The policies in the School of Nursing Student Handbook are specific to students enrolled in the Nursing Program. These policies supplement those found in the SHSU Student Handbook. Students enrolled in the School of Nursing are expected to abide by policies contained in both manuals.

Policies specified within this handbook are subject to review during the academic year. Updates or revisions to the School of Nursing Student Handbook policies will be communicated with students and will be published on-line at the School’s website: http://www.shsu.edu/~nursing/

Disclaimer:
This Handbook supersedes all previous versions of the Handbook. Students are accountable for familiarizing themselves with its contents and for compliance with the policies and procedures contained within.
Dear Nursing Student,

I would like to welcome you to the Sam Houston State University School of Nursing! You are about to embark on the most challenging, exciting, life-changing, and rewarding experience in your life. Nursing is both an art and a science. Thus, nurses are required to be compassionate while using empirical evidence in the care of their patients. This requires an interweaving of mind, emotions, spirit, and physical well-being. Although the preparation for a nursing career is extremely difficult, the subsequent rewards are unparalleled. The faculty are here to not only educate you, but also to support you in your journey over the next two years. I wish you much success as you travel your own path to becoming a registered nurse.

Sincerely,

Anne Stiles, PhD, RN
Director & Professor
SHSU School of Nursing
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Items in bold are most recent updates

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<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency’s Policies &amp; Procedures</td>
<td>Reads and adheres to the agency policies and procedures</td>
</tr>
<tr>
<td>ANA</td>
<td>American Nurses’ Association</td>
</tr>
<tr>
<td>Co-requisite</td>
<td>Courses required to be taken together in the same semester</td>
</tr>
<tr>
<td>Dependability</td>
<td>Trustworthy and reliable</td>
</tr>
<tr>
<td>Ethical</td>
<td>Adheres to the ANA Code of Ethics for Nurses and the Nursing Program Code of Academic Integrity</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade Point Average</td>
</tr>
<tr>
<td>Honesty</td>
<td>Practices fairness and straightforwardness of conduct; displays moral excellence and truthfulness</td>
</tr>
<tr>
<td>Levels</td>
<td>Level III – Junior Year, includes all 3000 level Nursing courses Level IV – Senior Year, includes all 4000 level Nursing courses</td>
</tr>
<tr>
<td>Nurse Practice Act</td>
<td>Statues and rules of the Texas State Board of Nursing; can be found at <a href="http://www.bne.state.tx.us/">http://www.bne.state.tx.us/</a>. The student is responsible for accessing this information.</td>
</tr>
<tr>
<td>Nursing</td>
<td>Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations. (AACN, 2008)</td>
</tr>
<tr>
<td>Pre-requisite</td>
<td>Courses required BEFORE entry into the Nursing Program</td>
</tr>
<tr>
<td>Professional Appearance</td>
<td>Adheres to established dress code in all school activities</td>
</tr>
<tr>
<td>Professional Boundaries</td>
<td>Maintains the professional relationships that allow for safe, therapeutic professional relationship between the student and the client</td>
</tr>
<tr>
<td>Punctuality and Promptness</td>
<td>On time for all classes and clinical/lab experiences; completes all assignments on time</td>
</tr>
<tr>
<td>Respect</td>
<td>Treats and others with regard to consideration and courtesy</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Executes duties associated with the nurse’s particular role (ANA Standard of Practice)</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SHSU</td>
<td>Sam Houston State University</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>Can be found in the SHSU Catalog. The student is responsible for accessing this information</td>
</tr>
<tr>
<td>TBON</td>
<td>Texas Board of Nursing</td>
</tr>
<tr>
<td>TSNA</td>
<td>Texas Student Nurses’ Association</td>
</tr>
</tbody>
</table>
SECTION I: SCHOOL OF NURSING GENERAL INFORMATION

Vision

The School of Nursing will provide a professional educational program that will stimulate learners to promote, maintain and restore the health of individuals, diverse communities and the environment now and in the future through evidence-based practice and the use of technology.

Mission

Our mission is to provide a quality education to the diverse body of accountable, competent, critical thinking students who are preparing upon graduation to function independently and collaboratively in professional nursing roles in the changing world of the future. The program provides a nursing foundation which promotes holistic, evidence-based health care in a professional community. The faculty promotes the concept of lifelong learning based on scholarly teaching, research, and practice in service in order to maintain competence and achieve new competencies as the profession evolves.

Philosophy

Nursing occurs in variable environments that are defined by the patient/nurse/family in each situation. Physical, interpersonal, emotional, spiritual, political, cultural, economic, and other factors influence the environment of care. Nurses seek to create a caring/healing environment for their patients in the context of each nurse-patient encounter.

Health is more than the absence of disease or disability. Healthy lifestyle, risk reduction, genetics, and other factors influence the health of individuals as well as communities. It is possible for persons to consider themselves in good health even while coping with chronic and terminal illnesses and or disabilities when they factor in their capacity to adapt and respond and live fully with their own challenges.

Nursing is quality, holistic care drawn from the arts and the sciences. Effective nursing care is based upon scientific principles that incorporate humanistic elements such as caring, effective communication, spirituality, and cultural and psychosocial sensitivity.

Nurses must be accountable and knowledgeable about the profession and their specialty. In this age of change and instantaneous dissemination of information, nurses must be able to rapidly process and assimilate new knowledge and demonstrate new skills as they strive to anticipate and address the needs of the population – a population that includes an increasing older adult cohort.

Accessible, quality healthcare is necessary for individual functioning and the continuation of the global community. The rapid rate of change and enhanced transmission of information within the world necessitates confidence with management of technology. Nursing seeks to consistently process information accurately and wisely in a timely fashion and to protect confidential data.
The science of nursing is in a constant state of evolution; therefore, nurses must demonstrate the capacity to critically think and problem solve while maintaining personal growth through life-long learning. Learning is a life-long process that is unique for each person. Learning is continuous and occurs in progressively more complex degrees. The process of learning provides a foundation that is necessary to develop skills, attitudes, behaviors and ways of thinking. The teacher’s role is that of facilitator in a supportive environment. The student’s role is to consistently and actively engage in learning activities to become an accountable professional and life-long learner.

Conceptual Framework

Program Student Learning Outcomes

1. Integrate knowledge from liberal studies and nursing science to practice professional nursing in a holistic caring manner.
2. Develop, implement, and evaluate safe, quality patient care through collaboration with patients and members of the inter-professional health care delivery team in various health care settings.
3. Demonstrate ethical accountability and legal responsibilities using cultural parameters and professional nursing standards of practice and care in order to provide care to individuals, families, groups, and populations.
4. Use therapeutic communication in formal and informal interaction with patients, families, groups, colleagues, and other members of the healthcare team in the delivery of nursing care.
5. Demonstrate professional leadership and management skills while implementing safety principles in the delivery of nursing care.
7. Act as an advocate for both sick and healthy clients across the lifespan and for the nursing profession, reflecting current and changing health care systems, health policies, and global health care factors.
8. Demonstrate accountability for lifelong learning and professional growth.
9. Demonstrate competency with technology and information management in the delivery of safe care, while maintaining confidentiality and protecting patient rights.
10. Collaborate with other professionals on the health care team to provide health promotion and disease, and injury prevention across the lifespan for individuals, families, groups and populations.

School of Nursing Organizational Chart

The following organizational structure represents governance of the SHSU School of Nursing.

[Diagram of organizational chart showing the structure from the Board of Regents down to School of Nursing Faculty.]
School of Nursing Governance Committees

The following organizational structure represents the Governance Committees within the School of Nursing.

The accrediting agencies and the Texas Board of Nursing require student representation on School of Nursing Committees. Student representatives are important members for each of the following committees. Student representatives will have voting privileges, will serve for one year, and are eligible for reappointment to a second year. Student representatives are dismissed from committee meetings during discussion of sensitive and/or confidential faculty or student information.

Each academic year students will be asked to elect a student representative from each level to the nursing governance committees. The names of those students will be forwarded to the faculty chairperson of that committee. Any student may make suggestions or recommendations to their student representative at any time, for review by those committees.

**Governance Committee Descriptions**

1. Faculty/Student Affairs and Scholarship: The purpose of this committee is to collect and analyze faculty and student data; serve as an avenue to promote communication between faculty and students; participate in planning and conducting interdepartmental and/or departmental Honors Convocation and Pinning Ceremonies; review procedures for awarding scholarships; and serve as an advisory liaison in assessing current library holdings and requests for library acquisitions.

2. Curriculum and Evaluation: The purpose of this committee is to oversee and evaluate the School of Nursing Curriculum for compliance with the standards established by accrediting agencies and the Texas Board of Nursing Rules and Regulations.

3. Admission, Progression, and Retention: The purpose of this committee is to develop,
maintain, and revise admission, readmission, progression, and retention policies and procedures; act on appeals from students regarding progression/retention issues and recommend action to the School of Nursing Director; coordinate the assignment of students to faculty advisors upon admission to the program; and coordinate new student orientation.

4. Testing: The purpose of this committee is to establish and maintain policies and procedure for testing in the DON; facilitate use of standardized testing resources; and collect and analyze testing results.

Facility Location and Office Hours

The School of Nursing is currently located in Academic Building III (ABIII) in Huntsville, Texas. This location houses the offices for the Director, Faculty, and Staff. The Nursing Office is located in room 111. The Nursing Office telephone number is (936) 294-2371. A second site was added in Spring 2015 at the SHSU The Woodlands Center located at 3380 College Park Drive, The Woodlands, Texas. This site houses the Assistant Director for TWC, faculty, and staff. The TWC Nursing Office is located in Room 440. The telephone number for the TWC Nursing Office is 936-202-5111.

The general SHSU university catalog contains a map of the campus, as well as information regarding housing, meal plans, tuition and fees, and student parking.

The SHSU Nursing School is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Faculty maintain weekly office hours and post this information outside their offices in the School of Nursing. Students may visit faculty during posted office hours or by appointment.

Communication with Students

A bulletin board for general student information can be found in the first floor lounge area of Academic Building III. It is used for communicating calls, messages, announcements and information about courses for students. Information about the school, meetings, and opportunities is also shared on the Nursing Cohorts Organization page on the SHSU Blackboard site. This is a common area where faculty posts resources that you may find helpful as you progress through the nursing program. This page can be accessed via the SHSU Blackboard portal page, “SHSU Online”. Once you’re on this page, scroll down. The Nursing Cohorts page is in the middle column.

Students are urged to check their University e-mail accounts daily to stay abreast of announcements. When communicating with SHSU faculty students must use their SHSU e-mail account rather than a personal e-mail account. Any email communication is expected to be polite and respectful.

Nursing Scholarships

Several scholarships with diverse criteria are available annually to SHSU nursing students. To review a comprehensive list, please visit the nursing website or the SHSU website at
www.shsu.edu/fao. The general deadline for applying for any scholarship is February 1. Applying on SHSU’s Scholar X allows a student to become an applicant for any campus scholarship for which he or she is eligible. The scholarship award process will begin in March. Students who do not have a complete application in ScholarX are not eligible. As additional nursing scholarships become available, an announcement will be posted on the SHSU Nursing School website inviting applications for the award.

Safety

Safety is mandatory within the premises and especially in the classrooms and the Skills Laboratory. Students are expected to conduct themselves professionally and in a mature manner.

Students should familiarize themselves with the exits and locations of the Automated Electronic Defibrillator (AED), fire extinguishers, and alarm locations. Students should familiarize themselves with the type of extinguishers available within the School of Nursing. The rules and regulations for safety at each clinical site will be presented at the beginning of each clinical course during an orientation session.

Parking

An official parking decal is required for students who plan to park their vehicle on campus. This is obtained at the University Police Building. Students will be advised on where to park when attending clinical. Students are to park ONLY in designated student parking areas.

Student Health Insurance

All students in the School of Nursing are responsible for health care costs associated with any course-related injury or illness they sustain while enrolled in nursing courses. Health care institutions with whom SHSU’s Nursing School has contracts require their employees to have health insurance in the event they sustain an injury while in the clinical setting. The same expectations apply to nursing students. For this reason, SHSU’s School of Nursing requires all students to have personal health insurance. Proof of health insurance will be required each year and placed in the student’s file.

Liability Insurance for Student Nurses

At this time, the SON provides Professional liability insurance for nursing through MARSH Proliability. Limits up to $1,000,000 per incident/ $3,000,000 annual aggregate are provided.

Basic Life Support (BLS) for Healthcare Providers

Students must maintain current Basic Life Support (BLS) for Healthcare Providers Certification. Upon entering nursing clinical courses, each student must show proof of successfully completing American Heart Association (AHA) BLS for Healthcare Provider Course. Students who fail to provide current, valid BLS certification at the beginning of each semester will not be allowed to
attend clinical. Information about how to obtain BLS Certification can be found on the American Heart Association’s *BLS website*.

**Student Nursing Association**

Students within the School of Nursing are eligible to participate as members of the SHSU chapter of the Texas Nursing Students’ Association (TNSA). The TNSA is the student component of the American Nurses’ Association, a national professional nursing organization with state and local constituencies, and a subsidiary of the National Student Nurses’ Association (NSNA). Participation locally affords membership in the largest independent health organization in the nation and the only one for nursing students.

TNSA offers numerous benefits to those students who join this organization. Among these are issues of *IMPRINT* magazine, a publication by and for nursing students. Affordable professional liability insurance coverage can be purchased through the association. TNSA offers assistance with career planning, opportunities to participate in state and national student conventions, and involvement in activities to actualize your potential as a developing professional nurse. Check bulletin boards and the School’s website for activities, representatives, and times of meetings.

To join TNSA, information and an application can be obtained from the SHSU TNSA advisor or the secretary for TNSA. Also, please see this website: [http://www.tnsa.org/](http://www.tnsa.org/)
SECTION II: SCHOOL OF NURSING POLICIES

Admission Requirements

Students who meet admission requirements are admitted to the School of Nursing as a Junior. Students must meet the following requirements for consideration for admission to the SHSU School of Nursing.

1. Complete ≥ 46 credit hours with a GPA ≥ 3.0 [to include BIOL 2401, BIOL 2402, BIOL 2420, CHEM 1406, MATH 1314, and MATH 1369] of the pre-nursing curriculum prior to application to the Nursing Program.
2. Have ≥ 3.0 GPA in the 31 credit hours of Nursing Program prerequisites; have ≥ 3.0 GPA in the 59 credit hours of the pre-nursing curriculum. No grade less than ‘C’ will be accepted.
3. TEAS-V score must be ≥ 64. Have an official copy of your TEAS-V score sent by ATI directly to the Medical & Allied Health Program (see above).
4. Nursing applicant advisement by the Medical & Allied Health Program is recommended but not required.
5. SHSU applicants who have completed at least 24 credit hours of the pre-nursing curriculum at SHSU will receive admission preference.
6. Students with a second Bachelor’s Degree will receive admission preference.
7. Applicants must submit the completed SHSU Nursing Program Application no later than 5:00 pm on the last day of the application period.
8. The Nursing Program applicant must pass the criminal background check, including fingerprint scan.

SHSU Nursing GPA Calculator

Students applying to the SHSU School of Nursing are encouraged to seek application advisement by the Medical and Allied Health Professions Advisor who can assist with application to the Nursing Program. This advisement is recommended but not required.

Essential Elements for Nursing Practice

Students must demonstrate eligibility to assume a professional role at program completion including:

1. Meeting all matriculation requirements specific to the program.
2. Interacting in a productive manner with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.
3. Demonstrating communication skills sufficient for interaction with others in verbal and written form (communication is understandable to others).
4. Demonstrating mobility sufficient to move independently from room to room and maneuver in small spaces.
5. Demonstrating motor skills sufficient to provide safe and effective nursing care.
6. Demonstrating auditory ability sufficient to provide safe and effective nursing care.
7. Demonstrating visual ability sufficient for observation and assessment necessary in nursing care.
8. Demonstrating tactile abilities sufficient for physical assessment and therapeutic interventions.
9. Completing certification/licensure requirements if needed for employability.

Core Performance Standards for Admission and Progression

**** Please Read Carefully ****

Below are listed the performance standards of the professional nursing program. Applicants to the Sam Houston State University (SHSU) School of Nursing (SON) should read these standards carefully, and be sure that you can comply with them. The SHSU SON expects all applicants for admission to possess and demonstrate the skills, attributes, and qualities set forth below, without unreasonable dependence on technology or intermediaries.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES (Not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment, sufficient powers of intellect to acquire, assimilate, apply, and evaluate information and solve problems.</td>
<td>Identify cause-effect relationships in clinical situations; develop and implement nursing care plans according to the nursing process; respond without delay to emergency situations.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient enough for interaction with individuals, families, and groups from a variety of social, emotional, cultural, economic, and intellectual backgrounds.</td>
<td>Establish rapport with patients/clients, colleagues, and other health care professionals. Respect cultural diversity and the rights of others.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form. Utilizes effective communication skills to interact with patient/client, peers, and other health care personnel of various ages, cultural, economic, and intellectual backgrounds in a variety of settings.</td>
<td>Read, write and speak English effectively so as to be understood. Explain treatment and procedures; provide health teaching to individual clients and groups of clients based on assessed needs, available resources, age, lifestyle and cultural considerations; documents and interprets nursing actions and patient/client responses. Communicate information accurately and effectively with other Schools, colleagues, clients, and client families. Evaluate written orders, care plans, and treatment requests.</td>
</tr>
<tr>
<td>ISSUE</td>
<td>STANDARD</td>
<td>EXAMPLES OF NECESSARY ACTIVITIES</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mobility</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care. Physical abilities sufficient to move from room to room, lift and position, maneuver in small places, and physical health and stamina needed to carry out nursing procedures. Ability to get self to clinical.</td>
<td>Calibrate and use equipment (i.e. syringes, vials, ampules, donning of gloves, etc.). Able to grasp small objects (i.e., manipulate a syringe, eye dropper, etc.). Perform electronic keyboarding/documentation. Move around in patients/clients’ rooms, workspaces, treatment areas, and administer cardiopulmonary procedures. Lift, move, position, and transport patients without causing harm, undue pain, and discomfort to the patient or ones’ self. Transport mobile equipment in a timely and cautious manner.</td>
</tr>
<tr>
<td>Sensory</td>
<td>Sufficient use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (both close and at a distance) in the classroom, laboratory, and clinical settings.</td>
<td>Hear monitor alarms, emergency signals, auscultation sounds and cries for help. Observe patient/client responses. Perform tactile/palpation functions of physical examination or those functions related to therapeutic intervention, e.g., insertion of catheters and IVs for therapy.</td>
</tr>
<tr>
<td>Behavioral</td>
<td>Sufficient motivation, responsibility, and flexibility to function in new, ever-changing, and stressful environments. Adapts appropriately to ever-changing needs of clients and client families.</td>
<td>Adapts to assignment change of patient, clinical, or laboratory area in a manner that allows the student to meet objectives while providing safe, adequate patient care. Accountable for clinical preparation and independent study. Performs nursing functions in a safe, responsible manner. Ability to recognize the need for further research and respond accordingly based on changes in patient/client status since assignment was made.</td>
</tr>
</tbody>
</table>


**SHSU Services for Students with Disabilities**

At Sam Houston State University, the mission of the Services for Students with Disabilities (SSD) is to promote full and equal access on the part of students with disabilities to educational and extracurricular programs and activities at SHSU.

**Procedures and Process for Accommodations**

*SSD affords students with disabilities the opportunity to reach their full potential by:*

- Providing academic adjustments and auxiliary aids and services
- Promoting independence and self-advocacy
- Making referrals to support services on campus and in the community
SSD seeks to foster a supportive and inclusive environment for students with disabilities by:

• Building and maintaining partnerships with faculty and staff
• Promoting disability awareness on campus
• Providing consultation services and outreach programming on student disability issues for the SHSU community

Disability Accommodations
Students requesting disability accommodations for coursework (including on-line) are advised to contact the SHSU Services for Students with Disabilities (SSD- see the contact information below). Information on the SSD documentation guidelines and procedures to request services is available at: [http://www.shsu.edu/dept/disability/](http://www.shsu.edu/dept/disability/)

SON Faculty may refer students to the SHSU Disability Services office.

Available Adaptive Technologies
Adaptive technologies are available for use on the part of students with disabilities at several locations on the SHSU campus and The Woodlands Center-SHSU. These technologies include assistive listening devices (i.e., FM amplifiers), CCTV video magnifiers, computers with large monitors, and adaptive software packages, such as the ZoomText screen magnifier/reader, the JAWS screen reader, and the Kurzweil 1000 and 3000 scan/read programs.

Testing Procedures for Accommodated Exams
A student’s testing accommodations will be indicated on his/her Classroom Accommodation Request Forms (CARF’s) issued by the Services for Students with Disabilities (SSD). SSD recommends that students schedule private consultations with their instructors at the start of the semester to present their CARF’s and discuss the arrangements for accommodated exams, as well as any other accommodations indicated on the forms. In general, making the necessary arrangements for testing accommodations is a responsibility shared by the student, the instructor, and SSD (see the topics listed below for additional information). Questions or concerns regarding testing accommodations should be addressed to the SSD staff at the Counseling Center (Lee Drain North Annex, telephone 936-294-3512). [Topics Addressed Include: Extended Time for Exams, Testing Site with Limited Distractions, Adaptive Technology for Test-taking Purposes](http://www.shsu.edu/dept/disability/)

Information on the following services for Students with Disabilities are available on the SHSU website at: [http://www.shsu.edu/dept/disability/](http://www.shsu.edu/dept/disability/). Information about each of the available services below can be accessed by clicking on the link.

- Procedures to Request Services
- General Documentation Guidelines
- Rights & Responsibilities
- Testing Procedures for Accommodated Exams
- SSD Testing Form (PDF)
- Requesting Alternative Format Textbooks
- Adaptive Technology Available
Progression Policies and Procedures

Although satisfactory academic performance is a prerequisite to advancement, it is not the sole criterion in considering the suitability of a student for promotion or graduation. The SON reserves the right to require a student to withdraw from the School if he or she is considered to be unsuitable to proceed with the study or practice of Nursing.

1. During enrollment in the Department of Nursing, A student must immediately report to the DON and to the Texas Board of nursing any change in status in regards to having a license to practice nursing or to practice as another healthcare provider denied, revoked, suspended, or otherwise restricted. The same applies to a student who has been arrested or convicted of a crime or offense or enters a plea of guilty or nolo contendere to a criminal charge regardless of final disposition of the criminal proceeding, including, but not limited to, expungement or non-adjudication. Failure to report any and all subsequent disciplinary actions, arrests, or impairments will result in denial of licensure as a registered nurse as this constitutes falsification of records.

2. After a student has been accepted for admission to the School of Nursing, the student must maintain a cumulative major GPA of 2.5 or better and achieve a “C” or better in each required nursing course to meet graduation requirements.

3. Students must receive a passing grade in each nursing course to progress to the next nursing course. A passing grade in the School of Nursing (SON) is a C or better. A C is defined as a score of 75 or more. An exception can be made at the discretion of the SON Director.

4. Students will be permitted to enroll in any nursing course only twice throughout the entire curriculum, whether the student withdraws from or fails the course.

5. After failure of 2 courses, the student will be dismissed from the School of Nursing.

6. A student who withdraws or fails any nursing course may be required to withdraw from all other nursing courses due to concurrent registration requirements. Students who are considering withdrawal and students who fail should discuss the matter with the Director of the School of Nursing.

Student Dismissal Policy

*NOTE: Items marked with an asterisk have the potential for immediate dismissal.

A. Academic

1. Excessive tardiness or absences according to the tardy/absence policy.

2. Unsatisfactory performance in the academic area as defined in University and School of nursing catalogs, syllabi, and brochures.
   i. A second course grade of D, F, or U is received in any required course. *
   ii. Failure to achieve a cumulative grade point average greater than or equal to 2.5

3. Violation of SHSU honor code or SON Professional Conduct and Student Expectations Policy.

4. Any dishonest act whose result or intent is a subversion of fair and accurate didactic evaluation, e.g. "cheating" on exams.
i. Instances of academic dishonesty or cheating will result in at least a score of zero on the assignment or examination, and thus, potentially a failing grade in a course. For any such instances, instructors shall notify the Director of the School of Nursing who shall impose appropriate discipline, up to and including dismissal from the program.

5. Violation of program policies on professionalism, integrity, or ethical behavior *
6. False statements made, or false documents submitted, in the admissions process *
7. Plagiarism of papers, quizzes, etc.*

B. Clinical
1. Excessive tardiness or absences according to the tardy/absence policy.
2. Falsification of documents including, but not limited to, the patient medical record, narcotic administration records, and clinical evaluation forms. *
3. Presence or absence from the clinical area without notification of clinical faculty. *
4. Violation of policies, HIPAA/confidentiality, rules and regulations of the clinical agency to which the student is assigned for clinical practice. *
5. Failure to respect clients’ rights and dignity as evidenced by actual or potential harm to patients or the public.*
6. Unethical or unprofessional conduct associated with clinical assignments including, but not limited to:
   i. dishonesty
   ii. inappropriate behavior or language in the clinical setting
   iii. accessing health information for a patient, self, or any other person for any reason other than preparing for and providing care during clinical assignment*
   iv. reporting for duty while under the influence of any substance which impairs the student's ability to perform his/her clinical tasks*

   1. The policies on substance abuse written by the clinical affiliate sites and SHSU apply to nursing students in the educational program. Further, the program will test students for cause, and will demand accountability in administering controlled substances equivalent to that demanded of the clinical affiliates.

   2. Failure of the initial drug test and health screening, or refusal to cooperate with any aspect of the program substance abuse policy, or any hospital policy on substance abuse or controlled substance accountability, will result in disciplinary action up to and including immediate dismissal, refusal of enrollment, and incident reporting to the Texas Board of Nursing.

7. Removing drugs, supplies, equipment, or personal health information as defined by HIPPA medical records from the clinical setting*
8. Assuming client care tasks for which the student lacks the education or competence to perform.
9. Soliciting, borrowing, or removing property or money from a client or a client’s family.
10. Failure to immediately report a patient care error/incident(s) to a university nursing instructor/professor and the responsible nursing personnel.
C. Non-academic
1. Insubordination or threats directed at the School Director, faculty, staff, clinical instructors, or staff at a clinical site. *
2. Criminal behavior, whether violent or non-violent, directed against persons, property, or public order and decency.*
3. Lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic or occupational behaviors which indicate that a student is unlikely to consistently conform his/her conduct to the requirements of the Nursing Practice Act, Board of Nursing rules and regulations, and generally accepted standards of nursing practice. A student who displays lack of good professional character will be counseled by a nursing faculty member. The session will be documented and the student must sign the “Unprofessional Conduct” form. This form will be placed in the student’s record. If a student incurs three such incidents while enrolled in SHSU’s Nursing program, then the student will be dismissed from the Nursing program.
4. Violation of the SON alcohol/drug testing policy. *

Notification of Dismissal

The course coordinator will notify the level coordinator of the occurrence(s) in question. The level coordinator will direct the Administrative Associates to examine confidential student database for any occurrences. The level coordinator will notify in writing the School of Nursing Director and the Admission, Progression, and Retention Committee (APRC) chair of the potential dismissal of a student from the program. The notification shall include documentation of reason(s) for dismissal. The APRC will make recommendations to the Director of the School of Nursing. The final decision for dismissal rests with the School Director. Once the student is dismissed, the student must turn in any hospital or University property, all hospital and SHSU ID badges to the School of Nursing Director. A summary of the student’s performance to date and a description of the circumstances of dismissal will be placed in the student’s file, noting the student is not in good standing with the SHSU School of Nursing.

Student Nursing Course or Program Withdrawal Policy

Student enrollment in nursing courses is closely monitored for reporting purposes to the Texas Board of Nursing, analysis of internal data for the university, financial aid and planning purposes. Thus, once students have started courses within the School of Nursing, faculty and the School Director must be notified when students wish to withdraw from a course and/or the Nursing Program. Students wishing to withdraw from a course or from the Nursing Program must meet with the Course Coordinator of each course from which they are withdrawing and obtain their signature on the Student Intent to Withdraw from Nursing Course(s)/Program form. The School Director must also sign the form. The completed form will be maintained in the student’s nursing program record for 2 years after leaving the SHSU Nursing Program.
Per SHSU policy, students may only request to drop a course if all of the following criteria are met:

1. The drop deadline, as stated in the Academic Calendar, has not passed, and
2. You have not taken the final exam for this course, and
3. The final exam for this course has not been given.

If it is determined that any of the preceding criteria are not met, the drop request will not be processed and the grade earned will be reflected on your record.

Students withdrawing from any course after the final drop date (set by the SHSU Registrar) must re-enroll the next semester the course is offered, if space is available, and must pass the course on the second attempt. Failure to successfully complete a re-enrolled course will result in dismissal from the SHSU Nursing Program.

Students withdrawing from the School of Nursing must return all nursing-related identification badges (SHSU Nursing badge and clinical agency badges) to the Director of the School of Nursing.

Once the above criteria have been met and the Student Intent to Withdraw from Nursing Course(s)/Program form (Form 12) has been completed, the student may complete the Drop Request Form available in the Registrar’s Office or on their website.

**Re-Entry Following Withdrawal**

A student who withdraws and intends to return to the SON must return no later than one year from the time of leaving the program. According to SHSU policy the student will be withdrawn from the university after one semester of non-enrollment. Thus, if the student has failed to enroll in other SHSU courses, he or she must re-apply to SHSU. The student must also re-apply to the School of Nursing and must be approved by the Admission, Progression, and Retention Committee (APRC). Admission is not guaranteed and is at the discretion of the APRC. It is, in part, dependent upon the space available. The APRC will determine which courses the student must repeat and may include courses in which the student received a passing grade. The rationale for this decision is that the student may need to review previous skills learned in order to be current. Students returning after one year will be required to apply to the School of Nursing with all other applicants.

**Re-Entry Following Dismissal**

A student may be dismissed from the SON for academic or non-academic reasons (see Dismissal Policy). The student who has been dismissed will be required to sit out a period of no less than 2 calendar years. Following this time period the student must re-apply to SHSU and to the SON. Admission to the SON will be competitive with all other applicants and the student must meet all other admission requirements. He or she will be required to enter the first semester of the program and to successfully repeat all nursing courses. Students re-admitted after dismissal for academic reasons must pass the course(s) failed the first time they are taken after re-admission.
Students not successfully passing previously-failed course(s) will be dismissed from the nursing program.

Policy on Student Grievances and Appeals

A. Purpose

a. The purpose of this policy statement is to provide for the resolution of student academic and non-academic grievances in a prompt and equitable manner within the SHSU School of Nursing. The policies and procedures within this document are in accordance with SHSU policy numbers 900823 and 810213. The student is referred to these two policies for further detail.

B. Definitions

a. Academic - Under the provisions of this policy, academic grievances include disputes over:
   i. Course grades
   ii. Class absences or tardiness
   iii. Suspension/dismissal for academic deficiency
   iv. A student or instructor’s alleged unprofessional conduct
   v. A student’s alleged academic dishonesty

b. Non-academic

   i. Unresolved conflicts may occur among students and faculty which do not fall within the purview of academic appeals processes. The resolution of such conflicts benefits the students and faculty by enhancing relationships and communication. Should a conflict arise that cannot be resolved by the parties involved, the following formal process will seek to achieve the following goals:
      1. Protect the rights of students, faculty and the institution
      2. Provide students and faculty with a formal mechanism for due process
      3. Provide objective, efficient and equitable resolution to problems

C. Policies

a. Academic appeal: Any student who has a dispute over a grade or other academic issue must attempt to resolve the issue first with the involved faculty member. Unresolved disputes must then be discussed with the course coordinator, and then the level coordinator. Should the student still have a dispute, the student may request an appeal through the Director of the School of Nursing. The student must show evidence that a grading error, or that capricious, arbitrary or prejudiced academic action has occurred, which resulted in the failing grade.

b. Non-academic appeal: In the event that conflicts involving students and faculty cannot be resolved informally, either party may request, in writing to the School of Nursing Director, further review and resolution.

D. Procedures

a. A student who is concerned about an academic or non-academic issue must follow these steps:
   i. Meet with the individual course faculty to clarify or discuss any problems.
      If the issue is not resolved with the faculty member to the satisfaction of
the student, the student may appeal to seek further clarification or resolution.

ii. Initiation of the Appeal: The student must complete the SHSU Nursing Problem Resolution Form and submit it and any supporting documents to the course faculty within 5 days of the occurrence of the incident or notification of the grade to the student. The faculty member must communicate his or her ruling of the grievance within 5 days to the student.

iii. If the problem is not satisfactorily resolved, the student may appeal to the Director of the School of Nursing. The student must present the SHSU Problem Resolution Form and any supporting documents that were seen by the faculty member to the Director of the School within 5 days of the decision by the faculty member. The student may also name one party that may be in attendance to testify on the student’s behalf (optional).

iv. The Director will then consult with the Chair of the Admission, Progression, and Retention Committee, who will then assemble a School Appeals Task Force.

v. School Appeals Task Force. There shall be an ad hoc task force formed called the School Appeals Task Force. The members of the task force (TF) shall be chosen by the Chair of the Admission, Progression and Retention standing committee in collaboration with the Director of the School. The TF shall consist of three faculty members and two student members. The Chair of the TF will be selected from the TF members by the appointees to the TF. A department/school Director or any party to the appeal being heard may not serve on the TF. At least two faculty members and at least one student member must be present for action to be taken.

vi. Within 10 days of the School Director receiving written notice of the student appeal, the task force will meet with the student and hear the appeal. One selected advocate for the student may attend to testify for the student. After hearing the case the TF has 5 days to communicate their decision to the student.

vii. If resolution is still not met to the student’s satisfaction, the student is referred to SHSU Academic Policy Statement 900823 parts 4C and 4D or Policy Statement 810213 part 2.

Graduation Policy

During the semester before the student is expected to graduate, it is essential for the student to meet with the Medical and Allied Health Department nursing advisor when 90 credit hours have been awarded, as per University policy. The senior student should ascertain with the advisor that the course requirements for graduation will be met by the end of the following semester.

During the semester of graduation students will receive instructions about sitting for the NCLEX-RN exam and application for registered nurse licensure and jurisprudence requirements, along with other requirements for practice by the Texas Board of Nursing.
Timeline for Application for Licensure

120 days before graduation: The Director of the School of Nursing submits a graduation roster to the Texas Board of Nursing (TBON). Once the roster is processed by the TBON, graduating students will be notified and should complete the Online Examination Application.

90 days before graduation: Students must have completed the Online Examination Application.

10 days after completion of Online Examination Application, students may take the Texas nursing jurisprudence examination.

30 days before graduation: Students must register with the appropriate third-party vendor for the NCLEX-RN Examination (noted on the Online Examination Application website).

Absence Policy

Presence at lectures, clinical rotations, and other events are an important part of the student learning experience in the Sam Houston State University (SHSU) School of Nursing (SON). Absences are obstructive to this process and are strongly discouraged.

There are two kinds of absences recognized by SHSU SON: an absence given with prior notice and a no-call/no-show absence. An absence given with prior notice is one in which the professor or clinical instructor was directly spoken with by phone call or in person before the scheduled class/clinical start time. A no-call/no-show absence is an absence in which the student does not attend the class or clinical rotation and has not directly spoken with the instructor/professor before the scheduled class/clinical start time.

An absence “occurrence” is defined as any absence, regardless of the reason, and will begin the first absent day and end the last absent day, so multiple days can comprise a single absence occurrence.

ATTENDANCE AT ALL SCHEDULED CLINICAL EXPERIENCES (INCLUDING SIMULATION, SKILLS LAB, OR OTHER EXPERIENCE) IS MANDATORY FOR ALL STUDENTS. Any student who is experiencing symptoms of an infectious process (ie: fever, vomiting, diarrhea, etc.) should contact faculty at least one hour prior to scheduled clinical start time to advise of symptoms. Depending on the assigned clinical experience, students may be required to notify appropriate clinical agency personnel. Clinical make-up assignments will be required.

Due to the importance of clinical experiences for the student’s learning, any absence from clinical may prohibit the student from meeting course outcomes which may result in clinical/course failure.

The following absence guidelines apply:

Two no-call/no-show absences may result in dismissal from SON.
Two or more didactic (course) absence occurrences in a single semester may result in failure of the course.
One absence from clinical may prohibit the student from meeting course outcomes which may result in clinical/course failure.
Six absence “occurrences” while the student is enrolled and engaged in coursework within the SON may result in dismissal from the SON.

Any occurrence lasting two days or more will require documentation (SHSU Student Health Center or healthcare provider’s note, etc.) to be submitted to the faculty member of each course/clinical rotation missed. The healthcare providers note is submitted in addition to a completed Form 8: Student Absence/Tardy Form.

With each absence occurrence, the student must complete and sign the Form 8: Student Absence/Tardy Form and submit to course faculty within 24 hours upon return to classroom or clinical for the SON. All Student Absence/Tardy forms are to be signed by course faculty and submitted to the Administrative Assistant for the Director of the SHSU SON. Student Absence/Tardy forms for students assigned to The Woodlands campus (TWC) are to be submitted to the Administrative Assistant to the Assistant Director of the SON at TWC.

**Tardiness Policy**

Tardiness is an unprofessional behavior and is disruptive to the class and clinical environment. Thus all students are expected to arrive on time to class and clinical and are expected to return from break on time. Students arriving after the scheduled start time are considered tardy. Tardiness may result in loss of course points and/or additional assignments per course faculty discretion. The student must complete Form 8: Student Absence/Tardy form for each tardy incident and submit it to course faculty with 24 hours of incident. The following outlines the consequences of student tardiness.

First tardy incident = counseling of student by the Course Coordinator;
Second tardy incident = counseling of student by the Level Coordinator;
Third tardy incident = counseling of student by the Director of the School of Nursing;
Fourth tardy incident = may result in course failure

**Non-Smoking Policy**

The SHSU Nursing School is committed to providing a healthy environment for nursing students and the clients they care for in the clinical setting. As ambassadors of the SHSU School of Nursing and guests of clinical agencies, faculty and students must follow each clinical agency’s policy related to smoking. A clinical setting is defined as any community site, space, or health care facility in which an SHSU nursing student is present to meet the requirements of a clinical rotation. It is important for SHSU nursing students to project examples of healthy lifestyles.
1. Smoking is defined as carrying or using any lighted tobacco product including cigars, cigarettes, and pipes.
2. Students may not smoke or use any smokeless tobacco during the hours of assigned clinical times, while representing the SHSU Nursing Program, and anytime student is wearing the SHSU Nursing uniform.
3. Students must only use designated smoking areas while on the SHSU campus.
4. Smoking is prohibited on the SHSU campus in all public buildings and in outside areas where “No Smoking” signs are posted.
5. Students are required to locate designated smoking areas and adhere to the clinical agency’s smoking policy.

The University may be subject to criminal or civil penalties for violations of applicable smoking laws. Thus the SHSU School of Nursing requires strict adherence to this policy. Students may not leave their clinical sites in order to smoke and may not smoke while in uniform. Failure to follow policy will result in disciplinary action.

**Health Status**

Students are expected to be in good health and free of communicable disease upon entry and throughout clinical nursing courses.

Students must immediately report any change in health status, including pregnancy, medications, or mental health using the Change in Health Status form, to the Director of the SHSU SON. The change in health may have to be reported to the State Board of Nursing. A physician’s release may be required to continue in a clinical course. Failure to do so may result in dismissal from the School of Nursing.

Students must immediately report any change in HIV/HBV status to the Director of the SHSU SON and to the State Board of Nursing. Failure to do so may result in dismissal from the Nursing program.

The SHSU SON reserves the right to investigate situations which may affect the student’s ability to function safely and effectively. If a problem exists, a physician’s release may be required for the student to attend clinical.

Students who have health conditions that may prevent their meeting the objectives of the program or a course in the program, or that may cause potential injury to other students or to the clients for whom they care, will be required to meet with the Director of the SON. The Director will disseminate the information to faculty as needed.

Students should understand that there are health risks involved in the pursuit of any of the health career programs at Sam Houston State University and that they may come in contact with clients who have contagious or communicable diseases.
Confidentiality

Students in the School of Nursing are required to maintain strict patient confidentiality at all times, including the nursing laboratories. It is a client right to expect communication with healthcare professionals to remain unshared except for medical reasons or in the event public safety is threatened. Any violation of confidentiality will result in disciplinary action up to and including dismissal from the SON as deemed necessary by the instructor, agency, or School of Nursing. If faculty becomes aware that a student violates patients’ confidentiality at any time, action will be taken through formal clinical evaluation tools and clinical conferences. Student breaches of confidentiality can jeopardize the School of Nursing’s clinical agency contracts. Students are reminded that clients can pursue legal action should any health professional, including nursing students, violate confidentiality in any setting. Students are expected to sign the confidentiality agreement (Form 4) located at the end of this handbook. It will become a part of the student’s file.

Health Certificate Policy

After acceptance into the SHSU School of Nursing (SON), students are expected to submit a Health Certificate form completed and signed by a healthcare provider (either the SHSU Student Health Center or primary healthcare provider) prior to the SON Student Orientation. Students not completing and submitting the Health Certificate form may not be allowed to attend orientation and may forfeit their “spot”. Late-admitted students will have one month from notification of admission in which to get the form completed and submitted to the SHSU SON Secretary. Students not submitting the form as required will not be allowed to attend lab or clinical until documentation is received which may result in absence in which the Absence Policy will be enforced.

Immunization/Health Screenings Policy

Texas law requires students involved in healthcare programs to show proof of certain immunizations or immunity (see table below). After acceptance into the SHSU SON, each student is required to submit proof of immunizations and required screenings prior to the SHSU SON Student orientation. Students unable to submit documentation of immunizations will be required to obtain vaccine titer and submit proof of immunity prior to the SHSU SON Student orientation. Late-admitted students will have one month from date of notification of admission to the nursing program to submit proof of immunizations/screenings.

The SHSU SON is required to submit proof of immunizations and tuberculosis (TB) screening to authorized parties of clinical facilities. The Acknowledgement of SON policies form, located in the SHSU SON Handbook, contains a statement that student signature authorizes the SON to release immunization and TB screening information to clinical agencies. Participation in clinical experiences is contingent upon compliance with this policy. Students not in compliance with this policy will not be allowed to attend clinical until they are in compliance which will result in clinical absence according to the Absence Policy contained in this handbook.
Students are expected to assume all costs associated with maintaining compliance with the health and immunization policies. SON students are eligible for free or reduced cost services, including most immunizations and TB screening at the SHSU Student Health Center (SHC). The SON faculty and staff cannot assist students with SHC appointment scheduling or provide health services for students.

**Required Health Screening**

All students must submit evidence of Tuberculosis (TB) skin test (PPD) completed within 12 months prior to the scheduled SHSU SON Student Orientation at least one week before SHSU SON Student Orientation. Late-admitted students have one month from date of notification of admission to the nursing program to submit proof of TB screening.

While enrolled in the nursing program, students are required to complete and provide documentation of TB skin testing on an annual basis. Students are responsible for meeting this requirement and may not receive notification from the SON. Any student not in compliance with this will not be allowed to participate in clinical which will result in a clinical absence (refer to Absence Policy).

Students must revisit the healthcare provider’s office or clinic who administered the TB skin test 48-72 hours after placement of the PPD.

Students who have a history of a positive PPD test must provide a negative chest x-ray (CXR) completed within 12 months prior to the scheduled SON student orientation. *Some clinical sites require CXR annually after a positive PPD test.*
<table>
<thead>
<tr>
<th>Immunization</th>
<th>Dose Information/Frequency</th>
<th>Due to SHSU SON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza</td>
<td>Required Annually</td>
<td>Students are to get this immunization as soon as it is available in the Fall Semester or upon notification of admission to the SON. Students not submitting documentation will not be allowed in clinical until documentation is received.</td>
</tr>
<tr>
<td>Documentation of the following must be submitted to the SHSU SON office at least one week prior to the SHSU SON Student orientation.</td>
<td></td>
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</tr>
<tr>
<td>Hepatitis B</td>
<td>3-dose series:</td>
<td>须 be started immediately upon notification of admission to the SHSU SON.</td>
</tr>
<tr>
<td>#2: Due 1 month after #1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#3: Due 4 months after #1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR)</td>
<td>Students in healthcare must receive 2-dose series with #2 occurring 1 month after #1.</td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td>All adults without evidence of immunity to varicella should receive 2 doses of single-antigen varicella vaccine or a second dose if they have received only 1 dose (CDC, 2014).</td>
<td></td>
</tr>
<tr>
<td>Tetanus, Diphtheria, Pertussis (Tdap/Td)</td>
<td>Students in healthcare must receive have received the Tdap as an adult. The Td booster is required at least every 10 years.</td>
<td></td>
</tr>
<tr>
<td>Meningitis</td>
<td>Students &lt; 22 years are required to receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination 10 days before the first day of classes (SHSU Student Health Center, <a href="http://www.shsu.edu/dept/student-health-center/meningitis.html">http://www.shsu.edu/dept/student-health-center/meningitis.html</a>). Students &gt; 22 years of age are not required to obtain this vaccination.</td>
<td></td>
</tr>
</tbody>
</table>

Exemption from Immunizations

Students may request statutory exemption from the SHSU SON immunizations policy pursuant to Chapter 224 of the Texas Health and Safety Code. Statutory exemptions students may request include:

1. Medical exemption for medical conditions identified as contraindications or precautions as validated by a physician or nurse practitioner. Students must submit the Request for Medical Exemption from Immunizations form signed and dated by a physician or nurse practitioner for medical exemption to be considered.
2. Conscientious objection, or

Students requesting exemption from the Immunization Policy for Conscientious or Religious reasons must submit a notarized State of Texas Affidavit for Request of Exemption from Immunizations for Reasons of Conscience. It is the policy of SHSU that students requesting exemption from the Immunizations Policy will not be discriminated against or be subjected to retaliatory actions.

Students with approved exemptions will be required to wear appropriate personal protective equipment during clinical experiences as required by the clinical agency. This requirement is to maintain a safe environment for peers, faculty, agency staff, patients, and/or families and is not considered discriminatory or retaliatory.

Clinical agencies may deny requests for clinical placement for students who do not meet immunization requirements contained in the Memorandum of Understanding between the clinical agency and the SHSU SON. This may prohibit students from meeting expected clinical learning outcomes.

Needle Stick Policy

I. Policy: Any Sam Houston State University (SHSU) student or faculty receiving a needle stick must immediately comply with the procedures listed below to facilitate prompt treatment and proper documentation.

II. Procedure:
   A. If at a clinical setting, the needle stick injured person will follow the agency policy
      Immediately wash the area, scrubbing skin with soap and water. If there is no obvious laceration or major abrasion, the student may choose to wash with a germicidal soap.
      Immediately notify the Registered Nurse in charge or Manager and the SHSU SON faculty.
   B. If a SHSU SON Faculty receives a needle stick injury, the injured Faculty must inform the Director of the SON. It is recommended that they seek care from the nearest emergency room or health care facility.
C. If a SHSU Student receives a needle stick injury, the injured Student is to follow the clinical agency policy. The provider will determine any possible ill effects, and take necessary precautions immediately.

If the clinical agency does not have a needle stick policy or ability to complete required lab testing and care, the Student should use the following procedure:

If the Student is more than 30 minutes away from the SHSU Student Health Center or the SHC is closed, the Student is recommended to seek care from the nearest urgent, emergency, or other health care facility.

To avoid delays in treatment, CALL before going to the SHSU Student Health Center to be sure it is opened and that staff is present.

Follow-up may be required at the discretion of the healthcare provider based on the type and/or severity of injury.

SHSU Student Health Center (936) 294-1805, 8A-6P Mon-Thurs and 8A-5P Friday

D. If the injury occurs during open lab hours, without an instructor present, the student is to immediately notify SON Lab Staff. SON Lab Staff will follow up with further communications.

E. If the incident is a contaminated sharps injury, the facility where the injury occurred should complete the Contaminated Sharps Injury Reporting Form located on the Texas Department of Health (TDH) website using the one page form and submit it to the local health authority where the facility is located. Baseline testing of Human Immunodeficiency Virus (HIV), Rapid Plasma Reagin (RPR), Hepatitis C Virus (HCV), and hepatitis antibody or antigen will be performed on the patient. The needle stick injured person, Student Nurse or Faculty, will have same testing completed at initial incident, 3 months, 6 months and 1 year. If they are wanting to go on anti-virals, they will contact TDH or their Primary Care Provider (PCP). If a Student or Faculty gets a needle stick while doing clinicals at SHC, the clinic will perform a courtesy draw for initial results. All future testing and possible antivirals will be done with their primary care provider (PCP) or Texas Department of Health (TDH) (include citation). TDH (936) 294-2170

E. The injured person will fill out the following forms as appropriate to the type/severity of the needle-stick:

- SHSU SON Student/Faculty Needle-Stick Incident Report and deliver it to the Director of the SON on the same day on which the stick occurred.
- Contaminated Needle-Stick Source Report Form.
- Consent/Declination Form following consultation with the provider.

I. Cost: All costs will be assumed by the injured person and they should use their personal health insurance. Personal health insurance may not cover needle stick injury costs.

All SHSU Nursing Students are required to obtain personal health insurance, according to the SHSU SON Student Handbook.
APA Policy

The School of Nursing policy requires the use of APA (American Psychological Association) format for written assignments. Students must obtain the most current copy of the APA manual. The SHSU Writing Center is available to assist students with APA format.

Uniform & Supply Requirements

Students are expected to adhere to the current Student Uniform Policy whenever engaging in preclinical, clinical or other activities directly related to the School of Nursing. Appropriate attire varies between and within agencies. It is the student’s responsibility to clarify questions regarding dress for a specific unit/setting with the appropriate faculty member prior to arrival.

Students should always remember they represent SHSU and professional nursing when they are in uniform. Therefore, students’ appearance should be professional, with regard to attire and appearance, keeping in mind their appearance may be the basis on which opinions of the School of Nursing and SHSU are formed. Uniform policies conform to Occupational Safety Health Administration (OSHA) standards.

Required Supplies

1. Uniform – 2 uniforms are required to meet OSHA standards. The uniform will be purchased from a designated vendor at a designated time.
2. White non-porous (not cloth/fabric) shoes must have white shoe laces and be devoid of any color markings, with the exception of small, lettered brand name. High-topped athletic shoes are not permitted. Clogs, crocs, or other open-backed shoes, are not permitted. Shoes should be worn only in the clinical area and should be maintained in a clean, professional-looking condition.
3. White socks are to be worn. Women who wear a scrub dress or skirt must wear plain white hosiery.
4. Watch, with a sweep second hand
5. Penlight
6. Bandage scissors and hemostats
7. Stethoscope (single tube) with bell and diaphragm capabilities
8. SHSU Student Nursing badge. Note: Some clinical sites require the purchase of a name badge in addition to the SHSU Student Nursing badge.
9. RNotes
Clinical Uniform

The clinical uniform will be ordered by students from a vendor designated by the School of Nursing. The fit of the uniform should be such to provide freedom of movement during nursing care, while preserving modesty. The color of the uniform will be royal blue. The SHSU SON logo will be embroidered on the left sleeve centered with the shoulder seam and down 2 inches from the shoulder seam.

A plain white long-sleeved shirt may be worn beneath the clinical scrub top. It should be devoid of logos and cannot be made of waffle-type material (long johns). Long sleeves may not be allowed in some clinical settings. In these settings, a scrub jacket is the only long-sleeve option. A scrub jacket must be white with the SHSU SON logo embroidered on the right breast pocket. If long sleeves are not permitted, the clinical faculty will notify students prior to clinical.

Community Uniform

The community uniform consists of a polo shirt that will be ordered by the student from a vendor designated by the School of Nursing. The SHSU SON logo will be embroidered on the left breast pocket. The shirt must be buttoned-up with a minimum of 2 buttons and tucked into the pants. Students must wear plain or pleat-front beige Khaki slacks or a skirt to faculty-identified community clinical experiences. Pants should be loose-fitting and touch the top of your shoe. Capri, low-rise, 5-pocket, and cargo pants are not allowed. A plain brown belt must be worn. Large belt buckles or gems on belts are not allowed. Students order the community uniform pants from a SON-designated vendor.

Students must wear non-porous (no cloth/fabric) closed-toed, closed-heeled tan, brown, or white shoes with white or tan dress socks. White clinical tennis shoes are also acceptable. Clogs, sandals, flip-flops, and other open-back or open-toe shoes are not to be worn. If a khaki skirt is worn, you must wear nude or tan pantyhose. The University ID badge is to be worn on the community uniform. A white or navy sweater or the SHSU Nursing fleece jacket may be worn for extra warmth, if desired. No sweatshirts, hoodies, or other jackets will be allowed. All other uniform requirements must be followed.

Lab Uniform

The lab and simulation experience is a clinical environment. Attire for lab and simulation is the same as for clinical sites unless otherwise stated by faculty. Name badge, stethoscope and penlight are also required.

Other Uniform Requirements

1. Students are expected to wear their hair in a neat, well-groomed style. Long hair must be worn up, off of the collar and out of the face. Hair should not hang in the eyes or contaminate any area or interfere with the performance of safe nursing care. Plain hair pins or cloth headbands may be worn. Headbands (if worn) must be 1 inch cloth style in white, blue, or same as hair color. Students are not allowed to wear plastic headbands as these can be broken and used as a weapon. Bows and similar hair accessories are not
allowed. Men with mustaches or beards are expected to have facial hair neatly trimmed at all times, so that a HEPA mask can be worn in the clinical area.

2. Students are expected to demonstrate a conservative appearance in the clinical area. Do not wear perfume, cologne, or other strong scents, including strong deodorants. Make-up and hair color should be conservative. Artificial eyelashes may not be worn to the clinical agency. Personal hygiene should be of the highest quality so that one does not smell of smoke, body odor, bad breath, etc.

3. Jewelry should be limited to a single pair of small, simple post earrings and wedding bands. Large dangling earrings, multiple pairs of earrings, or jewelry adorning body piercings other than the ears are not permitted. The earrings are to be worn only in the lower part of the ear lobe. Engagement or other elaborate rings may not be permitted in some clinical areas. Bracelets and necklaces are not allowed in the clinical area. Males may not wear earrings.

4. Fingernail polish may not be worn in the clinical area. Fingernail length should be appropriate for the performance of safe, hygienic care. Due to the possibility of infection, acrylic, silk, gel or other types of supplemental nails are not permitted in direct patient care areas.

5. The SHSU Student Nursing badge is to be worn on the uniform. Badges are obtained in the Bearkat Card office in the Estill building. Badges must not have any embellishments or adornments. Badge holders must be clipped onto the collar with picture visible. No lanyards can be used.

6. Students are not to wear any student nurse identifying insignia (SHSU School of Nursing patch or name tag) outside of SHSU designated learning experiences.

7. Clinical faculty retain the authority to dismiss from clinical experience any student who does not conform appropriately to the uniform code. Dismissal will constitute an unsatisfactory day/unexcused absence.

8. Preclinical attire: Varies with clinical agencies. Students should follow clinical faculty directions and should dress professionally. No jeans, tee shirts, shorts, Capri-pants, low-rise pants, sandals, or flip-flops are permitted. Skirts or dresses should be a modest length and should not cling. Female students should not have plunging necklines at any time.

9. Some clinical experiences may require modifications in the uniform policy. The faculty in each nursing course will advise students of these modifications prior to that experience.

10. Appropriate undergarments are to be worn under all uniforms. Faculty may have a student leave the clinical experience if inappropriate undergarments are visible through the uniform.

11. Tattoos must be completely covered.

12. Clinical agencies may require the student to purchase an agency-required name tag at minimal cost to the student prior to attending clinical at the facility.
School of Nursing Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Passing/Not Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>89.5-100</td>
<td>Passing</td>
</tr>
<tr>
<td>B</td>
<td>79.5-89.4</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>74.5-79.4</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>69.5-74.4</td>
<td>Not Passing</td>
</tr>
<tr>
<td>F</td>
<td>69.4 and below</td>
<td></td>
</tr>
</tbody>
</table>

The following criteria are used when faculty calculates each student’s course grade:

Must obtain minimum of 75% exam grade on all tests/quizzes in order to pass the course. If this is not achieved, additional course/clinical assignments will not be calculated in the final grade. The letter grade corresponding with the achieved exam grade will be submitted to the Registrar’s office.

If the student achieves the minimum 75% exam grade, the final course grade must be a minimum of a ‘C’ in order to pass the course.

Each ATI test will count as 5% (or 10% in the case of the Exit test) of the entire final grade. The conversion score achieved on the first attempt will be used to calculate the students’ grade.

Students not passing a course will not be allowed to progress to the next semester courses until the failed course is retaken and successfully passed. Students not passing courses taught in the summer (NURS 3351: Concepts I and NURS 3360: Introduction to Research) may be allowed to continue progression in the program, but would have to repeat and successfully pass the failed summer course the next summer.

In courses that include a lab or clinical component, one grade is reported to the Registrar’s office. The evaluation methods for these courses include 50% each for didactic (theory) and clinical assignments. Students who are deemed unsafe or do not achieve minimum 75% score for clinical assignments will fail the course and must repeat it the following semester.

Dosages Calculations Competency Policy

1. All students are expected to pass a dosage calculation exam each semester. Successful completion of the dosage calculation exam is required to continue in courses for the semester. The dosage calculation exam is viewed as an expected competency for the semester.

2. The semester-level dosage calculation exam(s) will be administered within the first 2 days of class. Thus, students who do not pass the first exam will have two days to remediate and will take the second exam prior to class day 5. The rational for these test dates is to allow the student who fails the second exam to resign from all classes and receive an 80% refund on tuition. The nursing fee is not refundable. Students, who decide to initiate the appeal process, should know that all refunds will be governed by the guidelines that are posted by the Office of the Registrar.
3. The passing score for the dosage calculation for all Junior-level Students is 90% and for all Senior-level students is 95%.
   a. Each dosage calculation exam will contain 20 questions.
   b. Students will have 1 hour to complete the exam.
   c. No questions will be dropped from the exam.
   d. Students who require accommodations must submit the Accommodations Form to the exam administrator 48 hours prior to the test. Refer to the Accommodations Policy through the disability office.

4. Only a basic calculator will be permitted for use during the exam. Calculators may not be shared with other students. Use of cell phone or other devices are not permitted.

5. Faculty will strictly adhere to the rules and guidelines for rounding calculations.
   a. For doses less than 1.0, round to the nearest hundredth (2 decimal places).
   b. For doses greater than 1.0, round to the nearest tenth (1 decimal place).

6. No partial credit will be given on dosage calculation exam.

7. Faculty cannot answer questions during the dosage calculation exam.

8. Remediation instructions will be provided for each level.

9. If student is not successful with dosage exam 1, the student will sign a dosage remediation plan.

10. If a student is repeating a course, the student must take the appropriate level dosage exam.

11. Failure to successfully pass the second exam will result in mandatory withdrawal from all semester courses. The student may re-enroll in courses the following semester. Refer to the Withdrawal Policy in the SHSU student handbook.

12. Appeal process: Students who choose to appeal regarding their dosage calculation exam, the following apply:
   a. While student is involved in the appeal process, the student will NOT be allowed to administer any medications at any clinical sites. It is both the student’s responsibility and the course coordinator to alert the clinical agencies and/or preceptors that the student may participate but may not administer any type of medication until the appeal process has reached a conclusion.
   b. The student must continue to attend and participate in class, clinical and lab until the appeals process has reached a conclusion.
   c. The appeal process will extend beyond the 100% refund date thus students choosing to appeal their dosage calculation exam will not receive a 100% refund in the event the student appeal is not granted.
13. Emergencies: Any emergency which prevents the student from taking the exam at the scheduled time may petition the exam administrator. Initiating this petition begins by discussing the situation with the exam administrator. Students experiencing an emergency must notify the exam administrator prior to the scheduled exam.

Supporting Sources:


Policy approved by Faculty/Student Affairs Committee 12/5/14, 2/13/15
Policy presented to Faculty Organization 12/12/14, 2/20/15  Approved: 12/12/14, 2/20/15

ATI Resources

What is ATI?
Assessment Technologies Institute® (ATI) offers resources designed to enhance student academic and NCLEX success.
The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, online practice testing and proctored testing over the major content areas in nursing are also available. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
Data from student testing and remediation can be used for program’s quality improvement and outcome evaluation.
ATI information and orientation resources can be accessed from your student home page. It is highly recommended that you spend time navigating these valuable orientation materials found on your ATI student home page.

Modular Study:
ATI provides review modules in all major content areas. Students are encouraged to use these modules to supplement course work. These may be assigned during the course and/or as part of active learning/remediation following assessments.

Tutorials:
ATI offers many unique online tutorials. The tutorial Nurse Logic for instance teaches nursing students how to think like a nurse, how to take a nursing assessment and how to make sound clinical decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features embedded in the Learning System tutorial such as hint buttons, a talking glossary, and a critical thinking guide
help students gain an understanding of the content. Other tutorials may be available and will be assigned as appropriate.

**Assessments:**
Assessments will help the student to identify what they know as well as areas requiring active learning/review. There are practice assessments available to the student and proctored assessments that may be scheduled during courses.

**Active Learning/Remediation:**
Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student’s test report called their **individual performance profile** will contain a listing of the **topics to review**. From their test results the student can remediate these **topics to review** by using a **focused review** which contains links to ATI review modules, media clips and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written remediation templates as required.

**Standardized Testing Policy**

1. Students enrolled in the School of Nursing will be required to participate in a series of national testing. Each test will provide the student with national percentile ranked scores.
2. The instructor of the related courses will inform students of test dates, time and location.
3. The instructor will give the student both written (syllabus) and verbal instructions regarding the understanding of the standard of passing, related consequences and the procedure for remediating content that was not successfully assimilated in the initial assessment.

The table below identifies the nursing course, proctored ATI exam, proficiency level required:

<table>
<thead>
<tr>
<th>Student Level</th>
<th>Nursing Course</th>
<th>Proctored Exam</th>
<th>Proficiency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior 1</td>
<td>Fundamentals</td>
<td>Fundamental</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>NURS 3430</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health Assessment</td>
<td>Critical Thinking: Entrance</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>NURS 3410</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pathophysiology &amp; Pharmacology</td>
<td>*Targeted Pharmacology</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>NURS 3420</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>Concepts in Nursing Practice</td>
<td>NT Becoming a Professional Nurse</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>NURS 3351</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to Research</td>
<td>NT Nursing Informatics and Technology</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>NURS 3360</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Junior 2 | Adult Health I  
NURS 3620 | RN CMS Nutrition | Level 2 |
|---|---|---|---|
| | Psychiatric/Mental Health Nursing  
NURS 3640 | Mental Health | Level 2 |
| | Managing Health Issues for Older  
Adults  
NURS 3440 | *Targeted RN Gerontology | Level 2 |
| Senior 1 | Women's Health & Maternal  
Newborn Nursing  
NURS 4440 | Maternity/Newborn Form B | Level 2 |
| | Nursing Care of Infants, Children, &  
Adolescents  
NURS 4420 | Care of Children Form B | Level 2 |
| | Foundations of Nursing in the  
Community  
NURS 4630 | Community Form B | Level 2 |
| Senior 2 | Adult Health II  
NURS 4620 | Med-Surg Form B | Level 2 |
| | Nursing Leadership & Transition to  
Practice NURS 4660 | Leadership Form B Critical Thinking Exit | Level 2 |
| | Concepts in Nursing Practice II  
NURS 4250 | RN Comprehensive Predictor | Meet the national mean for all programs |

Remediation Templates Utilizing Active Learning Templates

| ATI Assigned Practice Assessment | Remediation 3 Points | ATI Proctored Test | Remediation 3 Points | ATI Proctored Retake | Total Possible  
(course total  
100 points/ATI value=100%) |
|---|---|---|---|---|---|
| Scored 90-100% | 1 hr. Focused Review  
Active Learning Templates completed for each topic to review  
Proficiency Level 3  
4 points | 1 hr. Focused Review  
Active Learning Templates completed for each topic review  
Proficiency Level 3  
4 points | No retake/optional | 10/10 points |
| Scored 80-89% | 2 hr. Focused Review  
Active Learning Templates for each topic  
Proficiency Level 2  
3 points | 2 hr. Focused Review  
Active Learning Templates for each topic  
Proficiency Level 2  
3 points | No/retake optional | 9/10 points |
<table>
<thead>
<tr>
<th>Scored 70-79%</th>
<th>3 hr. Focused Review Active Learning Templates for each topic review</th>
<th>Proficiency Level 1 1 point</th>
<th>3 hr. Focused Review Active Learning Templates for each topic review</th>
<th>Retake required 1 point</th>
<th>8/10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score below 69%</td>
<td>4 hr. Focused Review Active Learning Templates for each topic review</td>
<td>Below Proficiency Level 1 0 point</td>
<td>4 hr. Focused Review Active Learning Templates for each topic review</td>
<td>Retake required 1 point</td>
<td>7/10 points</td>
</tr>
</tbody>
</table>

Remediation Template *RN Comprehensive Predictor* Exam

<table>
<thead>
<tr>
<th>ATI Assigned Practice Assessment</th>
<th>Remediation 3 Points</th>
<th>ATI Proctored Test 3 Points</th>
<th>Remediation 3 Points</th>
<th>ATI Proctored Retake</th>
<th>Total Possible (course total 100 points/ATI value=100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scored 90-100%</td>
<td>1 hr. Focused Review Active Learning Templates completed for each topic review</td>
<td>95% probability of passing or above 4 points</td>
<td>1 hr. Focused Review Active Learning Templates completed for each topic review</td>
<td>No retake/optional</td>
<td>10/10 points</td>
</tr>
<tr>
<td>Scored 80-89%</td>
<td>2 hr. Focused Review Active Learning Templates for each topic review</td>
<td>90-94% probability of passing 2 points</td>
<td>2 hr. Focused Review Active Learning Templates for each topic review</td>
<td>No/retake optional</td>
<td>9/10 points</td>
</tr>
<tr>
<td>Scored 70-79%</td>
<td>3 hr. Focused Review Active Learning Templates for each topic review</td>
<td>85-89% probability of passing 1 point</td>
<td>3 hr. Focused Review Active Learning Templates for each topic review</td>
<td>Retake required 1 point</td>
<td>8/10 points</td>
</tr>
<tr>
<td>Score below 69%</td>
<td>4 hr. Focused Review Active Learning Templates for each topic review</td>
<td>Below 84% 0 points</td>
<td>4 hr. Focused Review Active Learning Templates for each topic review</td>
<td>Retake required 1 point</td>
<td>7/10 points</td>
</tr>
</tbody>
</table>
**The faculty will specify which practice assessment (A or B) will be assigned as there are two practice assessments available. The practice assessment not assigned can be used by students to prepare for the assigned practice assessment. The student must remediate on the FIRST attempt of the assigned practice assessment. Rationales can be turned off and turned on after the completion due date at the discretion of the faculty. Active Learning Templates will be handwritten. Time in-between practice assessments will be set by the course coordinator.**

**Test Taking and Review Process**

**Test Taking Etiquette**
1. Arrive at least 15 minutes early to prepare for the exam so that it may begin on time.
2. All belongings (including cell phones) must be stored at the back of the classroom or completely closed/off and placed at the back of the room.
3. After the exam begins there will be absolutely no talking.
4. Be mindful of disruptive behavior: sniffing, coughing, pencil tapping, chewing gum, etc.
5. You may look up or down but not side-to-side.
6. You are responsible for shielding your Scantron or answer sheet.
7. You are not allowed to wear a hat or sunglasses during testing situations.
8. Scratch paper will be provided.
9. To minimize disruptions, questions during the exam are discouraged.
10. When you are finished with your exam, please submit your work and leave the room quietly.
    Do not stop to ask questions of the faculty.
11. Leave the area – do not congregate outside the classroom door – and remain quiet.

**Quizzes and miscellaneous assignments**

1. Unannounced quizzes may be given in class.
2. In-class quizzes cannot be made up.
3. Take-home quizzes must reflect the student's own work unless otherwise instructed.
4. Grade percentage for quizzes is listed in the individual syllabi for each nursing course.
5. Papers submitted without a name will not be accepted and will result in a grade of zero.
6. Deadlines for turning in quizzes are determined by individual instructors.
7. Quizzes may, at the discretion of the faculty, be included as part of the test average.

**Test Review Process**

1. A student may review their test following completion of the exam or within two weeks of the date of the exam at discretion of course faculty.
2. A student may make an appointment to review the test (including answer rationales) with his/her faculty member(s) who taught the test content lectures. The review must take place in the nursing school offices, within one week of the student receiving notification of his/her exam score. Students’ exams may not be reviewed again at the end of the semester.
3. No review will occur until all students have completed the exam.
4. Students who wish to challenge an exam question must complete the Challenging an Exam Question Form (in Appendix C of this handbook) and submit it to the Course Coordinator. In
order to challenge an exam questions, students must provide rationale including reference to course textbook(s) with statement from textbook(s) and page number.

Absence from Scheduled Examinations Policy

Students are expected to take all tests/exams at the scheduled time. It is recognized that sometimes unavoidable circumstances make it impossible for students to be present for a test or exam. **Students are solely responsible for notifying faculty of an unavoidable absence.** Such notification must occur **prior** to the examination period. To clarify student and faculty responsibilities, the following policies have been developed:

1. Students may be excused from a test/exam in circumstances when the absence is absolutely unavoidable due to student illness or when exam attendance would be detrimental to the health of the student or others.
2. Students must provide documentation from a health care provider for all excused absences from tests/exams due to medical reasons. Such documentation must be given to faculty **when the student returns to class.**
3. Other extreme circumstances (e.g. the death in the immediate family, personal illness, etc.) that, in the opinion of the testing instructor, would significantly impair students’ ability to perform in their usual manner on a test/exam may result in students being excused. In this case, **students must speak directly with the testing instructor and must be excused PRIOR to the scheduled test or exam time.**
4. Students who are absent from any scheduled test/exam for reasons outlined in the policy above will be permitted to take a make-up test **if they followed correct procedure** in notifying the testing instructor **prior** to the scheduled test/exam time. It is the responsibility of students to contact the testing faculty to schedule a make-up test **at the earliest possible date, not to exceed one week.**
5. A No Call/No Show (students who do not contact faculty prior to exam/test and do not show) will result in a zero test grade. All exceptions must be reviewed by faculty and penalty will be at faculty discretion.
6. Students who **arrive late for a test or exam** are subject to the following:
   a. If no test has been submitted, students may take the remaining time to complete the test.
   b. If another student has already completed the exam, a make-up test will be scheduled with a 10% grade penalty applied to it.
7. **Student Absences on Religious Holy Days:** Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student who is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. The student is responsible for notifying faculty prior to the observance of a holy day.
Alcohol/Drug Screening Policy

Purpose:

Promote And Protect Patient/Clinical Safety
Comply With Clinical Affiliates Alcohol/Drug Screen Requirements
Detect Alcohol and/or Illegal Drug Use

Definitions:

Positive Alcohol/Drug Test: A positive drug test indicates the presence of alcohol and/or drug(s) use by the student.

Illegal Drugs: Illegal drugs include those drugs made illegal to possess, consume, or sell by Texas and Federal statutes. An illegal drug also includes those drugs taken by an individual which exceed the prescribed limits of a lawful prescription or the taking of a prescription drug without a valid prescription.

Policy:

Faculty/staff can request a drug screen at any time during a student’s participation in classroom, clinical, or lab setting. While in a clinical setting the student is subject to the drug screening policy of that clinical institution. Failure to comply with a clinical facility’s request for drug screening will result in immediate dismissal from the Nursing Program.

Drug testing will be arranged by the faculty or School Director to which the student must comply. Failure to comply will result in dismissal from the program. A student may not return to the classroom, lab, or clinical until a negative drug screen result is provided to the School by the testing agency. The student is responsible for any costs incurred related to alcohol and drug testing. The student is required to complete a release directing the company/agency conducting the drug screen test to send the results directly to the School Director of Nursing.

The student will not be allowed to drive if the faculty or staff suspect alcohol or drug use. Student will be required to obtain transportation from the classroom, clinical, or lab setting to the drug testing site and home.

When the college determines that a student has a positive drug test, the student is not allowed to attend any clinical agency/rotation for a minimum of twelve months and the positive test may affect his/her readmission to the program. The student with the positive drug test is required to withdraw from all courses and all concurrent health, nursing or allied health programs. Prior to returning to the program, the student must comply with the recommendation/requirements of the Texas Board of Nursing. Only then can the student reapply. The student must then reapply and be accepted to the program, have a negative drug test, and provide satisfactory documentation to the university of successful drug counseling and treatment, all at the expense of the student. When a student with a previously positive drug test is accepted back into the program he/she will be subjected to unannounced random drug screening at their expense.
Fitness for Duty

It is the policy of Sam Houston State University (SHSU) School of Nursing (SON) to require all students to report for classes and clinical instruction able to perform their expected roles and free from influence of drugs or alcohol throughout all hours of classes, skills lab, simulation, and while on the campuses of assigned clinical agencies. In addition, the SON recognizes that a student can be unfit for reasons of emotional or mental impairment due to sleep deprivation, chemical use, abuse/dependency, or because of a medical condition due to illness or injury. The SON recognizes that such forms of illness have effective treatment and rehabilitation. Assistance is available thru the Sam Houston State University Counseling Center: http://www.shsu.edu/dept/counseling/

For purposes of this policy, emotional or mental impairment is defined as conduct or behavior in which consumption of alcohol or use of a chemical substances impairs the student nurse’s judgment or causes a deterioration of a student nurse’s performance or behavior. This may also include lack of sleep.

Chemical dependency is defined as the continued consumption of alcohol or use of a chemical substance that may impair judgment and lead to a deterioration of a student nurses’ attendance, performance or behavior, physical health, and/or social and family wellbeing. Include definitions for “impairment”.

The following circumstances give rise to a reasonable suspicion that a student’s performance may be influenced by inappropriate use of alcohol or drugs:

A. Student discloses current chemical dependency or substance abuse.

B. Student exhibits behavior that is unusual, uncharacteristic, or inappropriate.

C. Student displays symptoms of intoxications or drug use (odor of alcohol, slurred speech, dilated pupils, and/or lack of normal coordination).

D. Student appears to be unable to perform assigned duties or safely and effectively provide patient care.

E. Student is in possession of drugs, drug paraphernalia or alcohol.

A student suspected of being under the influence will be required to submit to alcohol and/or drug testing per Alcohol/ Drug Screening policy located in the SHSU SON Student Handbook. Faculty has the authority to remove a student from a clinical/classroom setting for suspicion of lack of fitness for duty. The removed student will not be allowed to operate a motor vehicle and must have alternate transportation when leaving the clinical/classroom setting.
Bill of Rights and Responsibilities for Students of Nursing


1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide and safeguard the students’ freedom to learn.

4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.

5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.

8. The student should have the right to have a responsible voice in the determination of his/her curriculum.

9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.

13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

16. Students have the right to belong or refuse to belong to any organization of their choice.

17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.

19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

**American Nurses’ Association (ANA) Code of Ethics**


1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

**Smartphone/ Mobile Device Policy**

The SHSU School of Nursing (SON) promotes the use of electronic books and mobile applications during the learning process. Students are expected to demonstrate professionalism in the use of these devices in the classroom and clinical setting.

*Use in Classroom Environment*

When students are participating in didactic (in-class) activities, mobile devices may ONLY be used for educational purposes (i.e.: e-book, healthcare websites, medical/nursing mobile applications). Use of mobile devices for non-educational activities are a distraction for the student and their peers, and is considered incivility. Students found using mobile devices for non-educational purposes (i.e.: Facebook, games, shopping, etc.) will receive a verbal warning for their first offense. Subsequent offenses will result in faculty completing the Unprofessional/Unsafe Conduct form found in Appendix C of the SHSU SON Student Handbook.

Faculty have the right to ask students to leave the classroom for any actions of incivility or students who are a distraction to the learning environment. Students asked to leave will be subject to loss of class participation or relevant assignment points. Students with multiple violations may be subject to course failure. Faculty may ask students violating this policy to complete additional activities (i.e.: written paper, presentation, etc.).

*Use in Clinical Environment*

When students are participating in clinical experiences, cellphones/mobile devices may ONLY be used for reasonable educational or patient care purposes. Cellphones/Mobile devices are ONLY to be used in appropriate, nonpublic areas (i.e.: conference room, bathroom, locked med room, etc.). Students are not to use cellphones or mobile devices in any patient care areas or other areas identified by the clinical agency or faculty.

When faculty ask students to use their cellphone during clinical hours (i.e.: to contact faculty for patient care assistance), students must go to appropriate areas as instructed by faculty and/or per clinical agency policy. Students are not to text, make phone calls, take pictures, or any other activity that could be perceived as non-patient care activities during clinical experiences. Non-patient care use (i.e.: calling or texting family, etc.) of mobile devices may only be performed during faculty-assigned break periods (i.e.: lunch).

Students suspected of or found using cellphones/mobile devices for non-patient care activities during their clinical experience will receive a failing grade for the day. In addition, faculty will complete the Unprofessional/Unsafe Conduct form found in the SHSU SON Student Handbook. Students with 2 or more violations may be subject to clinical failure. Faculty may ask students violating this policy to complete additional activities (i.e.: written paper, presentation, etc.).
Social Media Policy

Purpose:
The School of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The University presence or participation on social media sites is guided by university policy. This policy applies to School of Nursing students who engage in internet conversations for school related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

Definition:
Social media are defined as any instrument for communication that is intended to be distributed through social interaction, created using easily accessible publishing techniques. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, and Myspace, Instagram, Pinterest and etc. Consistent with the Confidentiality Statement that was signed at the beginning of the program, it is the responsibility of the student to refrain from any of the following:

- Using language that is libelous, defamatory, or disparaging
- Violating another’s copyright or other intellectual property rights
- Condoning or promoting illegal activity
- Making misleading, fraudulent, or deceptive statements
- Using harsh, obscene, hateful, or threatening language
- Offering unauthorized advice or tips including healthcare advice
- Using patients’ names (any identifier including initials, hospital name, etc.), medical diagnoses, and personal health information in any way which is a direct violation of the Health Insurance Portability and Accountability Act (HIPPA)
- Disclosing confidential information about SHSU and School of Nursing, its employees, or its students
- Stating personal opinions as being endorsed by the SHSU School of Nursing
- Using information and conducting activities that may violate SHSU SON academic policies, or may violate local, state, or federal laws, and regulations

If you identify yourself as a SHSU SON student online, it should be clear that any views you express are not necessarily those of the institution. In the event that opposing views arise on a social media feed, exercise professional judgment. SHSU SON does not tolerate content from students that is defamatory, harassing, libelous or inhospitable to a reasonable academic environment.
No pictures of or in clinical agencies will be tolerated. Students are to abide by the SON and clinical agency social media policies. Students may be subject to discipline as a result of violation.
SECTION III: STUDENT/FACULTY EXPECTATIONS

Professional Conduct and Student Expectations Policy

Professional Conduct of Nursing Students:
SHSU nursing students are expected to demonstrate a high standard of professional conduct in all aspects of their academic work and college life. Professional nursing behavior is guided and shaped by adherence to the American Nurses Association Scope and Standards of Practice and the Code for Ethics (http://www.nursingworld.org/) and other agencies’ code of ethics, such as the NSNA Code of Conduct for prelicensure students, the National League for Nursing Code of Conduct, and the Commission on Collegiate Nursing Education Standards for Accreditation of Baccalaureate and Graduate Nursing Education Programs. The professional behavior of nursing students is thus directed by these standards and guidelines, as well as by clinical agency policies, Federal regulations and laws such as HIPAA and University policy. Professional misconduct may result in a student’s dismissal from the nursing program.

Disrespectful or Inappropriate Behavior
As members of the nursing profession, it is imperative that nursing students recognize their responsibility to society and their patients and exhibit behavior representing high standards, polite etiquette, compassion and respect for human dignity. Disrespectful or inappropriate behaviors include, but are not limited to: non-preparedness for a class or clinical; failure to notify faculty members in advance if they are not able to attend class or clinical for any reason; refusing a class or clinical assignment; not following the prescribed school or clinical agency policy for dress, smoking, and hygiene standards; use of profanity; degrading comments or actions; disrespectful nonverbal communications; fraudulent behavior; deception; and/or neglect of patients. Students who engage in disrespectful or inappropriate behavior may be asked to leave the class or clinical setting and may be given an unsatisfactory performance or a failing grade for that particular class or clinical day. Students who repeat such behaviors may receive a failing grade for the course and/or be dismissed from the nursing program.

Dismissal for Non-Academic Reasons - Professional Misconduct
A student who engages in unsafe, unethical, or inappropriate conduct in a clinical or non-clinical setting may be dismissed from the nursing program. Students who engage in behavior that places patients, staff, other students, faculty or themselves at risk will be asked to leave the class or clinical area immediately. This policy includes but is not limited to verbally or physically threatening patients, staff, students, or faculty; violation of federal or state regulations; being under the influence of alcohol or other mind altering drugs; and/or performing actions outside of the nursing student scope of practice.

When a faculty member determines that a student may need to be removed from the nursing program because of unsafe, unethical, or grossly inappropriate conduct, the faculty member will inform the Director and Course Coordinator of the problems identified and the rationale for a recommendation to dismiss the student from the Program. The faculty, Course Coordinator, and Director will meet with the student. Students dismissed from the program have the right to appeal the dismissal as described in the SHSU Student Handbook.
In the event that the student is retained within the program following professional misconduct, the student will have a written misconduct statement placed in their student record. The student will be given guidelines to follow concerning remediation and will be dismissed if the guidelines for remediation are not followed or if additional instances of professional misconduct are committed.

This policy serves as written warning to students of the professional misconduct policy. The SHSU Nursing School reserves the right to impose discipline against a student without additional warnings if circumstances justify such action at the discretion of the SHSU School of Nursing. Nothing herein shall be interpreted to require the SHSU School of Nursing to provide additional warnings to a student prior to any disciplinary action being taken, and the SHSU School of Nursing reserves the right to dismiss a student at any time for violation of School, Agency, or University Policies, professional conduct codes, or federal regulations.

**Classroom Standards**

Each student is expected to meet the objectives of each course and is required to:

- Keep apprised of and adhere to the rules and regulations of SHSU [https://www.shsu.edu/students/guide/](https://www.shsu.edu/students/guide/) and the policies contained in this handbook.
- Demonstrate a systematic, safe, accurate, timely, and efficient approach to accomplish each objective and use all materials efficiently.
- Devote adequate time and preparation to class and clinical activities to meet the stated objectives. (For each credit hour, the student will dedicate 3 study hours per week.)
- Demonstrate academic integrity in each element of the student’s performance.
- Apply ethical behavior appropriate to the standards of a developing professional at all times and particularly in relation to maintaining patients’ confidentiality.
- Maintain personal health to accomplish the essential functions as defined in this handbook.
- Be aware of professional issues and have the ability to define a personal position in relation to various issues.
- Participate in evaluating clinical facilities and the School of Nursing.
- Maintain all practice standards if licensed, as written by the *Texas Nursing Practice Act.*

**Classroom Conduct and Civility**

School of Nursing faculty will conduct classes in an atmosphere of mutual respect. Faculty encourage active participation in class discussions. There may be strongly-differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including faculty, is similarly welcome. However, faculty will exercise their responsibility to manage the discussions so that ideas and arguments can proceed in an orderly fashion. Students should expect that, if your conduct during class discussions seriously disrupts the atmosphere of mutual respect, you will not be permitted to participate further.
**Disruptive Conduct**

The SHSU Student Affairs Handbook Code of Professional and Academic Conduct prohibits actions against members of the University community, including, but not limited to, behavior that disrupts the normal operation of the University, including its students, faculty and staff.

“Disruptive conduct,” as defined by the School of Nursing, means conduct that substantially or repeatedly interferes with the faculty’s ability to teach or student learning. Such conduct includes, but is not limited to:

- Excessive and disruptive tardiness
- Continuous disruptive behavior during class
- Utilization of electronic technology, such as laptop computers and telephones, for activities unrelated to class
- Distractive and inappropriate behavior in online discussion boards, emails, chat rooms, or other online educational technology
- Sleeping in class

**Consequences of Disruptive Conduct**

If the student continues disruptive conduct after faculty notify the student of the unacceptable conduct, faculty may request the student to leave class immediately. If the student leaves the class, the student shall not receive credit for in-class activities that day. If such action results in a grade that a student believes is incorrect, the grade may be subject to the process outlined in the policy for grade challenges/appeals as set forth in the SHSU Student Handbook.

Use of laptop computers and cell phones is encouraged when related to classroom activities only. Use of electronic devices during class or clinical are restricted to class- or clinical-related learning activities. Students found using electronic devices for other purposes (ie: checking email/Facebook, shopping, etc.) will be asked to leave the class or clinical setting.

In addition, alleged disruptive behavior may be referred to the School Director by faculty or other students in accordance with the SHSU Student Affairs Handbook Code of Professional and Academic Conduct. Sanctions for disruptive behavior include but are not limited to dismissal from the School of Nursing.

**Professional Writing**

High standards for communication (including written communication) lie at the heart of professional nursing practice and should be reflected in all curricular activities. Writing is an essential component of the communication skills that help define professional nursing practice. The clear, precise, logical, appropriate expression of ideas, opinions, and values in nursing is required for the provision of quality care to clients, families, and communities.

The discipline of nursing continues to use the standards established by the American Psychological Association (APA) to guide clear and precise professional communication. APA format refers to the APA editorial style (grammar, quotations, etc.) as well as standards for
content and organization of a paper and ways to express ideas clearly while reducing bias in language. Students in the School of Nursing are required to purchase and use the most current publication of the APA Manual.

**Faculty/Student Communication**

Course faculty often communicate important course updates using the SHSU email system. Students are expected to check their SHSU email account daily and reply, as appropriate, to faculty. Students may communicate with faculty using their SHSU email account, but must demonstrate respect and use professional communication including salutation (i.e. Dear _____) and closing (i.e. Thank you or Sincerely) followed by your name. Faculty will respond to email during normal business hours. Students must allow a minimum of 24 hours for faculty to respond due to class, clinical, and meeting commitments.

Students are not to text faculty unless the faculty member has communicated this as an acceptable means of communication. When allowed, students must include their name in the text message. In addition, students are to abide by texting guidelines set forth by the faculty member (i.e: no phone calls/texts after 9pm or on the weekend).

**Student Reference Requests**

Scholarship applications, employers, and graduate programs often request that the students include references from nursing faculty.

Prior to listing faculty as a reference, students must contact the faculty member to inquire if they would agree to serve as a student reference. Faculty may ask students for additional information that will assist them in completion of references from potential employers, scholarship applications, and graduate programs.

**Maintenance of Nursing Student Records Policy**

The purpose of this policy is to identify documents that will be maintained in the student’s nursing school file. State and national accrediting agencies, such as the Texas Board of Nursing, dictate that the nursing school maintains files for each student while enrolled in and after departure from (withdrawal or graduation) the SHSU Nursing Program. Student records will be maintained within a locked filing cabinet for 2 years after the student’s departure from the SHSU Nursing Program. This policy supplements the SHSU Student Educational Records Academic Policy Statement #810806 found on the SHSU website.

While enrolled in the Nursing Program, the following documents will be retained in a file maintained in the Nursing Office:

- Admission Application and Documentation including TEAS report, transcripts, and etc.
- Evidence of professional liability and health insurance
- Immunization Records
- Emergency Contact Information
- Texas Board of Nursing Eligibility for Licensure form
Completed/Signed Student Handbook forms including Receipt of Nursing Student Policies form
Clinical Evaluation Forms
Correspondence sent to students

While enrolled in the Nursing Program, the following information and/or documents will be retained in a file maintained in the Nursing School Director’s office in a locked file cabinet:
- Drug Screen and Background Check Results
- Health Certificate
- Record of illnesses
- List of prescribed medications
- Unsafe/Unprofessional Conduct forms
- Student Counseling forms

Once the student has departed from the Nursing program, the following documents will be retained in a file in the Nursing Office for 5 years following departure:
- Admission Application and Documentation including TEAS report, transcripts, and etc.
- Texas Board of Nursing Eligibility for Licensure form
- Signed/Completed Student Handbook forms including Receipt of Nursing Student Policies form
- Final Clinical Evaluation Forms

Once the student has departed from the Nursing program, the following documents will be retained in a file in the Nursing School Director’s office in a locked file cabinet for 7 years following departure:
- Drug Screen and Background Check Results
- Unsafe/Unprofessional Conduct forms
- Student Counseling forms
Cohort Officer Process

Election process:
The election process will not begin until after midterm. This will allow students to get to know each other and get through the first weeks of the program which will allow for “settling in” to the role of nursing student.

During semester week 7, students interested in obtaining a position within their class must prepare a 2-3 minute video that will be posted to the Nursing Cohorts Blackboard page for viewing by their peers identifying why he or she feels that they would be a good fit for that position. Students interested in a cohort officer position must also contact the Faculty advisor who will create an online ballot.

After a period for campaigning, all members of the cohort will be expected to vote for officers. The voting process is mandatory, will not be anonymous, and you may only vote for one candidate per position. The SHSU School of Nursing Faculty/Student Affairs Committee and the faculty cohort advisor will oversee the voting process and will be the only individuals with authority to view the votes. If the student representative on this committee is a student within the voting cohort, they will not have access to voting information.

In the event of a tie, all students will be required to vote in a “run-off” voting process. All students within the cohort will be required to participate following the same information as in the previous paragraph.

Students who do not participate in elections will be required to write a paper regarding the election process including a discussion regarding the importance of participation and why a large number of votes is important. This paper will be written in proper APA format using 2 scholarly sources and should be 3-4 pages in length. The paper will be submitted to the Faculty/Student Affairs Committee within 1 week of the end of the election process.

President
The president of the cohort will organize the agenda for each meeting. This involves setting meeting times and reserving rooms for a monthly cohort officer Board meeting and the entire general membership meeting. The president must attend both of these meetings.

The president must have excellent listening skills in order to take notes during Board meetings, and to handle the requests of members voicing concerns or wishing to add information or other topics to meeting agendas. The president should be able to multi-task, demonstrate a calm demeanor, and be able to give everyone time to voice their opinions/concerns while streamlining the meeting to maintain its effectiveness.

The president also serves as a communication link between cohort Officer Board members and general organization members, and helps answer questions regarding upcoming class events. The president may also serve as liaison with any other group or committee as needed for student representation.
Other skills involve speaking to large groups, innovative thinking, and creativity. He or she must be willing to become active in the activities sponsored by the Cohort.

The president will maintain communication with and seek guidance from the Faculty/Student Affairs Committee about donations, fundraisers, and any other events/programs the class is interested in pursuing.

Finally, the president routinely checks in with other members of the cohort Officer Board to make sure they are able to complete their jobs, and help them as needed.

**Vice-President**
The vice-president must attend all cohort Officer Board and general meetings. In the event that the president cannot attend a meeting, the vice-president leads the meeting in lieu of the president and must be able to carry out any of the functions of the president in his or her absence. The vice-president must demonstrate the same expectations as the president and must be involved in the activities promoted by the cohort.

The vice-president also assists the president in communications between members and officers, helping individual committees with completing tasks, and consolidating notes with the president before and/or during Board meetings.

The vice-president will work with the president to determine the feasibility of projects and may reject project if determined to be unfeasible or inappropriate.

The vice-president is also responsible for properly documenting and submitting absences from meetings/events for officers within his/her cohort.

**Secretary**
The secretary is responsible for attending all cohort Officer Board meetings, and all general member meetings. Like the president, the secretary must be able to talk to large groups of people, and be willing to become involved in the activities sponsored by the cohort. The secretary assists with meeting time management.

The secretary is responsible for recording the minutes at all general meetings which should follow the standardized template and include attendees, special guests and absentees. They must also check the minutes for accuracy and disseminate them to all members of the cohort via email. The secretary is also to report to the Faculty/Student Affairs committee the minutes recorded for all meetings in a timely fashion.

**Program Managers**
These two individuals, as with the other Board members, are expected to attend all cohort Officer Board and general meetings and be active in the various projects promoted by the cohort.

This role has its focus on disseminating information about events, meeting times and locations, making and distributing posters notifying students of events and meetings, and responding to
questions or concerns of the general and Board membership of the cohort. Program managers
will be active participants in the Cohort Pinning Ceremony planning. Program managers will act
as cohort historians, gathering appropriate pictures of the cohort to be used in the pinning
ceremony.

ALL BOARD POSITIONS
Term of Office: Persons elected to one of the Cohort Officer positions will hold this office until
graduation.

All positions come with the expectation that each Cohort Officer will do what he or she can to
motivate the cohort members to become actively involved in the organization. Board members
will ask cohort members what they expect to gain from their active participation in cohort, as
well as what each member is willing and ABLE to do for the cohort.

All positions are also responsible for organizing and managing necessities for the Pinning
Ceremony upon completion of Nursing School.

**THE RESPONSIBILITIES OF EACH POSITION ARE SUBJECT TO CHANGE WITH
THE APPROVAL OF THE VOTED CLASS OFFICERS.

Academics
Failure of a course, by any officer, will result in termination from the current position held.
Replacement of the officer will occur as defined below.

Officer Removal:
It is requested that the Officer is first addressed about the specific actions of unjust conduct
before beginning the officer removal process through the Faculty/Student affairs committee if the
problem is not resolved.

Any member of the cohort may submit a Cohort Officer Removal form to the SHSU School of
Nursing Faculty/Student Affairs Committee to remove an officer from the same cohort. The
submission must include specific information about actions or behaviors deemed
unacceptable/unprofessional and why you believe the person should be removed from office.
The Faculty/Student Affairs Committee, including the student representative, will review the
Request for Removal. The complainant’s name will not be confidential. The officer to be
removed will be given the opportunity for rebuttal.

The officer whom has a Request for Removal filed against them will be notified within 2
business days of the Faculty/Student Affairs Committee receiving and reviewing the complaint.
The opportunity for rebuttal will be within 7 business days from this time during an executive
cohort meeting. At this time the complainant and defendant will both present their case. In order
for the officer to be removed from office, there must be a 2/3 majority vote for removal by the
F/S Affairs Committee and officers of the same cohort. In the event the vote for removal is
passed, the class representative will be removed from his or her position.
In the event that removal of the Cohort President occurs, the Vice-President will assume the role and the election process, as defined above, will be used to elect a new Cohort Vice-President. In the event that a person is removed from another Cohort Officer position, the election process, as defined above, will be used to elect a new representative.

The SHSU SON Director and the Faculty/Student Affairs Committee, in collaboration, also have the right to remove officers. In the event this occurs, a meeting will be held with the representative to discuss the reason for removal.

Meeting Requirements
The Cohort Officer Board is required to meet at least twice each semester. The Cohort Officer Board will be required to hold at least 2 general assembly meetings each semester with cohort members.

All meetings must be attended by the Cohort Faculty Advisor. The Cohort Faculty Advisor will work with SHSU Administration and Administrative Support staff for pinning ceremony planning and may delegate some activities to cohort officers.

Faculty advisors will be appointed and determined by the current SON faculty.

Absence Policy
In the event that an officer is absent from a meeting/event, proper documentation is required to be completed by the Vice-President using the standardized absence form for the SON. 2 unexcused absences, defined below, is grounds for dismissal, yet may be overridden by the Faculty/Student Affairs Committee.

Excused absences include but not limited to: illness, death in the family, court proceedings, and religious holidays.

Unexcused absence include but not limited to: car troubles, oversleeping, and vacation.
SECTION IV: SHSU GENERAL INFORMATION AND POLICIES

Please refer to the SHSU website for the most up-to-date information.

Academic Honesty

The use of unauthorized material, communication with fellow students during an examination, use of unauthorized technology during an exam, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work is unacceptable to the University. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays and the use of a single essay or paper in more than one course without permission, and falsification of records or documentation are considered serious offenses and shall be grounds for disciplinary action. Students will receive an F (0 points) on the test or assignment in question and will be reported to the School Director for Nursing and to the Dean of Arts and Sciences. For more information, please refer to SHSU Academic Policy Statement #810213, Procedures in Cases of Academic Dishonesty.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The FERPA is a Federal law designed to protect the privacy of a student’s education records. The law applies to all schools which receive funds under an applicable program from the U.S. School of Education. The Student Educational Records Policy was adopted by SHSU and became effective on August 17, 1981.

SHSU encourages students to exercise all of their rights under the FERPA and this policy, Academic Policy Statement #810806, Student Educational Records.

This 13-page policy is intended to inform each student about the University’s procedures to provide students with their rights, with sections pertaining to Annual Notification, Statement of Rights, Locations of Educational Records, Procedure to Inspect Educational records, Fees for Copies of Records, Directory Information, Use of Student Educational Records, Procedures to Seek Correct Educational Records, etc.

Program and Teaching Evaluation

Students are given the opportunity to offer feedback to the School of Nursing by evaluating the faculty, the courses, and the overall program.

At the end of each semester, students are given the opportunity to evaluate course faculty. Anonymous evaluation summaries are returned to faculty after the semester is over. These are reflected in annual faculty evaluations.

Each semester, students are given the opportunity to evaluate the course. Course evaluations are summarized by the Course Coordinator and reported to the Curriculum Committee. These evaluations are used to make curriculum changes and for assessment purposes.
Senior students or graduates are given an opportunity to evaluate the entire program during their last semester. Students are encouraged to utilize these forms to give constructive input to improve the program.
APPENDIX A
TEXAS BOARD OF NURSING REQUIRED FORMS (2)

Students must review the Licensure Eligibility information from the Texas Board of Nursing (available at http://www.bne.state.tx.us/licensure_eligibility.asp) and sign the Licensure Eligibility Form for Nursing Students and the Declaratory Order Disclosure and Form (following pages). These forms will be maintained in your student file according to the Maintenance of Student Records Policy.
FORM: LICENSURE ELIGIBILITY FORM FOR NURSING STUDENTS

Texas Board of Nursing
P. O. Box 430
Austin, TX 78767-0430

I hereby verify that I have received information about the following documents I need to read about regarding conditions that may disqualify graduates from licensure and of my rights to petition the Board for a Declaratory Order of Eligibility. Eligibility information includes:

1. Texas Occupations Code Sections 301.252, 301.257, and 301.452 -301.469 of the Nursing Practice Act (in handbook).
2. Sections 213.27 – 213.30 of Chapter 213 of the Texas Administration Code (relating to Good Professional Character, Licensure of Persons with Criminal Convictions, Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters, and Declaratory Order of Eligibility for Licensure) (in handbook).
3. Application for Declaratory Order can be downloaded from the BON web site at www.bon.state.tx.us. Click on Download Other Applications and Forms and then click on Declaratory Order Form and also click on Fingerprint Card Packet.

__________________________________________  ____________________________________________
Student Name Printed                                         Program

__________________________________________  ____________________________________________
Student Signature                                                Date Signed
FORM: DECLARATORY ORDER DISCLOSURE AND FORM

Applicants to the SHSU School of Nursing Program: Please read the following information carefully as you apply to the Nursing program. If you have issues that could prevent you from being eligible for licensure as a Registered Nurse in this state, you should address the matter prior to admission to the Nursing program. You will have to respond truthfully to these same questions each semester of enrollment at SHSU’s nursing program.

Any student with a positive criminal background check will not be admitted to SHSU’s Nursing program until the Texas Board of Nursing delivers a declaratory order allowing the student to sit for the NCLEX-RN upon graduation.

Below is an excerpt from the Texas Board of Nursing Website. If you answer “yes” to any question, you should contact the Board of Nursing to obtain a Declaratory Order prior to applying to the Nursing program. Excerpts from Texas Board of Nursing website and Petition for Declaratory Order Form:

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 School 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 answer “yes” to any of the questions below, you should contact the Texas Board of Nursing for clarification prior to entering or completing the SHSU Nursing Program. You may be required to complete a Petition for a Declaratory Order. Contact the Texas Board at:
Texas Board of Nursing
333 Guadalupe, Ste 3-460
Austin, TX 78701
Phone: 512-305-7400
http://www.bne.state.tx.us/

Questions from the Petition for a Declaratory Order:

For any criminal offense, including those pending appeal, have you: (Initial before each indicating that this DOES NOT apply to you.)
A. _____ been convicted of a misdemeanor?
B. _____ been convicted of a felony?
C. _____ pled nolo contendere, no contest, or guilty?
D. _____ received deferred adjudication?
E. _____ been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
F. _____ been sentenced to serve jail or prison time? court-ordered confinement?
G. _____ been granted pre-trial diversion?
H. _____ been arrested or have any pending criminal charges?
I. _____ been cited or charged with any violation of the law?
J. _____ been subject of a court-martial; Article 15 violation; or received any form of military
judgment/punishment/action?
(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or
citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or
citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the
Court Order expunging or sealing the record in question to our office with your application.
Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at
a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises
questions related to truthfulness and character.

NOTE: Orders of Non-Disclosure: Pursuant to Texas Government 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 Government 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.

_____ I am not currently the target or subject of a grand jury or governmental agency
investigation?

_____ No licensing authority has refused to issue me 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 me?

_____ *Within the past five (5) years I have not been addicted to and/or treated for the use of
alcohol or any other drug?

_____ *Within the past five (5) years I have not been diagnosed with, treated, or hospitalized for
schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder,
antisocial personality disorder, or borderline personality disorder?*

If “YES” indicate the condition: [ ] schizophrenia and/or psychotic disorders, [ ] bipolar disorder,
[ ] paranoid personality disorder, [ ] antisocial personality disorder, [ ] borderline personality
disorder
*Pursuant to 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. You may indicate “NO” if you have completed and/ or are in compliance with Texas Peer Assistance Program for Nurses (TPAPN) for substance abuse or mental illness.

***IF YOU HAVE AN AFFIRMATIVE ANSWER TO ANY QUESTION ABOVE, YOU MUST PROVIDE A SIGNED AND DATED LETTER DESCRIBING THE INCIDENCE(S) THAT YOU ARE REPORTING TO THE BOARD.

For a copy of the Declaratory Order form, visit
APPENDIX B:
SHSU SCHOOL OF NURSING STUDENT HANDBOOK FORMS

Students must sign all of the forms contained within Appendices A and B in this handbook. These forms will be maintained in your student file according to the Maintenance of Student Records Policy.
Instructions to Students:
After you have read the SHSU School of Nursing Student Handbook, read and initial each of the statements below. This form will be maintained in your SON student file in the SON Main Office.

_____ This form serves as verification that I have received a copy of the Student Handbook for the SHSU School of Nursing.

_____ I hereby certify that I have read the Student Handbook for the SHSU School of Nursing.

_____ I understand the policies as stated.

_____ I agree to comply with all policies as stated in the Student Handbook for the SHSU School of Nursing.

_____ I authorize SHSU School of Nursing to release necessary health and immunization information to clinical agencies for the purposes of participation in nursing clinical experiences throughout my enrollment in the SHSU School of Nursing program.

_____ I have read the Core Performance Standards for Admission and Progression and I can comply with them. I understand that the SHSU SON expects all applicants and students to possess and demonstrate the skills, attributes, and qualities set forth as stated in the SHSU SON Student Handbook without unreasonable dependence on technology or intermediaries.

Student Name (please PRINT) _______________________________  SAM ID#

Student Signature _______________________________  Date
FORM: STUDENT CONFIDENTIALITY AGREEMENT

SAM HOUSTON STATE UNIVERSITY
SCHOOL OF NURSING

Confidentiality is essential for a strong clinical relationship. As an individual who provides healthcare, you may have access to clients’/patients’ confidential information that includes biographical data, financial information, medical history and other information. You are expected to protect client confidentiality, privacy and security and to follow these and all associated agency guidelines.

You will use confidential information only as needed to perform duties as a student in the programs within the School of Nursing. This means, among other things, that:

You will only access confidential information for which you need to know.
You will respect the confidentiality of any verbal communication or reports printed from any information system containing clients’/patients’ information and handle, store, and dispose of these reports appropriately at the University or associated clinical agency.
You will not, in any way, divulge, copy, release, loan, alter, or destroy any confidential information except as properly authorized within the scope of your nursing student activities.
You will carefully protect all confidential information. You will take every precaution so that clients/patients, their families, or other persons do not overhear conversations concerning client/patient care or have the opportunity to view client/patient records.
You will comply with all policies and procedures and other rules of the University and associated agencies relating to confidentiality of information and access codes.
You understand that the information accessed through all clinical information systems agencies contains sensitive and confidential client/patient care, business, financial, and hospital employee information that should only be disclosed to those authorized to receive it.
You will not knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
The simulation laboratory will be treated as a real environment with a real client. There will be no video, pictures, etc. To abide in confidentiality, there will also be no discussion of simulation and/or occurrences within the laboratory.

You understand that violation of this Confidentiality Agreement may result in disciplinary and legal action with fines. By signing this, you agree that you have read, understand, and will comply with the Agreement.

_________________________________________  _______________________________________
Print Name                                                  SAM ID #
_________________________________________
Student Signature                                          Date
SCHOOL OF NURSING
FORM: CONSENT TO RELEASE EDUCATIONAL INFORMATION
TO FACILITATE CLINICAL ROTATION

This release represents your written consent to permit Sam Houston State University Nursing School to discuss and disclose your educational experience, information, and records to individuals facilitating your clinical rotation at all clinical agencies. Please read this document carefully.

The undersigned has been advised that in compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), SHSU is prohibited from providing certain information from student records to a third party without student consent. To facilitate the Nursing clinical rotation, the undersigned hereby consents and grants the SHSU Nursing Faculty and staff permission to release information about his or her educational records, performance, and goals to the internship site supervisor to the extent the faculty believes necessary or helpful to facilitate the clinical experience. This records consent may include information, data, or faculty impressions recorded in any medium and is effective for the duration of the undersigned's placement at the facility named above.

I understand that under FERPA no disclosure of my records can be made without my written consent unless otherwise provided for in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time except to the extent that action has already been taken upon this release.

________________________________________________________________________
Signature of Student/Former Student / Date

Date of Birth: ______________
Email: ________________
Phone Number: ______________

Sam ID: ____________________
FORM: PHOTO/VIDEO RELEASE FORM
SAM HOUSTON STATE UNIVERSITY
SCHOOL OF NURSING

I, ________________________________, am over the age of eighteen (18) years and hereby give my full permission that the photographs/videos taken by the Sam Houston State University School of Nursing may be used for educational purposes. I understand that these photographs/videos may be viewed by faculty, students, and staff for educational purposes. I understand photographs/videos may be placed on the School of Nursing website for informational purposes.

Print Name
______________________________
SAM ID #

Student Signature
______________________________
Date

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# Form: Student Emergency Contact Information

## Personal Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>SAM ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Mailing Address:</td>
<td>City, State, ZIP:</td>
</tr>
<tr>
<td>Campus Mailing Address:</td>
<td>Huntsville, TX 77340</td>
</tr>
<tr>
<td>Personal Email:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Alternate Phone:</th>
</tr>
</thead>
</table>

| Gender: Male | Female | Date of Birth: __/__/____ |

<table>
<thead>
<tr>
<th>Race/Ethnicity: (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>White/Caucasian (Not Hispanic)</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

## Emergency Contact Information

In the event of a medical emergency or unexplained absence, I would like the SHSU School of Nursing to contact the following:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Number(s):</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>City, State, ZIP:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
</tr>
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<tr>
<td>Contact Number(s):</td>
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<td>City, State, ZIP:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

I authorize SHSU School of Nursing to inform my emergency contact in the event of a medical emergency or unexplained absence.

Signature: ___________________________ Date: _______________
APPENDIX C: MISCELLANEOUS STUDENT FORMS

Students do not need to print the following forms. These should be printed as appropriate while enrolled in the SHSU School of Nursing.
FORM: CHANGE IN HEALTH STATUS

SAM HOUSTON STATE UNIVERSITY
SCHOOL OF NURSING

Print Name ___________________________ Sam ID# ___________________________

If your health status has changed from the last semester in which you were enrolled in a nursing course, please explain the health status change (such as pregnancy, fractures, surgery, medical illness).

Student Signature ___________________________ Date ___________________________

Submit original to Administrative Assistant to SON Director
FORM: STUDENT ABSENCE/TARDY FORM
SAM HOUSTON STATE UNIVERSITY
SCHOOL OF NURSING

Print Name_________________________________Sam ID#________________________________________

Course # and Title: ____________________________________________________________

Date(s) of Absence/Tardy Occurrence: ___________________________________________

If Tardy, how late? _______________________

Reason for Absence/Tardy Occurrence:

Student notified course faculty/coordinator per Absence Policy (faculty to initial indicating “yes” or “no”)

___ Yes ___ No

Note: If absence occurrence last 2 or more days, attach copy of student’s documentation to this form. If clinical absence, attach written note from SHSU Student Health Center or healthcare provider.

__________________________________________  _____________________________
Student Signature                              Date

__________________________________________  _____________________________
Faculty                                       Date

__________________________________________  _____________________________
Course Coordinator                          Date

Course Coordinator to provide Original to the Administrative Assistant to SON Director who will add the information to the SON database, place original in the absence file in SON Director’s office, and provide copies to the following:

Copies: Faculty
Course Coordinator
Level Coordinator
Student (copy to be picked up by student from the office of the Administrative Assistant to the Director of the SON)
FORM: CHALLENGING AN EXAM QUESTION

SAM HOUSTON STATE UNIVERSITY
SCHOOL OF NURSING

ANY CONTROVERSY ABOUT A TEST QUESTION WILL BE REVIEWED BY THE FACULTY

STUDENT’S TEST ITEM COMMENTS

Test number ______  Question number ______  Test date ________________

Correct Response ______________________________________________________

Response student selected ______________________________________________

RATIONALE FOR STUDENT RESPONSE

Reference used __________________________________________________________

Page # ______

Rationale: ______________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature _____________________________ Date ____________

FACULTY RESPONSE

Date received: _________________

Discussion: _____________________________________________________________

________________________________________________________________________

________________________________________________________________________

OUTCOME: ______________________________________________________________

________________________________________________________________________

________________________________________________________________________

Faculty Consulted: _______________________________________________________

Initiated by: ___________________________ Received by: _______________________

(Student)

cc: Student

Test File (to be kept in course test file)
FORM: RECORD OF UNSAFE OR UNPROFESSIONAL CONDUCT REPORT (A OF B)
SAM HOUSTON STATE UNIVERSITY
SCHOOL OF NURSING

*Faculty note: there are 2 parts to this form.

Student Name: ___________________________________________________ Sam ID:
Date of Occurrence: ___________________________________________ Location:
Faculty/Professor: _______________________________________________

Faculty Statement:

I certify the above “Faculty Statement” was submitted by me and is true. I have retained a copy of this document. Furthermore a copy will be placed in the student’s permanent Nursing school record in accordance with the Maintenance of Student Records policy.

__________________________________________ Date
Faculty Signature

Student Statement:

I certify the above “student statement” was submitted by me and is true. I have received a copy of this document and understand it will be placed in my permanent nursing school record.

__________________________________________ Date
Faculty Signature

Persons notified of incident:
Name/Title __________________________________________ Date/Time notified ____________
Name/Title __________________________________________ Date/Time notified ____________

__________________________________________ Date
Director, School of Nursing

Original to SON Director
Keep copy for your records.
Copy to Level Coordinator
Copy to Student
FORM: RECORD OF UNSAFE OR UNPROFESSIONAL CONDUCT REPORT (B OF B)
SAM HOUSTON STATE UNIVERSITY
SCHOOL OF NURSING

Remediation Plan

*Faculty note: there are 2 parts to this form.

Faculty:

Student:

________________________________________________________________________

Faculty Signature  Date

________________________________________________________________________

Student Signature  Date

Follow Up (within 2 weeks)

________________________________________________________________________

Faculty Signature  Date

________________________________________________________________________

Student Signature  Date

This form will become a part of your permanent record.

Original to SON Director
Keep copy for your records.
Copy to Level Coordinator
Copy to Student

Page 78 of 87
FORM: STUDENT COUNSELING FORM
SAM HOUSTON STATE UNIVERSITY
NURSING SCHOOL

Student Name ___________________________ Date ____________
Professor ______________________________ Semester __________
Course _________________________________ Facility __________________
_____ First Warning _____ Second Warning _____ Final Warning _____ N/A

REASON FOR COUNSELING SESSION:

_____ Absenteeism _____ Substandard Work _____ Violation of any Safety Rules
_____ Violation of University/Program Policies _____ Violation of Academic Integrity
_____ Academic Counseling _____ Unprofessional Conduct
_____ Rudeness to Clients/Coworkers/Technologists/Professors

DESCRIPTION OF SITUATION:

PLAN FOR IMPROVEMENT:

CONSEQUENCES:

ACKNOWLEDGEMENT OF RECEIPT OF WARNING
By signing this form, you confirm that you understand the information in this warning. You also
confirm that you and your professor have discussed the warning and a plan for improvement.
Signing this form does not necessarily indicate that you agree with this warning.

_________________________________________ Date ____________
Student Signature

_________________________________________ Date ____________
Professor Signature

Original to SON Director
Keep copy for your records.
Copy to Level Coordinator & Student
FORM: STUDENT INTENT TO WITHDRAW FROM NURSING COURSE(S)/PROGRAM FORM

Student Name (please print): __________________________________________________________

SHSU ID #: ___________________ Date: ___________________

Year: ______ Semester: ___Fall ___Spring ___Summer I ___Summer II

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Course Coordinator Signature/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

The above Course Coordinator signature(s) indicate that the following criteria are met:
1. The drop deadline, as stated in the Academic Calendar, has not passed, and
2. This student has not taken the final exam for this course, and
3. The final exam for this course has not been given.

I ____________________________ (student name) have read the SHSU Nursing Program Student Nursing Course or Program Withdrawal Policy and have met with all appropriate Course Coordinators to discuss my intent to withdraw from the above-noted nursing course(s). I understand that withdrawing from a course is not possible if the above criteria are not met and that the grade earned will be reflected on my record.

________________________________________________________________________ Date: ____________
Student Signature

________________________________________________________________________ Date: ____________
Director, School of Nursing

Original to Nursing Student file in Nursing Office
Copy to Level Coordinator
Copy to Nursing School Director
Copy to Student
SAM HOUSTON STATE UNIVERSITY SCHOOL OF NURSING
FORM: ACADEMIC PROBLEM RESOLUTION FORM

Date: Click here to enter text.

The student should complete the form through Item 2 and present to the faculty within five (5) days (including weekend days) of the occurrence of the problem. If not enough space is available, attachments are permissible.

If this form is sent by email from the person whose signature is required, the person’s typed name and email address may substitute for the signature.

**STUDENT**
Name: Click here to enter text. Email: Click here to enter text.
Student ID: Click here to enter text. Phone: Click here to enter text.
Local Mailing Address: Click here to enter text. Major: Click here to enter text.

**1. FACULTY INFORMATION**
Name of Instructor: Click here to enter text. Course Title/Number/Section: Click here to enter text.
School: Click here to enter text. Course Meeting Schedule (days & times): Click here to enter text.

**2. STUDENT**
THE PROBLEM – Please describe the problem/situation concisely. Date problem occurred: Click here to enter text.
Click here to enter text.
THE REQUEST – Please state exactly what you want the faculty or others to do to resolve the problem and give this form to the faculty/other party for response. Click here to enter text.

**3. FACULTY**
Please respond to item 2 and return to student within five (5) days (including weekend days).
Date given to Faculty: Click here to enter text.
THE RESPONSE: Click here to enter text.
Click here to enter text.
Click here to enter text.
(Faculty signature and date)

**4. STUDENT**
Is problem resolved to student satisfaction? Yes No
If problem is resolved, this concludes the process. Return signed copy to Faculty. Faculty signs and sends copy to School Director and Dean.
Student Signature/Date
Faculty Signature/Date

If unresolved, the student may stop the process. To continue the process, present this form to the office of the School Director within 5 days (including weekend days) of the decision of the faculty member in step 3.
5. **DIRECTOR & School Appeals Task Force**

   The Director will inform the Chair of the Admissions, Progression, and Retention Committee, who will call a meeting of the School Appeals Task Force. The School Appeals Task Force must meet with the student within 10 days *(including weekend days)* of Director receiving written notice. The Task Force has five (5) days *(including weekend days)* to communicate their decision to student.

   **Date given to Director:** Click here to enter text.

   **Date of task force meeting:** Click here to enter text.

   **Describe the action taken to resolve the problem:** Click here to enter text.

   **Click here to enter text.**

   **Click here to enter text.**

   **Director Signature/Date**

6. **STUDENT**

   Was problem resolved?  **Yes**  **No**

   If problem is resolved, this concludes the process.

   **Student Signature/Date**

   **Director Signature/Date**

   If unresolved, the student may stop the process. To continue the process, present this form to the Dean of the COLLEGE within five (5) days *(including weekend days)* of the response date in #5.

7. **COLLEGE DEAN**

   Case will be heard by the College Academic Review Panel within 15 days *(including weekend days)* of Dean receiving notice.

   **Describe the action taken to resolve the problem.** Return the form to Student within 15 working days.

   **Date given to the Dean:** Click here to enter text.

   **THE RESPONSE:** Click here to enter text.

   **Click here to enter text.**

   **Click here to enter text.**

   **Click here to enter text.**

   **(Dean signature and date)**

   **THE DEAN’S DECISION IS FINAL.**
FORM: SHSU STUDENT/FACULTY NEEDLE-STICK INCIDENT REPORT

**Faculty/Students – please note this Incident Report and its subsequent forms is 4 pages (through the Consent/Declination form)**

Name: ________________________________ Date: ___________________

Address: ______________________________ Phone: __________________

____________________________________

Location of exposed area: ___________________________ Date/Time of Incident: ________

Clinical Agency Where Exposure Occurred: ____________________________

Witnesses: ____________________________________________

What Happened?

What Did You Do? (where, when, and how injury was treated)

Student Signature ____________________________ Date ________________

_______________________________________________

Faculty Member Comments:

Faculty Signature ____________________________ Date ________________
SHSU SON Student/Faculty Needle-Stick Incident Report

Notification

Faculty Notified: ________________________________

   Date: _______ Time: _________

Director Notified: ________________________________

   Date: _______ Time: _________

Risk Management Notified: ________________________________

   Date: _______ Time: _________

Student Signature: ________________________________ Date: _________

Director SON Signature: ________________________________ Date: _________

Faculty Signature: ________________________________ Date: _________

The information below is to be completed if seen by healthcare provider at time of Initial Consult

Recommendations for corrective action:

Consulting Provider: ________________________________ Date: _________
Contaminated Needle-Stick Source Report Form

Source:
1. Is the source patient known? ( ) Yes ( ) No
   If yes, what is social and medical history of patient?

2. Is Hepatitis B Surface Ag status known on the patient? ( ) Yes ( ) No
   If yes, what is status?

3. Is Hepatitis C Ab status known on patient? ( ) Yes ( ) No
   If yes, what is status?

4. Is HIV Ab status known on the patient? ( ) Yes ( ) No
   If yes, what is status?

5. Are liver function tests available from prior to the exposure? ( ) Yes ( ) No
   If yes, results?

Injured Person:
1. Hepatitis screen done on Injured Person? ( ) Yes ( ) No
   If yes, date____________
   Results: Hepatitis B Ag: _______ Hepatitis B Ab: _______ Hepatitis C Ab: _______

2. Liver function tests done on Injured Person? ( ) Yes ( ) No
   If yes, date____________
   Results?

3. HIV test done on Injured Person? ( ) Yes ( ) No
   If yes, date____________
   Results?

4. Hepatitis B vaccine info:
   Injured Person has Hepatitis B vaccine series? ( ) Yes ( ) No
   If no, declination form signed? ( ) Yes ( ) No
   If yes, 1st dose date: ______ 2nd dose ______ 3rd dose ______
   Hep B Surface Antibody Titer: ______ Booster date(s): ______

5. Prophylactic HIV medications advised? ( ) Yes ( ) No

6. If medication advised, did Injured Person consent? ( ) Yes ( ) No
   Consent/declination signed by student date: ______

7. HIV Prophylactic medication given and dosing regimen:
   ________________________________________________________________
Consent Form

Consent for Post Exposure Prophylactic HIV Medication  
(If medication is indicated)

I understand that due to the nature of exposure to blood or other potentially infectious materials I may be at risk of acquiring the HIV infection and consent to taking HIV prophylactic medication as advised. I have been informed of the risks and benefits of taking the medication and have had the opportunity to have my questions answered.

Signature: ___________________________  Date: ________

Print Name: ___________________________  Witness: ___________________________

Declination Form

Declination for Post Exposure Prophylactic HIV Medication  
(If medication is indicated)

I understand that due to the nature of exposure to blood or other potentially infectious materials I may be at risk of acquiring the HIV infection. I have been given the opportunity to receive prophylactic HIV medication however; I decline to take the medication. I understand that by declining this medication I may be at an increased risk of acquiring HIV infection.

Signature: ___________________________  Date: ________

Print Name: ___________________________  Witness: ___________________________
FORM: COHORT OFFICER REMOVAL

To be completed by complainant

Date: ____________

Name: ____________________________ Cohort: ____________

Officer’s name: ____________________ Position: ____________ Cohort: ____________

Was the Officer addressed prior to request for removal? Yes No

Description of actions or behaviors deemed unacceptable/unprofessional by officer:


Why should the officer be removed?


I, ___________________________, am aware that my complaint will not be confidential and I must be present during the Executive Cohort Meeting for the Officer’s opportunity for rebuttal.

________________________________________
(signature)

To be completed by F/S Affairs Committee

Date Cohort Officer Removal form received: ________________

Date/Time Officer was notified of request for removal: ________________ via ____________

Date/Time scheduled for rebuttal: ________________ Location: ________________