation
3	90%	Optional	1-hr completion ATI remediation with <i>handwritten</i> Active Learning Templates complete for each topic below 60%	Additional 10 pts. Grade = 100%
2	80%	Optional	2 hours completion ATI remediation with <i>handwritten</i> Active Learning Templates complete for each topic below 60%	Additional 10 pts. Grade = 90%
1	**70%	Mandatory	<b>Required minimum 3 hours completion</b> ATI Focused Review with <i>handwritten</i> Active Learning Templates completed for each topic below 60% <b>AND</b> ATI Proctored Retake	Upon retake, the grade will be based on the level achieved on the second attempt
<b>Below 1</b>	<b>**60%</b>	Mandatory	<b>Required minimum 4 hours completion</b> ATI Focused Review with <i>handwritten</i> Active Learning Templates completed for each topic below 60% <b>AND</b> ATI Proctored Retake	Upon retake, the grade will be based on the level achieved on the second attempt.

\*\*A “0” will be entered as the grade earned until the retake. After retake, grade will be based on Level earned.

### ATI Practice Assessments

Practice A and B are to be given at least 4 weeks prior to the actual assessment. Based on the practice scores, the student is **required** to complete focused review hours.

Practice Score	100- 85%	84- 70%	69- 50%	BELOW 50%
<b>Hours of Remediation</b>	1	2	3	4

- For remediation of practice assessments, it is highly recommended that students complete the active learning templates to prepare for the actual examination, but this is not required.

### ATI COMPREHENSIVE EXIT EXAM

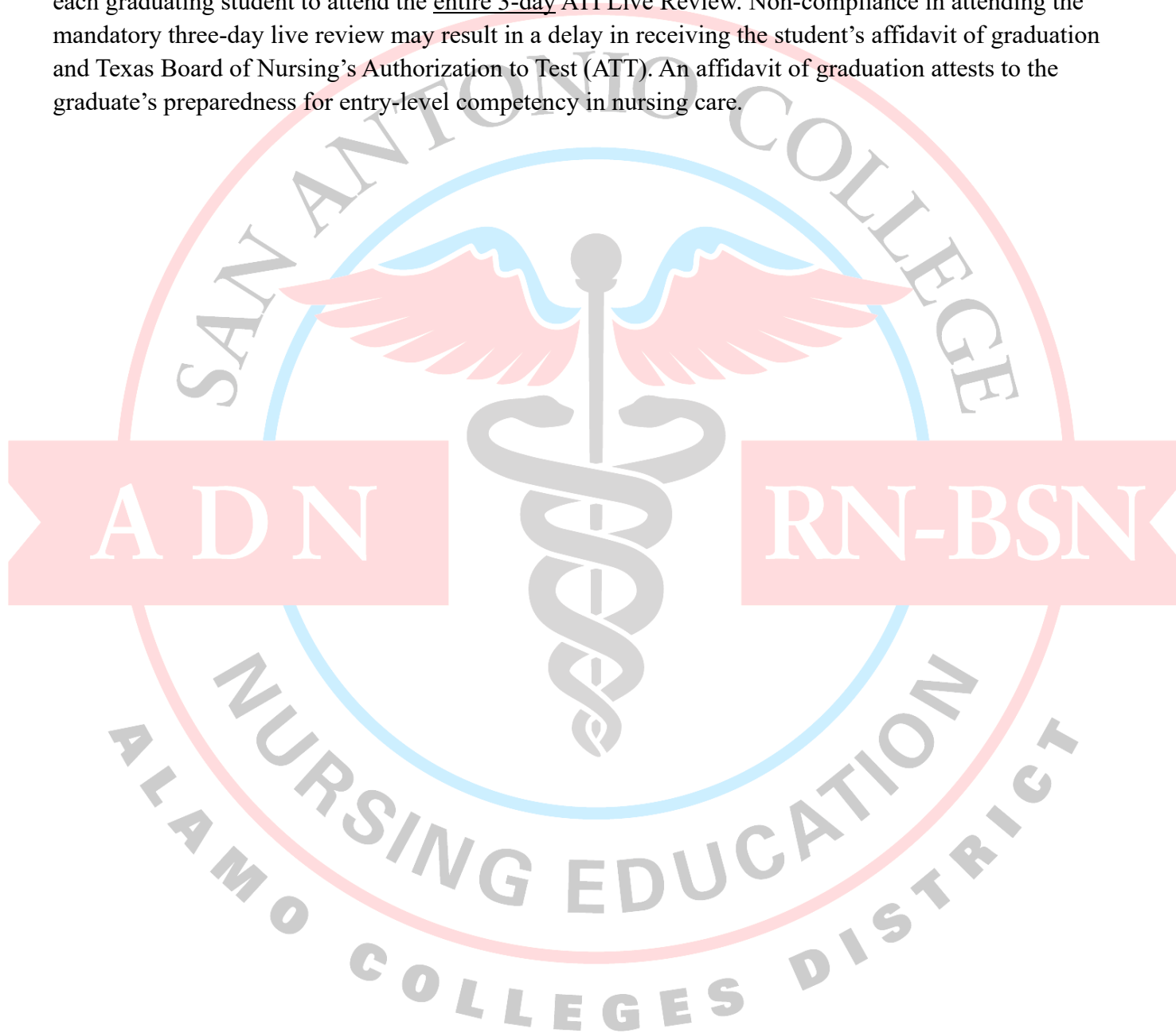
The ATI Comprehensive Predictor Exit Exam is a predictor examination that provides a predictability score to the student indicating how successful the student may perform on the NCLEX – RN licensure examination. The examination is scheduled for the last level of the Generic or Career Mobility track.

All students completing the ATI Comprehensive Predictor Exit Exam have a goal of achieving the national average of 92%. Should the student not achieve a 92% or greater score on the Predictor, the results identify the student’s strengths and weaknesses of areas needing further review. To assess for improvement, a second opportunity is given to retake the Comprehensive Predictor Exam and score 92% or greater. Should the 92% or greater score not be achieved, the student is required to work with the

faculty to provide faculty guided remediation. The overall goal for the assessment is to gauge readiness for the NCLEX-RN and provide additional review.

### Three-Day Live Review

The San Antonio College Department of Nursing Education arranges a **MANDATORY three (3) day** live review for all graduating students to attend. The three-day live review is a program end 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 a delay in receiving the student's affidavit of graduation and Texas Board of Nursing's Authorization to Test (ATT). An affidavit of graduation attests to the graduate's preparedness for entry-level competency in nursing care.



# Conduct and Discipline

## DRESS CODE POLICY

The interpretation of dress of a San Antonio College student made by healthcare agency staff, clients, and residents of the healthcare agencies represents the college, student, and nursing profession. 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. 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.
- Cell phones and other devices capable of producing sound must be on mute or vibrate. No audible beepers in class.
- Professional behavior includes students notifying the faculty when audio taping the lecture.
- Neither children nor pets may be brought to classes. Children must not be left unattended in any area in the school.
- 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.

### 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 to hospital or simulation activities.
- When in simulation laboratory to practice skills, the black uniform jacket must be worn over non-uniform clothing.



- Student ID will be worn at all times while on the property owned or under the control of San Antonio College and in the clinical setting. Student ID will be clearly visible; **it is required to be placed on the upper chest.**
- The SAC Nursing embroidered emblem needs to be completed by specified vendor sent to accepted students by the admission secretary.
- Plain white undershirt or white turtleneck shirt may be worn under the scrub top. No writing, pictures, graphics, or logos may be worn on or under uniform clothing.
- Hair needs to be up and off the collar, and must be of a natural hair color.
- 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 jogger style pants allowed.
- No sweaters, hoodies, jackets, etc. are to be worn while in delivery of client care.
- All jewelry is not permissible in clinical. 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.
- Visible tattoos may not contain imagery or language inappropriate to the clinical setting. If the tattoo is inappropriate, the student will be asked to cover the tattoo(s).
- Skirt length will be no shorter than the middle of the knee or longer than 4" below the knee.
- 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.



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 client care areas.**

Adherence to a 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 exacting standards of the nursing program. The student uniform requirements should follow what has been provided to them by the admission secretary or be equivalent to the following:

WOMENS TOP - White		MENS TOP - White	
	Item#		Item #
Cherokee Infinity	2624A or 2625A	Cherokee Infinity	CK900A
Dickies EDS ESSENTIALS	DK615	Dickies EDS ESSENTIALS	DK635
Cherokee Revolution	WW620	Cherokee Revolution	WW690
WOMENS PANT - Black		MENS PANT - Black	

Cherokee Infinity	1123A	Cherokee Infinity	CK200A
Dickies EDS ESSENTIALS	DK005	Dickies Dynamix	DK015
Cherokee Revolution	WW120	Cherokee Revolution	WW140

<b>WOMENS WARM UP JACKET - Black</b>		<b>MENS WARM UP JACKET - Black</b>	
Dickies EDS ESSENTIALS	DK305	Dickies EDS ESSENTIALS	
Cherokee Revolution	WW310	Cherokee Revolution	WW320

*Larger Sizes Available at An Additional Cost than the XXS - XL*

## EMBROIDERED LOGO

Purchased through specified vendors

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

**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 the “Pinning Ceremony.”**



**This is an**  
**UNACCEPTABLE**  
**presentation for clinical.**  
 (Hair is down, black undershirt, bracelet on wrist, incorrect shoes)

## ETHICAL STUDENT BEHAVIOR

San Antonio College subscribes to an Academic Honor Code that 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 client well-being.** It is required that students maintain the integrity of exams administered in the Nursing program and that students perform their own work. (See section on Academic Integrity on page 44.)

Nursing students should follow the [Code of Ethics for Nurses](#) guidelines put forth by the American Nurses’ Association.

## 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 warmup jacket. 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.

### 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 injury*** during clinical, they are to report to the emergency department of their assigned clinical site. Make sure you report the injury to your clinical instructor of record because an injury report for the College must also be completed. Follow-up should be done by the student's personal Primary Care Provider (PCP) and a certificate of clearance must be turned into 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 from a medical physician to return to the classroom**, lab and/or clinical without accommodations and/or limitations.

### HOLIDAYS

The Department of Nursing Education observes the Alamo Colleges District calendar for holidays and school closures.

### NURSING STUDENT CLINICAL CODE OF CONDUCT

The Texas Board of Nursing's primary mission is to protect and promote the well-being of Texas residents by ensuring that professional nurses are skilled and safe in their practice (Texas Administrative Code- [RULE §217.11- Standards of Nursing Practice](#)). One of the objectives of this nursing program is to assist students in becoming safe and competent professional nurses. Our nursing program achieves this goal by holding students accountable for responsible nursing behavior and by establishing a clinical code of conduct that aligns with the Board of Nursing's expectations. The following guidelines have been created regarding clinical behavior and unprofessional practice. **Violations of any part of this code reflect unsafe and incompetent nursing practice.** Violations will result in **immediate removal** from the clinical site with a corresponding grade of zero for the clinical day and a zero for all corresponding Focused Clinical Assignments (FCA). Other disciplinary actions may include course failure, program

probation, or student conduct dismissal from the nursing program (*page 68*), depending on the severity of the violation.

Reasons for disciplinary action may include but are **NOT LIMITED TO**:

1. **Unprofessional conduct** which may be harmful towards clients, peers, or faculty, such as:
  - a) Possessing or displaying a firearm or instrument that could be used as a weapon.
  - b) Documenting incorrect data or making **false claims** about treatment that has not been performed.
  - c) Actions that indicate acute mental impairment, such as slurred speech, inability to engage in conversation, confusion, or slow reaction time.
  - d) Omitting necessary care or medications, especially when that omission can harm a client.
  - e) Unethical behavior which violates the [Nurse's Code of Ethics](#).
  - f) Noncompliance with clinical agency policies and procedures, which are reviewed prior to the first clinical site visit.
  - g) Recording, filming, or taking photographs in the clinical setting without expressed consent.
  - h) Posting unprofessional or unethical material to social media (*pages 61-62*).
  - i) Noncompliance with standards established by the Texas Board of Nursing and laws set forth by regulatory agencies.
    - i. This includes actions which violate HIPAA or client and family confidentiality (*page 49*). HIPAA is a federal law which must be adhered to. *Students review HIPAA annually with Hospital Orientation training as well as every semester through clinical site requirements.*
2. **Using language or gestures that may be considered harassing or demeaning**, which include but are not limited to:
  - a) Verbalizing obscenities, words and phrases, or using gestures that may be construed as sexual harassment.
  - b) Voicing disparaging comments about a specific race, ethnic groups, religion, or culture.
3. **Failing to adequately care for clients** or violating one or more minimum safe nursing standards, which are:
  - a) Demonstrate respect for and maintenance of the nursing chain of authority.
  - b) Maintain confidentiality with regard to information received about clients during the clinical assignment.
  - c) Make decisions about client care when failure to make that decision would endanger the client.
  - d) Maintain communication that promotes continuity of client care.
  - e) Ensure that correct performance of skills is validated by each clinical instructor.
  - f) Recognize own limitations.
  - g) Recognize that previously learned knowledge is required to properly implement nursing care in the clinical setting.
  - h) Recognize that specific information about the assigned client(s) is required to provide safe client care.
  - i) Maintain vigilance toward clients, agency, and/or staff needs.
  - j) Report and transfer care when leaving unit.
  - k) Demonstrate professional comportment in demeanor, dress, and language.

4. **Disrupting clinical** to argue, harass, intimidate, or embarrass a peer, faculty member, or staff member of the clinical site. There is a zero-tolerance policy for this type of unprofessional, confrontational behavior.
5. **Being impaired or under the influence of substances** that could risk the safety of clients or others, while exhibiting behaviors such as:
  - a) Hallucinations or combative, irrational behavior.
  - b) Threatening actions toward clients, staff, peers, or faculty.
  - c) Unreasonable or unsuitable decision-making that could jeopardize the safety of clients or others.
6. **Refusing to provide care** to assigned client(s), which is unethical and unprofessional.

## PERSONAL BUSINESS

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

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

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

## 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 and be of a natural color. Long hair must be restrained, so that the hair does not come into contact with clients. All hair must be out of the student's face; hair that hangs below the collar should be pulled back and off the collar.
- Mustaches and beards should be clean and trimmed within ¼ inch of facial skin; otherwise, face must be clean shaven.
- Artificial lashes (permanent, semi-permanent or strip-lash) are not allowed during the clinical/lab day.
- Use of perfume and cologne is inappropriate since clients 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.
- Artificial nails are not allowed during the clinical/lab day.

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

## SOCIAL MEDIA

When sharing information on social media, students must be aware that it can be publicly accessible and traceable to them. There are no truly "private" social media sites, and posts may be visible to anyone, including potential future employers. The public expects students to maintain high professional standards

online. If uncertain about posting or responding to a comment, students should seek guidance from program faculty. Social media may be monitored to assess student behavior.

- All social media posts must adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), relevant facility policies, and state laws. Any post or comment to social media platforms or online forums that violates HIPAA regulations and compromises a client's privacy or safety will lead to immediate dismissal from the program.
- Do not share, post, or otherwise disseminate any information, including images, about client information gained as a result of your presence in a clinical setting, or as a result of a student-client relationship.
- Do not identify clients by name or post any information that could lead to the identification of a client, such as the date of care, facility name, diagnosis, or treatment/surgery.
- Do not take photos or videos of clients, families, personnel, or clinical facility areas on personal devices of any kind.
- Maintain professional boundaries in the use of electronic media. Online contact with clients or former clients blurs the distinction between a professional and personal relationship. You should not have any online contact with current clients.



ADN

RN-BSN

# Academic Progress

## ACADEMIC DISMISSAL

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

1. A student in the **ADN program** who accumulates more than **ten (10)** interruption points (IP) as defined in the readmission policy. For the BSN program, a student that accumulates more than **five (5)** interruption points is **academically dismissed**.
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 combination of three interruptions in the same nursing course will result in dismissal of the student from the nursing program.

## ADVISEMENT WITHIN THE NURSING PROGRAM

All students enrolled in the Department of Nursing Education will be advised by the embedded nursing advisor. Communication between the embedded advisor and student is important to facilitate progress through the program and assist with problems arising throughout the semester. Contact your embedded advisor for questions related to course selection, progression, and available resources. It is the student's responsibility to contact a faculty, advisor, and the nursing counselor each semester to discuss re-entry if the student is unsuccessful in a nursing course. 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 of record, advisor, and counselor 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 and survey to the Nursing office.
- Verification of the meeting with the advisor and nursing counselor is needed to ensure that the student is supported to achieve success.

## CLASS OFFERINGS

Content is the same for all sections within a course. Currently, the program does not offer any evenings. Generally, day classes with clinical laboratory begin between 06:30-06:45, two (2) days a week. There are variances for some courses, usually clinical days consist 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 08:00.

**NOTE:** 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.

## COURSE WITHDRAWAL

Courses are on a semester basis therefore the **date of withdrawal without penalty** is important. If the student withdraws by CENSUS DATE, the dropped course will not appear on the transcript.

- It is the student's responsibility to check the College and Course Calendar for the census date.
- If the student is unsuccessful or struggling with the course requirements 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 (*page 70-71*) and see how the policy affects you.
  - As applicable, petition for readmission by completing a Re-entry Form available in the NAHC room 378.
  - Complete the form with faculty signature. It will not be accepted without a faculty signature.
- **Readmission is on space availability.**
- Make note of the deadline for each semester.

\*\*Refer to [college handbook](#) for specific guidelines regarding academic standards.

## ELECTRONIC PORTFOLIO REQUIREMENTS FOR NURSING STUDENTS

**Each level** listed below must be represented by **at least one artifact** in your ePortfolio. You may add additional information and or documentation of skills that allow the reviewer to see specific examples of your uniquely personal examples of your preparation for the nursing profession. Be creative in displaying your accomplishments toward gaining marketable skills from the beginning of the nursing program to program completion. Both tracks have a list of recommended and required uploads as indicated below.

### **GENERIC TRACK**

#### **LEVEL I – REQUIREMENTS**

- Create your Portfolio in eLumen
- Professional Photo
- Establish a Personal Profile – Be Creative
- Create a Reflective Journal

Upload a minimum of one of the following:

- **Level I-** Why I Chose Nursing as a Career” Reflection Paper
- **RNSG 1125-** Evidence Base Practice Assignment; Microbadges for Nursing Process and Empathetic Care
- **RNSG 1161-** Client Teaching Project



## LEVEL II – REQUIREMENTS

Upload a minimum of one of the following:

- **Level II-** “How Clinical Judgement Will Influence My Nursing Practice” Reflection Paper
- **RNSG 2362-** Client Teaching Project
- **RNSG 1126-** Evidence Base Practice Assignment; MicroBadges for Healthcare Teamwork and Therapeutic Communication

## LEVEL III – REQUIREMENTS

Upload a minimum of one of the following:

- **Level III-** “Preventing Harm in Nursing Practice” Reflection Paper
- **RNSG 1137-** Evidence Base Practice Assignment; MicroBadges for Healthcare Professionalism and Healthcare Cultural Competence
- **RNSG 2363-** Client Teaching Project

## LEVEL IV – REQUIREMENTS

Upload a minimum of one of the following:

- **Level IV-** “Nursing Process Improvement” Reflection Paper
- **RNSG 2138-** Evidence Base Practice Assignment; MicroBadge for Healthcare Critical Thinking
- **RNSG 2360-** Client Teaching Project

**MANDATORY for Level IV-** Upload A 2-page reflection to your Reflective Journal about your personal journey to complete the nursing program and enter the field of nursing. Include your plans to continue your education.

## CAREER MOBILITY (CM) TRACK

### LEVEL I CM – REQUIREMENTS

- Create your Portfolio in eLumen
- Professional Photo
- Establish a Personal Profile – Be Creative
- Create a Reflective Journal

Upload the following:

- **RNSG 1424-** MicroBadges for Healthcare Teamwork and Therapeutic Communication
- **RNSG 1216-** A 2 -page entry on “Why I Decided to Go Back to Nursing School”
- **RNSG 1128-** Evidence Base Practice Assignment; Students will post a video of one focus area assessment in either the neurological, pulmonary, cardiac, or gastrointestinal systems.
- **RNSG 1263-** Client Teaching Project
- Add a 2-page reflection on the progress of your journey toward professional nursing

### LEVEL II – REQUIREMENTS

Upload the following:

- **RNSG 1538-** “Preventing Harm in Nursing Practice” Reflection Paper
- **RNSG 1137-** Evidence Base Practice Assignment; MicroBadge for Healthcare Professionalism and Healthcare Cultural Competence
- **RNSG 2362-** Client Teaching Project
- Add a 2-page reflection on the progress of your journey toward professional nursing

### LEVEL III – REQUIREMENTS

Upload the following:

- **RNSG 2539-** Students will post a video of a Head-to-Toe assessment with one focus area assessment in either the neurological, pulmonary, cardiac, or gastrointestinal systems.
- **RNSG 2138-** Clinical Reasoning Paper; MicroBadge for Healthcare Critical Thinking
- **RNSG 2360-** Client Teaching Project

**MANDATORY for Level III CM-** Upload A 2-page reflection to your Reflective Journal about your personal journey to complete the nursing program and enter the field of nursing. Include your plans to continue your education.

### 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 the application for graduation. The graduation application initiates the process for the department to complete a degree audit to ensure that the student has completed all prerequisites and coursework to be able to graduate. Students will receive an email notification indicating whether the student is lacking courses or has completed all the necessary coursework to earn a degree and graduate. 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.

### INSTRUCTIONAL MATERIALS AND TEXTBOOKS

The required/recommended e-textbooks and textbooks are listed on each course’s 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.

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.

When purchasing books:

- Buy books listed as required or recommended for the level enrolled.

- 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.

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

## MATH PROFICIENCY

Students are expected to achieve and maintain pharmacology dosage calculation skills. This is specifically related to safety in administering medications. Nurses must have math proficiency and deliver the correct amount of medication to their clients.

Traditional calculators may be used for the dosage calculation examination. **No telephone (cell phone) calculators are to be used.**

For Level 1, during the skills lab course, the instructor will teach math concepts, math conversions, and equivalencies for medication administration. Dimensional analysis (DA) calculation is the math taught in the Department of Nursing Education. The first dosage calculation exam will be administered during the semester concurrently with the medication proficiency skill. If the student is unsuccessful on the first exam (<90%) the student must meet with the instructor to develop a plan and remediate for meeting the math proficiency requirement. A second attempt will occur after remediation. **If unsuccessful with the second attempt**, the student will be withdrawn from the RNSG 1216 Professional Nursing Competencies I course by the instructor.

In Levels 2, 3, and 4, *the math proficiency exam will be given the second week of clinical and will not include any new math. It will only include math learned in the previous level(s).*

**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 fourth week of clinical, after the student has completed remediation.

**If unsuccessful with the second attempt**, the student will be withdrawn from the clinical and co-requisite course by the instructor.

The student may administer medications only **after** successful with dosage calculations.

## 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. No accommodations will be provided due to the reason of work responsibility.

- 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, name badge, or nursing school uniform as a work uniform during the course of employment.

### PROGRAM DISMISSAL POLICY

- Alamo Colleges and San Antonio College have adopted a “Student Code of Conduct”. It can be found on the [Alamo District Policies and Procedures 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.

**NOTE:** *A student enrolled in any SAC Department of Nursing program can be dismissed from the program based on failure to maintain academic standards and/or acceptable student conduct.*

### PROGRAM SCHEDULING/CLASS REGISTRATION

Students will be registered for the nursing courses during the designated time within the college enrollment time frame. While in the Nursing Program, registration for nursing courses is done by the department office personnel. 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. No class changes can be made after the first- class meeting has occurred.

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

### 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 theory and clinical sessions of the nursing program..

The curriculum of the **ADN** and **BSN** 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.

Student Accessibility Services (SAS) special accommodations are available. Student exam schedules are arranged by the department faculty only. In order to qualify for SAS, *please see Students Requiring Accessibility Services on page 72.*

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

- **Standard 1 Math Proficiency**

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

- **Standard 2 Course Co-requisite**

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

For example: If a student is unsuccessful in RNSG 1430 the student will have to retake RNSG 1430 and its co-requisite course RNSG 1161.

- **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 (Re-Entry)**

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 were unsuccessful one time only.

Ability to repeat the required courses is dependent on:

1. Written request submitted to the nursing office of NAHC 378.
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, the student will have to reapply to the program as a new student.

Students 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 reapply 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 Course final grade is based on percentages allocated by the faculty of the course and are published in the course syllabus.

The final grade in the theory course includes the following learning activities and evaluation methods:

- 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 completion of the clinical course supports the individual's understanding and application of theory co-requisite objectives. Student work supports the clinical final grade including 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" the clinical course.**

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

- Clinical performance
- Other Assignments/Projects/Presentations

### **READMISSION/PROBATION POLICY (Interruption Points)**

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

Failure or withdrawal of a course and/or a course having a clinical co-requisite requires the student to submit a re-entry form for admission for the next semester in which the course(s) is/are offered with space availability. 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.**

Qualified applicants for the ADN program 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 ( $\frac{1}{2}$ ) 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.**

For the **BSN program**, 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 2.5 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.

### SEPARATION FROM THE PROGRAM

- Should an illness/injury occur with inability to complete clinical and lab assignments, the student should notify the instructor of record. The student will then be withdrawn from the level. A re-entry may be applicable depending on the time frame away from program.
- Abandonment of the program means:
  - 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.

### STUDENT CONDUCT DISMISSAL

A student may be subject to dismissal when in the judgment of the faculty, the good of the client, or of San Antonio College, or the public welfare is threatened. No student shall be dismissed except for just cause and after being given an opportunity to be heard by the Appeals 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. Texas Administrative Code- [RULE §213.27- Good Professional Character](#)
3. A pattern of neglect of clinical responsibilities or failure to act in the best interest of clients and the public in any practice setting.
4. Consistent evidence of a lack of caring behaviors in interactions and administration of therapeutic modalities across any academic/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.*

### STUDENTS REQUIRING ACCESSIBILITY SERVICES

Under the American Disabilities Act of 1990, San Antonio College Office of Student Accessibility Services (SAS) acts as a point of contact for students with disabilities in need of reasonable and appropriate accommodations for programs at San Antonio College. Student accessibility 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 SAS by calling to set up an appointment with an advisor at (210) 486-0020 or visiting SAS on the first floor of the Victory Center. After meeting with an advisor, the SAS office will email the instructor of record for the semester. It is the responsibility of the student to complete the necessary steps to make appointments for testing with the faculty, SAS, and the Administrative Services Specialist ((210) 486-1182). For more information, visit the [SAS website](#).

A “Letter of Accommodation” will be sent to the instructor of record through their ACES email account.

**NOTE:** *Accommodations cannot and will not be made without a “Letter of Accommodation” sent by SAS to the instructor of record.*

### TIME LIMIT ON NURSING COURSES

Nursing courses are valid for 3 years. Students must complete nursing courses within 3 years from 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.

### 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 carpool to share expenses, for added convenience, and for greater dependability.



## Student Concerns

### COMMUNICATION

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

- **Executive Director of the Associate of Applied Sciences/Program Coordinator of the Bachelor of Science:** Dr. Tonya Maunsell, DNP, RN, NAHC 378C; [tdaves@alamo.edu](mailto:tdaves@alamo.edu)
- **Executive Director of the Registered Nurse to Bachelor of Science/Program Coordinator of the Associate of Applied Science:** Dr. Eve M. Rodriguez PhD, RN, NAHC 378F; [erodriguez43@alamo.edu](mailto:erodriguez43@alamo.edu)
- **Academic Program Director:** Rocio Antillon, M.Ed., NAHC 378E; [rantillon@alamo.edu](mailto:rantillon@alamo.edu)
- **Coordinator of Records and Reports:** Elida Connell, NAHC 378G; [eramirez1@alamo.edu](mailto:eramirez1@alamo.edu)
- **Administrative Services Specialist:** Richard Diaz, NAHC 378 G; [rdiaz53@alamo.edu](mailto:rdiaz53@alamo.edu)

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 Student Academic and Non-Academic Grievance Procedures, pages 76-77.*)

### FINANCIAL CONCERNS

While tuition may be costly, so are books, uniforms, and supplies. The following college resources are available:

- Grants and loans for qualified applicants through the College Financial Aid Office.
- Project Quest (the counselor speaks at orientation; visit website [www.quests.org](http://www.quests.org))
- City of San Antonio - Jobs for Success Program
- Scholarships

#### Nursing Department Scholarships

There are a variety of scholarships based on need and/or academic excellence. Some are on-going and others are periodically provided for nursing students. Application for Nursing scholarships can be done through the Alamo College Foundation website, <https://www.alamo.edu/foundation/scholarships/>.

#### 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 been accepted into 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 the 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.

### **STUDENT ACADEMIC GRIEVANCE PROCEDURE**

Source: [Alamo Adult Education Student Handbook](#)  
Policy F.4.6- Academic Grievances

If a student feels that they were treated unfairly for any reason, the student has the right to file an academic grievance. 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 against 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.

## **Steps in Academic Grievance Process- *No more than 5 days per step.***

Step 1: Initiation of the grievance by filing with the Office of the VP for Academic Success A [Student Academic Grievance Form](#) must be filed with the department director. Copies of the form will be retained by the student and the instructor.

Step 2: Grievance is addressed by Instructor in which the incident occurred via meeting with student; Faculty makes a determination within allotted time.

Step 3: If not resolved, grievance is addressed by Chair for that program via conference with student; Chair makes a determination within allotted time.

Step 4: If not resolved, grievance is addressed via an inclusive conference with student, faculty member, and Chair; Determination is made within allotted time.

Step 5: (Final appeal) Grievance is addressed by Dean for that program via conference with student; Dean makes FINAL determination within allotted time.

### **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 an 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. 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.
5. 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.
6. 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: [Alamo Adult Education Student Handbook](#)

Policy F.4.7/Procedure F.4.7.1- Non-Academic Grievances

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 Student Academic Grievance Procedure on pages 76-76*).

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.

See Student Non-Academic Grievance Procedure (<https://www.alamo.edu/sac/experience-sac/current-students/sac-cares/non-academic-grievances/>).

## 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 the 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.eduhttps://www.alamo.edu/sac/about-sac/compliance/ferpa//sac/admissions/FERPA/>

## Student Resources

### Academic Success Center

Mission: To engage students to become confident, independent learners while providing tutoring, experiential learning, development of key skills, and other academic support services in a safe environment.

San Antonio College is committed to provide excellent academic support with tutoring in a wide-range of subjects. Online learning support is accomplished by in-house tutoring through Zoom and by third-party Brainfuse.com for support after hours.

For more information regarding tutoring services at San Antonio College, please email [sac-tutoring@alamo.edu](mailto:sac-tutoring@alamo.edu).

### BrainFuse

Brainfuse provides online tutoring for all SAC students. Whether you need assistance with writing or help with concepts or topics from a course, Brainfuse Online Tutoring offers many beneficial services. These include real-time tutoring in a variety of subjects, writing assistance, on-demand videos, and self-help lessons on popular software such as MS Word, Excel, and PowerPoint. Brainfuse Online Tutoring can be accessed only within a student's Canvas course.

### Computer Lab

Computer labs NAHC 338 and 339 are utilized to schedule course unit testing and final exams. No food or drinks are permitted in the computer labs. 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.

### 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 in need of counseling should contact the Advocacy Center, <https://www.alamo.edu/sac/about-sac/college-offices/student-advocacy-center/>.

## 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 first-year students (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.

Students applying to the Nursing Program will see advisors of the Health and BioScience Institute.  
<https://www.alamo.edu/sac/about-sac/college-offices/advising/advising-centers/hbsi/>.

## Advisors

- Help student pick classes (once in Nursing Program, Nursing personnel will register your 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.

## Empowerment Center

The Empowerment Center services are provided for women and non-traditional students including single parents, displaced homemakers, first-generation college students, residents of public housing, dislocated workers, and other individuals needing support to succeed in a college environment. The Empowerment Center offers comprehensive services in a one-stop environment for both students and the community. A wide range of services are offered to students on the department's caseload including academic advisement, Deferred Action for Childhood Arrivals (DACA) Student Program Support, Women4Women Student Organization, childcare referrals, parenting support programs, workshops, educational re-entry services, community resource referrals, leadership development programs for women, scholarship resources, outreach conferences and other special programming. For more information, contact [sac-womenctr@alamo.edu](mailto:sac-womenctr@alamo.edu).

<https://www.alamo.edu/sac/about-sac/college-offices/empowerment-center/>

## **English Success Center**

The English Success Center - formerly Integrated Reading and Writing Center (INRW) offers free tutoring services to all San Antonio College students. Our tutors are ready to help students build their academic English skills in any course.

Our tutors can help at any stage of the assignment, from brainstorming to final revisions. We can also help students build upon their existing academic English skills through small group workshops covering a range of academic English and English grammar topics. Contact: (210) 486 – 1616.

## **Financial Assistance**

- a. If you find that you are in need financial assistance, contact the Financial Aid Office at 210-486-0600 to see if you qualify for financial aid.
- b. Apply EARLY.
- c. <https://www.alamo.edu/admission--aid/paying-for-college/financial-aid/>

## **Financial Literacy**

San Antonio College wants to teach YOU how to handle your finances! The Financial Literacy program at San Antonio College is meant to promote and support responsible and healthy financial behaviors and decisions.

The goal is to help you make smarter choices with your money. Through the free, online Financial Literacy resource iGrad, a series of virtual workshops and on-campus events. [Learn more here.](#)

## **Math Success Center**

If your student is having trouble with the dosage calculation math or dimensional analysis, the Math Success Center provides tutoring support. Walk-in tutoring support is available with tutors provided they don't have appointments, so it is advised that students schedule an appointment for tutoring. Call (210) 486-0240 for further details.

Math tutoring is provided in Spanish, Farsi, and Arabic.

## **SAC Library**

The library maintains a single access point to all resources like the research databases. Personalized research help is offered via online chat, email, text messaging, phone, online meeting, and in-person. Course-integrated information literacy support is delivered via Canvas-embedded research guides and videos. Online learning students and faculty have real-time access to online library classes or one-on-one Book a Librarian appointments with all librarians.

## **Software**

You must be a member of an academic institution to qualify for ordering academically discounted software. The academic software discounts offered in the Web Store are not for the general public. You will be requested to provide proof of your academic affiliation during the registration process in order to take advantage of the academic pricing available for students.



## **Student Advocacy Center**

Officially opened in Fall of 2016, the Student Advocacy Center serves students, faculty, and staff with a variety of programs and services to help them succeed. The Student Advocacy Center is driven by SAC work-study students, as well as Social Work, Counseling, and Public Health interns, from colleges across San Antonio, providing a collaborative approach to student's needs.

The following services are offered at the Student Advocacy Center:

- The SAC Advocacy Resource Room Powered by Whataburger
  - A food pantry is available to students, staff, and faculty twice a month.
- Magic Closet
  - A Clothes Closet is available to students, staff, and faculty twice a month.
- Book Voucher Program
  - Students can apply for book vouchers, which can be used at the SAC campus bookstore. Supplies are limited.
- Counseling Services
  - Trained and licensed staff can assist in guiding the student in personal, social, health, and/or psychological matters. Community referrals can also be provided to meet the student's individualized needs.
- Case Management Services through Referrals:
  - Application for public assistance including SNAP benefits, WIC or Medicaid.
  - Emergency assistance – For services and support including housing, health care, childcare, and utility assistance.
- Grab-N-Go
  - Daily snack and drink offered to students.
- Low-cost Internet and Devices
  - Programs are available to bridge the digital divide by providing students with low-cost internet service.

## **Student Enrichment Center**

Vision: To provide meaningful connection, development, and resources in order to create transformational impacts on the lives of those we serve.

Mission: To engage students and serve as a resource in order to meet the career services and experiential learning needs of San Antonio College by providing programming, events, and fostering partnerships that benefit both our campus community and community partners.

- Career Services
- Experiential Learning
- Employers and Internship Sites
- Student Employees

(210) 486-0308; [sac-sec@alamo.edu](mailto:sac-sec@alamo.edu)

## **Student Life**

The Office of Student Life supports the academic mission of the College by engaging students in a variety of activities. The goal is to enhance the student's college experience by providing cocurricular opportunities that foster camaraderie, a sense of community and personal growth. Student organizations, club sports, recreation, social development, and special on-campus activities are just some of the opportunities for SAC students. We also offer leadership and volunteer service-learning opportunities to enhance your talents and knowledge acquired from your College classes.

For more information, contact [sac-studlife@alamo.edu](mailto:sac-studlife@alamo.edu).

## **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 for high quality health care.

## **Veteran Affairs (Victory Center)**

San Antonio College's Office of Veterans Affairs is committed to supporting the needs of student veterans to maximize their academic success at SAC.

SAC Veterans Affairs provides comprehensive support services for military-affiliated students, including active service members, Guard, Reserve, veterans, and their family members.

Services offered:

- Academic advising for all military affiliated students including veterans, active service members, guard and reserve members, and their family members
- Benefit certification for
- VA education benefits
- Veterans' Readiness and Employment
- Hazlewood benefits
- MyCAA scholarship program
- Tuition Assistance
- Tutoring
- Transition and career services (university transfers and employment resources)
- Mental wellness counseling
- Women veteran services
- VA Veteran Success on Campus (VSOC) counselor
- VA Veterans Integration to Academic Leadership (VITAL) case management

- Disability Claims representation from Disabled American Veterans of America (DAV)
- Employment services including workshops and job fairs

Both in-person and virtual service hours are offered, as well as extended hours, and Saturday walk-in service.

Victory Center Room 101, 1819 N. Main Ave., San Antonio, TX 78212

Office: (210) 486-0111; Fax: (210) 486-9146; email: [sac-va@alamo.edu](mailto:sac-va@alamo.edu)

### **Virtual Business Office**

The Virtual Business Office is an online hub where you can pay for your college related products, services, tuition, and fees. No more waiting in line to pay your Installment Plan or to collect your Student Refund! Now, the VBO has made the Installment Plan and Electronic Refunds available to access online. Check out the complete host of items at Alamo College's Marketplace Mall that you can access and pay online! It's convenient and secure!

<https://www.alamo.edu/admission--aid/paying-for-college/business-office/virtual-business-office/>

### **Wireless Network (Unsecured Guest Account)**

There are over 400 Wireless Access Points installed all over the Alamo Colleges. The network facilitates instruction, access to educational materials and enables administrative support. There is no charge to access our wireless connections at the College.

### **Writing Success Center**

There are several assignments in all levels of each program that require scholarly writing with citation in APA style. If your student is having difficulty with this, a referral to the Writing Success Center will be in their best interest.

The SAC Writing Center offers free services to students, faculty, and staff. Professional tutors are available to help with writing from any discipline. Whether assistance is needed with understanding an assignment, generating ideas, creating a thesis, or organizing a paper, the Writing Success Center's tutors can help improve your student's writing skills.

## **HELP WITH PRESENTATIONS**

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

- **Multimedia:** Contact the Mega Computer Lab located in MLC 502 and check out their services at <http://www.alamo.edu/sac/megacomputerlab/>
- **The Writing Center:** Professional tutors help students with writing from any discipline. <https://www.alamo.edu/sac/experience-sac/current-students/student-resources/tutoring-centers/writing-success-center/>
- **Library:** Information regarding library databases, resources, and times. <http://www.alamo.edu/sac/library/>

## 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.

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 (210) 485-0911
- Do not confront the person or ask if the person has a permit

## POSTING OF DISTRICT and COLLEGE POLICIES

- A. Diversity- Procedure H.1.2.1:** 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- Pregnant and Parenting Students:** Students may not bring children to either a class or a lab. Children may not be left unattended on campus at any time.
- C. Emergencies:** A Safety Plan has been created to help facilitate emergencies, should they occur. Please download the [Safety Plan here](#).
- D. Academic Dishonesty:** Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is 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 resources such as "Google" while taking an examination is considered academic dishonesty which will result in dismissal from the program!

- E. Electronic devices- Alamo Student Handbook:** 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.

#### **F. Attendance Policy- Alamo Student Handbook**

- 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. The 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.

**G. Smoking on Campus:** San Antonio College is a smoke-free, tobacco-free campus.

#### **H. 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]

**I. 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 on the San Antonio College website.

### **STUDENTS AS COMMITTEE MEMBERS**

The bylaws of the Nursing Faculty Association allow 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. Please notify an instructor or staff member if you are interested in becoming a student committee member.

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# Appendix A- Concept Analysis Diagram

## Concept Analysis Diagram-Clinical Judgement

### Nursing Practice

- Directed toward what contributes to a normal concept and is thereby related to all factors involved in or with the concept. Not always needed to have a normal outcome.

### Attributes

- Defining characteristics of the concept
- What property, quality, or data must be present for the concept to exist

### Antecedents

- What precedes the concept for it to exist
- Events or incidents that must happen before the concept

### Consequences

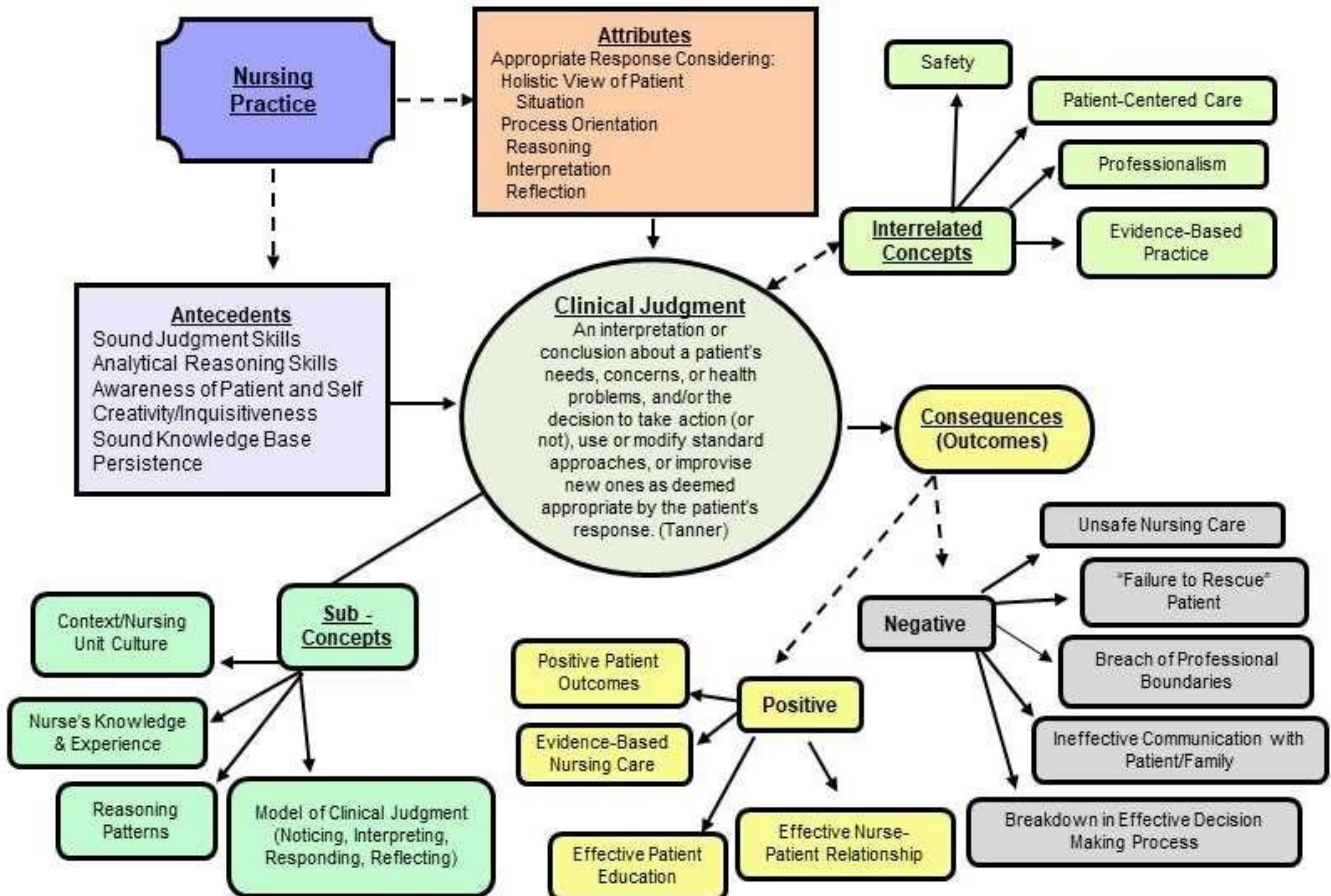
- Untoward events or outcomes that occur due to malfunction within the concept
- Positive events or outcomes that occur due to proper functioning within the concept

### Interrelated Concept

- Concepts which can affect change in the other
- Concepts which work together to ensure a normal process
- Concepts which if depleted or impaired can cause a negative consequence in the other

### Sub-Concept

- Critical components of major concept



EXPLANATION OF THE ANALYSIS DIAGRAM FOR CLINICAL JUDGMENT CONCEPT. The definition of the concept is written in the middle (circle) of the diagram.

Nursing Practice is printed slightly above the rest of the Concept Diagram because it incorporates all aspects of the diagram prior to determining the care required. There are dotted arrows going out from Nursing Practice because nursing interventions are not always needed.

Before a concept exists, certain entities must exist. These entities are called Antecedents (ante means before). If these do not exist or are malfunctioning, then the concept either does not exist or it does not exist at its optimal level. As shown, **the Antecedents** for Clinical Judgment Concept are sound judgment skills, analytical reasoning skills, awareness of client and self, creativity/inquisitiveness, sound knowledge base, and persistence.

To determine the level of effectiveness of Clinical Judgment the nurse assesses for certain concept Attributes. The assessment which would support optimum function for this concept would include **the Attributes** of appropriate response considering- holistic view of client situation, process orientation, reasoning, interpretation, and reflection. Depending on the quality of the Attribute (assessment) findings, positive or negative consequences will occur. **Positive Consequences** for Clinical Judgment Concept might include effective nurse-client relationship, effective client education, evidence-based nursing care, and positive client outcomes. **Negative Consequences** might include unsafe nursing care, “failure to rescue” client, breach of professional boundaries, ineffective communication with client/family, and breakdown in effective decision-making process.

Interrelated Concepts are concepts which either affect or are affected by the Concept being defined in the diagram. Therefore, the arrow between Interrelated and the defined Concept goes both ways. **The Interrelated Concepts** for the concept of Clinical Judgment might include Safety, Client-Centered Care, Professionalism, and Evidence-Based Practice.

Sub-Concepts are teaching points regarding the Concept being defined thus just a line is printed between the Concept and Sub-Concepts. The need for Nursing Care is triggered by: Compromised Antecedent(s), Decreased quality of Attribute(s), Negative Consequence(s), and/or a potentially negative impact from an Interrelated Concept(s).

When a Negative Consequence occurs, the nurse will re-evaluate the Antecedents with the intent of identifying which Antecedent was compromised and then direct nursing interventions to strengthen the weakened Antecedent. The intervention would be considered effective when the Attribute(s) reaches optimal measurement, and the outcomes are positive. Of course, some will always have compromised Antecedents and therefore the Nursing Practice and Attributes would be modified accordingly. Nursing Practice would also take into consideration Interrelated Concepts to either strengthen the positive effect or limit the negative.

Nursing interventions are not always needed. However, continual assessment to determine if pro- active or follow-up interventions are required is ongoing.



## Appendix B- Requirements for Initial Licensure

### REQUIREMENT FOR INITIAL LICENSURE BY NCLEX-RN®

- The Board's application fee for Initial licensure by NCLEX examination is \$139.00. You may need to provide a Criminal Background Check with your Board of Nursing application if you incurred legal issues while in nursing school. If directed by the Board of Nursing, schedule a criminal background check with fingerprinting through **MorphoTrust USA** at least three (3) days after filing the application and then call 1-888-467-2080 for an appointment or make an on-line appointment at [www.morphotrust.com](http://www.morphotrust.com). The cost is \$9.99 for fingerprinting. When you call for an appointment, ask for information about the preferred payment process. The additional background check information becomes a part of your Board of Nursing application.

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](#)
- \*\*\*Please note that the exam can be taken every 45 days for a four-year period of time. This is governed by [Rule 217.2](#) which states in part: (c) *An applicant for initial licensure by examination shall pass the NCLEX-PN or NCLEX-RN within four years of completion of requirements for graduation.* (d) *An applicant who has not passed the NCLEX-PN or NCLEX-RN within four years from the date of completion of requirements for graduation must complete a board approved nursing education program in order to take or retake the examination.*

### 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

[https://www.bon.texas.gov/licensure\\_nursing\\_jurisprudence.asp.html](https://www.bon.texas.gov/licensure_nursing_jurisprudence.asp.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](http://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

([https://www.bon.texas.gov/licensure\\_eligibility.asp.html](https://www.bon.texas.gov/licensure_eligibility.asp.html))

Applicants must be able to answer "No" to the following six 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) months to complete.

1. For any criminal offense, including those pending appeal, have you:
  - been convicted of a misdemeanor?
  - been convicted of a felony?
  - pled nolo contendere, no contest, or guilty?
  - received deferred adjudication?
  - been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
  - been sentenced to serve jail or prison time? court-ordered confinement?
  - been granted pre-trial diversion?
  - been arrested or have any pending criminal charges?
  - been cited or charged with any violation of the law?
  - been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

**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.

2. Are you currently the target or subject of a grand jury or governmental agency investigation?

3. 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?
4. \*Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
5. \*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?
6. \*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

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/](http://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**. [https://www.bon.texas.gov/rr\\_current/213-30.asp.html](https://www.bon.texas.gov/rr_current/213-30.asp.html)

**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.

### **Occupation Code Title 3. Health Professions**

<https://statutes.capitol.texas.gov/Docs/OC/htm/OC.301.htm#301.452>

#### **Sec. 301.252. License Application**

[https://www.bon.texas.gov/applications\\_graduates\\_and\\_nclex\\_examinations.asp.html](https://www.bon.texas.gov/applications_graduates_and_nclex_examinations.asp.html)

[https://www.bon.texas.gov/licensure\\_examination.asp.html](https://www.bon.texas.gov/licensure_examination.asp.html)

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 ensure that the individual can consistently act in the best interest of clients/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 clients/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 clients/clients or the public or could protect clients/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 or 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.

#### **§213.28. Licensure of Persons with Criminal Convictions**

#### **§213.29. Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters**

#### **§213.30. Declaratory Order of Eligibility for Licensure**

- a. An individual enrolled or planning to enroll in a basic nursing program who has reason to believe that he or she may be ineligible for licensure, may petition the Board for a declaratory order as to his or her eligibility.
- b. The individual must submit a petition on forms provided by the Board which includes:
1. a statement by the individual indicating the reason(s) and basis of potential ineligibility;
  2. if the potential ineligibility is due to criminal conviction, any court documents including, but not limited to, any indictments, judgments, probation records and evidence of completion of probation, if applicable;
  3. if the potential ineligibility is due to mental illness, evidence of evaluation, including a 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**

#### **§217.12. Unprofessional Conduct**

## Appendix C- Preparation and Graduation Checklist

### SAN ANTONIO COLLEGE DEPARTMENT OF NURSING EDUCATION

#### PREPARATIONS FOR GRADUATION & REGISTERED NURSE LICENSURE

##### 15- STEP CHECKLIST

**The following checklist is offered to students preparing for graduation and the licensing process:**

\_\_\_\_\_ **STEP 1:** Obtain, complete, and submit a San Antonio College Application for Graduation. The Application for Graduation form is attached to the email. Once completed, email back to the sender.

\_\_\_\_\_ **STEP 2:** One hundred & twenty (120) days prior to graduation, complete a Texas Board of Nursing Examination Application (accessed through [www.bon.state.tx.us](http://www.bon.state.tx.us), select “The Texas Nurse Portal and create an account.”) Here is a video <https://www.bon.texas.gov/texasnurseportal/createaccountnewapplicant.asp.html>, that shows how to create an account. After your account has been created, you will select, “Apply for License.” You will select the NCLEX-RN Application – US Graduates (RN). Read the directions and complete the online form. Declare Texas as your primary state of residence. The school code is **US27400800**. You must also remit a credit card payment of current fee requested.

\_\_\_\_\_ **STEP 3:** You will complete the “Affidavit” portion of the Examination Application that is attached to the email. Once completed, send form to the sender of the email. Please remember to keep the Texas Board of Nursing informed of any name or address changes after you submit your on-line examination application. If you have health or learning disabilities and qualify for testing accommodations, please contact the Texas Board of Nursing at least six months prior to graduation and follow their procedures for obtaining such accommodations for NCLEX-RN testing.

\_\_\_\_\_ **STEP 4:** You may need to provide a Criminal Background Check with your Board of Nursing application if you incurred legal issues while in nursing school. If directed by the Board of Nursing, schedule a criminal background check with fingerprinting through MorphoTrust USA at least three (3) days after filing the application and then call 1-888-467-2080 for an appointment or make an on-line appointment at [www.morphotrust.com](http://www.morphotrust.com). The cost is \$9.99 for fingerprinting. When you call for an appointment, ask for information about the preferred payment process. The additional background check information becomes a part of your Board of Nursing application.

\_\_\_\_\_ **STEP 5:** Register with Pearson/VUE 90-120 days prior to graduation. Use the link on the Texas Board of Nursing web site or use [www.vue.com/nclex](http://www.vue.com/nclex). Read the current information bulletin and complete the on-line application. You will remit a credit card payment of \$200.00 (or current fee) with this application.

\_\_\_\_\_ **STEP 6:** Attend the 3-Day Mandatory ATI Live Review, which will take place at the end of your last nursing program semester at San Antonio College. Students must attend ALL THREE DAYS of the Review, arrive on time, and Do not leave early as this is one of the requirements.

\_\_\_\_\_ **STEP 7:** Once you successfully complete (a) all general education courses, (b) all nursing courses, & (c) completed the exit examination (passing with an ATI grade of 90% or better), (d) attended ATI Live Review, the “Affidavit” verifying your graduation will be completed and sent to the Texas Board of Nursing. Your Board application will not be activated until the completed affidavit certifying graduation is received in Austin.

\_\_\_\_\_ **STEP 8:** When the Texas Board of Nursing, upon receipt of the completed affidavit, is satisfied you are a graduate of the SAC nursing program, you become a “candidate for licensure” and will be sent an e-mail notice of “Authorization to Test (ATT),” including an identification code. You will be directed to a testing site, with a date and time for NCLEX testing. The ATT will NOT be issued until you (a) have registered with Pearson/VUE, (b) clears the criminal background check, (c) have program graduation verified through receipt of the “Affidavit,” and (d) successfully complete the Jurisprudence Examination. You will need some of the ATT materials to be admitted to the NCLEX-RN, so read the information sent and print off whatever you will need.

\_\_\_\_\_ **STEP 9:** Study for and pass the Texas Board of Nursing Jurisprudence Examination. You are eligible to take the jurisprudence on-line examination ten (10) days after you complete the Online Examination Application with the Board of Nursing. Study the latest edition of Texas Nurse Practice Act (accessible in printed format or from the Board web site as Texas Occupations Code and Statutes Regulating the Practice of Nursing). You can also access through the web site and for a nominal fee a “prep course” to help you prepare. The examination is “open book.” Remember: you cannot take the NCLEX-RN without first passing the Jurisprudence Examination. If you are unsuccessful the first time you take the examination, you can re-take after seven (7) business days. To register for the Nursing Jurisprudence Exam, there is a link at the bottom of your Texas Nurse Portal page within the “Nursing Board Link,” click on Texas Nursing Jurisprudence Exam-NJE to go to the site. Follow the instructions on the page to register.

\_\_\_\_\_ **STEP 10:** Within five days of the issuance of the ATT, you will receive a “temporary permit” to work as a graduate nurse. This permit expires 75 days from the date of issue or once you pass the NCLEX-RN or if you fail the NCLEX-RN. Health care organizations employing nurses are often reluctant to hire new graduates who have not taken the NCLEX-RN. Therefore, it is important to take and pass the NCLEX-RN as soon after graduation as possible to facilitate employment as an RN.

\_\_\_\_\_ **STEP 11:** Study for the NCLEX-RN examination.

\_\_\_\_\_ **STEP 12:** Show up at the NCLEX-RN testing site on the day and at the time scheduled. Bring your Authorization to Test information and at least two forms of identification, including at least one photo-ID. Make certain all identifying information matches for all forms of identification selected and the Board of Nursing application you completed. You can expect a palm scan before testing. DO NOT: bring cell phones; take breaks unless scheduled; leave the testing site; in any way violate testing rules. You can be dismissed for any hint of a breach in test security, a costly and regrettable mistake.

\_\_\_\_\_ **STEP 13:** NCLEX-RN examination results are usually posted within three days to a week of testing. Verify licensure on-line through the Texas Board of Nursing web site. You will receive a diagnostic profile if you fail and information regarding retesting. If you fail, you need to take this as a serious challenge, study, and retake the examination as soon as possible. You will have to pay application fees each time you retest.

\_\_\_\_\_ **STEP 14:** Your RN licensure has to be renewed every two years by the end of your birth month and in odd or even years based on your birth year. You are required to complete 20 hours approved CEUs per two-year period, complete a professional information up-date form, and remit a renewal fee by the deadline. You must also stay current repaying federal student loans. Loan default will result in RN license suspension.

\_\_\_\_\_ **STEP 15:** Use sound nursing principles in your care of clients, follow the highest standards of nursing practice, and enjoy a long and successful nursing career! CONGRATULATIONS! ☺



# Appendix D- Clinical Indemnification Form

## 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 client 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\_\_\_\_

I understand that I am to keep the Nursing Student Handbook—Departmental Policies and General Information for the duration of my nursing courses. I understand that I am responsible to review the Nursing Department Web (<https://www.alamo.edu/sac/academics/accreditation-info/nursing/nursing-department/>) site for new policies pertaining to departmental requirements.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Banner ID of Student