



Harris College of Nursing & Health Sciences

Nursing

STUDENT HANDBOOK

Revised March 2017

TCU Nursing Undergraduate Student Handbook--Table of Contents

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WELCOME

Welcome to Texas Christian University (TCU) and the Harris College of Nursing and Health Sciences Baccalaureate of Science in Nursing (BSN) program. During the next several semesters you will learn the art and science of professional nursing, gaining career skills designed to carry you well into the 21st century. The *TCU Nursing Undergraduate Student Handbook* contains the policies and procedures that apply to nursing students at TCU. The Handbook also introduces the standards of professional nursing. In order for TCU Nursing to provide the best educational preparation for you, all of us—faculty, staff, and students—are accountable for the information contained in this handbook.

We value your choice to become a student in our program, recognizing the privilege and responsibility you have granted us. Welcome to TCU Nursing.

TCU NURSING

Vision and Mission

The TCU Nursing Program endorses the Mission and Vision of Texas Christian University. The specific vision of the program is to uphold academic and practice environments that foster excellence in professional nursing. The mission of the program is to promote health by liberally educating ethical nurse leaders who provide competent, evidence-based care and by advancing scholarship that informs the discipline and practice of nursing (Accepted September 9, 2010). TCU Nursing is dedicated to professional nursing education based on a foundation of liberal arts, sciences, and humanities and to the promotion of an environment that encourages lifelong learning. TCU Nursing further affirms to enhance the human condition by preparing graduates who think and practice as ethical leaders, and advancing knowledge of health and human development with the global community. The Nursing program is designed to meet the needs of those interested in obtaining the Bachelor of Science in Nursing degree.

Philosophy

The faculty of TCU Nursing, an academic unit of Texas Christian University, affirms that individuals are holistic beings who possess inherent worth. The faculty believes that the education of the professional nurse should prepare a graduate who exhibits qualities of mind and character that are necessary to live a fulfilling life, act in the public interest locally and globally, and promote health and the nursing profession. The teaching / learning process is multidimensional and interactive, involving affective, cognitive and psychomotor changes. A liberal educational foundation assists persons to think critically and to seek improvement in themselves, the profession, and society. A liberal education provides the basis for the development of core competencies and knowledge of professional nursing. The TCU Nursing faculty embraces the professional values of altruism, autonomy, human dignity, integrity, and social justice. Nursing practice, conduct, and relationships are guided by professional standards and the ANA Code for Nurses. Sound clinical judgments characterize the practice of the professional nurse in providing safe, humanistic care of individuals, families, and groups in and across diverse environments.

Portions of the above are based on the *Essentials of Baccalaureate Education for Professional Nursing Practice*, published by the American Association of Colleges of Nursing (1998), Washington, DC.

Definitions from TCU Nursing Philosophy

Altruism – is a concern for the welfare and well-being of others. In professional practice, altruism is reflected by the nurse's concern for the welfare of patients, other nurses, and other health care providers.

Autonomy - is the right to self-determination. Professional practice reflects autonomy when the nurse respects patients' rights to make decisions about their health care.

Holism – a broad concept of client care that incorporates the mental, physical, social, and spiritual areas of a client's life (Miller-Keane, 1997).

Human dignity – is respect for the inherent worth and uniqueness of individuals and populations. In professional practice, human dignity is reflected when the nurse values and respects all patients and colleagues.

Integrity – is acting in accordance with an appropriate code of ethics and accepted standards of practice. Integrity is reflected in professional practice when the nurse is honest and provides care based on an ethical framework that is accepted within the profession.

Social justice – is upholding moral, legal, and humanistic principles. This value is reflected in professional practice when the nurse works to assure equal treatment under the law and equal access to quality health care.

Critical thinking – Critical thinking underlies independent and interdependent decision-making. Critical thinking includes questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity. It is purposeful, goal-directed thinking based on fact rather than conjecture and uses strategies designed to maximize human potential and compensate for human deficits, (Alford-LeFevre, 1995).

Program Goals

The program goals of TCU Nursing are as follows:

- Prepare graduates who are competent to meet the unique, multiple, and complex human health needs of a global society.
- Promote values and behaviors that encourage respect for diversity, acknowledge human worth and dignity, and support professional nursing practice.
- Foster an appreciation for the necessity of learning, thinking critically, and continuing to grow personally and professionally.
- Contribute to the nursing profession and to society by engaging in scholarship, leadership, and service.
- Support the University's mission, vision, core values, and goals.

Expected Student Outcomes

1. Demonstrate effective oral and written communication skills.
2. Provide health education to facilitate informed choices by clients and positive health outcomes.
3. Apply the nursing process to organize and provide comprehensive, holistic nursing care.

4. Use information and health care technology to enhance nursing practice.
5. Analyze health care systems, policies, and global issues impacting health care.
6. Incorporate legal, ethical and professional standards in one's own professional nursing practice.
7. Use evidence as a basis for professional nursing practice.
8. Participate as a member of the interdisciplinary health care team.
9. Manage resources to promote effective client outcomes.
10. Demonstrate ethical leadership and responsible citizenship through leadership and service activities.

Accreditation

TCU Nursing, enabled by a trust fund established by the late Dr. Charles Houston Harris, was organized as an academic unit of TCU in 1946. The nursing program is accredited by the Texas Board of Nursing (BON), P.O. Box 430, Austin, TX 78767-0430; 512.305.7400. TCU Nursing achieved national accreditation in 1952 and has remained accredited since that time. In addition to the BON accreditation, the program is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120; 202.887.6791.

Licensure

Graduates are eligible to sit for the examination for licensure as a registered nurse (R.N.) in Texas or any other state in the United States. Successful completion of the National Council Licensure Examination (NCLEX) in one state qualifies graduates to apply for licensure in any other state.

In compliance with the policy of the Texas Board of Nursing (BON), all applicants are informed that completion of the BSN degree offered through Harris College does not guarantee eligibility for the registered nurse licensure examination. Professional character is necessary for an individual to conform to the requirements of the Nurse Practice Act. Individuals should seek special advising prior to enrolling in any professional nursing program in Texas if they have a personal history involving conditions that may endanger the health and safety of a person. Such conditions include but are not limited to a felony conviction involving acts likely to affect professional practice; a misdemeanor conviction involving moral turpitude; or physical or mental disability/illness, including prior or continued drug or alcohol abuse that influences the ability to practice professional nursing. (Texas Board of Nursing, excerpts from the *Rules and Regulations Relating to Professional Nurse Education, Licensure, Peer Assistance and Practice, Texas Administrative Code, Title 22, Part 11, Chapters 215 and 217*).

TCU Discrimination Policy

TCU is committed to providing a positive learning and working environment free from discrimination and harassment. In support of this commitment, TCU prohibits discrimination and harassment on the basis of age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, and any other basis protected by law. Inquiries about TCU's policies and compliance with Title IX, The Age Discrimination Act of 1975, or the aspects of TCU's equal opportunity or affirmative action programs should be directed to:

Dr. Kathy Cavin-Tull
Vice Chancellor, Student Affairs
TCU Box 297043
Sadler Hall, Room 4017
Fort Worth, TX 76129
817-257-7820
k.cavins@tcu.edu

STUDENT ABILITIES

In support of the 1973 Americans with Disabilities Act the faculty of TCU Nursing has defined the scope of nursing as it applies to the disabled or rehabilitating student.

To enter, remain and progress in the nursing program, all students must have the following abilities. Examples of abilities listed below are not inclusive.

- Students must have sufficient physical mobility to travel independently to and within hospitals, homes, clinics, schools, and other health-related agencies. They must have the gross and fine motor capability to provide safe care to clients independently. This requires the ability to sustain work requiring delivering services at the bedside, standing/walking for 8-12 hours, traveling independently, reaching, bending, lifting up to 50 pounds, and quick movements.
- Students must have sufficient tactile and manual dexterity to (a) accurately manipulate equipment, (b) complete a physical assessment (palpation, percussion, auscultation), (c) prepare and administer medications, (d) legibly print dates and times on medication vials, (e) perform cardiopulmonary resuscitation, (f) use a computer keyboard, (g) legibly and accurately document nursing care, and (h) perceive attributes of objects such as dimension, shape, temperature or texture.
- Students must have sufficient visual acuity to (a) observe subtle changes in clients' conditions, (b) accurately read medical records and orders, (c) accurately read a computer monitor screen, and (d) legibly and accurately document nursing care.
- Students must have the auditory acuity with and without background noise that enables them to assess the physical status of a client (breath sounds, heart sounds, etc.).
- Students must possess sufficient sensory function to recognize alarm and telephone signals.
- Students must have sufficient receptive, written and oral communication skills to accurately receive, read, interpret and comprehend the English language in written and verbal forms in order to (a) to communicate effectively and professionally with clients, faculty, staff, and peers from a variety of social, emotional, cultural and intellectual backgrounds; (b) teach clients and families; (c) accurately document, interpret, and comprehend nursing interventions and actions and client responses; and (d) communicate data about clients in a timely manner.
- Students must have sufficient emotional stability and cognitive skills to (a) process information in a reasonable amount of time; (b) make clinical judgments accurately; (c) identify cause and effect relationships in clinical situations; (d) establish and maintain appropriate relationships with clients, faculty, staff, and peers; and (e) have adequate environmental awareness in multiple, complex settings that may be stressful and noisy and may be potentially harmful. This includes exposure to communicable diseases, personal injury, death of patients, and violence in the workplace.

CHANGE IN HEALTH STATUS

Students who experience a change in their health status that may affect their ability to function safely or meet course objectives in the practicum and/or classroom setting must notify their assigned faculty. The faculty member may require documentation from the student's health care provider indicating the student's functional abilities and/or limitations.

STUDENT'S RESPONSIBILITY

The faculty and academic advisers are available to help students understand and meet academic requirements for a degree, but the students themselves are responsible for understanding and fulfilling the requirements. The degree cannot be awarded until all requirements as defined by the *TCU Academic Undergraduate Catalog* are met. It is essential that each student become familiar with all requirements and remains informed throughout the program.

MID-SEMESTER GRADES

At mid-semester the faculty will identify students with unsatisfactory progress in any course. Students will be sent an academic warning letter from the Registrar. It is the student's responsibility to seek the assistance necessary to successfully complete the course in question.

WITHDRAWAL FROM A COURSE AFTER THE LAST DATE TO DROP (Q grade)

If a student experiences an extenuating circumstance such as severe illness or death in the family which impacts the ability to be successful in coursework, she/he may be eligible for a grade of "Q". The grade of "Q" indicates that the course was dropped by permission of the dean.

The student should meet with the Director, Division of Undergraduate Studies-Nursing to discuss the request. Students will be referred to Campus Life who will obtain documentation and make a recommendation as to the awarding of the Q grade. If approved, the Associate Dean for Nursing will assign a grade of "Q" (dropped by Dean's permission) and will notify the Registrar's Office of such action.

Note:

- 1. Performing poorly in a class is not in and of itself considered to be a justifiable reason to drop a class after the deadline.*
- 2. The Q grade is given to all courses in which the student is enrolled for that semester—not to selected courses.*
- 3. A Q grade is not awarded retroactively after grades are posted.*

NURSING ENROLLMENT

Nursing enrollment policies appear in the current *TCU Academic Undergraduate Catalog*. The TCU Nursing policies appear in the Harris College of Nursing and Health Sciences (HCNHS) section of the catalog.

The current *TCU Academic Undergraduate Catalog* contains policies specific to University academic probation and suspension.

ADMISSION AND ENROLLMENT IN THE NURSING MAJOR

A. TCU Continuing Students (entered TCU as a freshman; major-nursing)

Continuing TCU nursing majors should submit Intent to *Enroll* in first nursing courses by October 1 for the spring semester and February 1 for the fall semester.

B. Change of Major Students (entered TCU as a freshman; major other than nursing)

A TCU student may change to the nursing major if he or she has completed one semester of coursework at TCU and has a 2.5 TCU cumulative GPA. It is strongly recommended that the change of major be completed as soon as possible, but at least one semester prior to the first semester of nursing courses. Change of major requests must be completed by Feb. 1 for the spring semester. Students who enter nursing after the first semester of their freshman year will be on a 4 1/2 year plan of study.

C. Transfer Students (out of high school at least one full semester and attempted college or university work elsewhere for credit)

Transfer applicants use Nursing CAS (Centralized Application Service for Nursing Programs). The deadline for application for initial entry into nursing courses by transfer students is Feb. 1 for the fall semester. Admission Assessment (A2) scores are required with the application. Transfer applicants are advised to contact TCU Nursing as early as possible in the application process.

The number of transfer students admitted to nursing courses is determined by the availability of faculty, facilities and the number of qualified continuing TCU students. Selection of transfer students for initial entry into nursing courses is based on indicators of the applicant's likelihood of success in the program and in professional practice.

Transfer students may not pursue a nursing major at TCU if they have been enrolled in another nursing program and were not in good standing upon exit or are not admissible to the previous program(s). All transfer student applicants who have been previously enrolled in a nursing program must submit a letter from the dean or director of that program indicating eligibility status for readmission.

D. Accelerated BSN Admission Criteria

TCU Nursing offers an accelerated BSN track. Applicants with a bachelor's degree must have a GPA of 3.0 or higher in their first degree or their science prerequisites. Applicants without a bachelor's degree must have a GPA of 3.5 or higher in their current coursework or science prerequisites. Pathophysiology is a prerequisite for entry into the accelerated nursing track.

The 16-month course of study is full time with coursework beginning in August of each year. Admission is competitive based on academic record, entrance exam scores and completion of all prerequisite courses and core curriculum. Students must also comply with other admission

requirements listed above. Those interested should contact TCU Nursing for admission requirements unique to this program.

E. Other

Reenrollment – The student who has been a nursing major and leaves TCU must apply for reenrollment after an absence of a full fall or spring semester. If the student meets enrollment criteria, the Registrar’s Office will contact TCU Nursing to receive approval for the student to reenroll as a nursing major. The student must meet the requirements for graduation based upon the published TCU Catalog at the time of reentry into the nursing major. Reentering students may be required to pass comprehensive mastery exam(s). Reenrollment depends on clinical space availability in practicum courses.

Additional Bachelor Degree – A student with a previous undergraduate degree from TCU must meet the same enrollment requirements as other TCU students. A student with a Bachelor degree from another university is considered a transfer student.

F. Enrollment Requirements for Nursing Coursework.

Once admitted to the nursing program, students must meet calendar deadlines for application to enroll in courses.

- The following prerequisite courses must be completed with a grade of "C" or higher before entering the first semester of nursing courses. Students taking nursing prerequisites who make a C- will not meet the nursing program’s entrance criterion.

Anatomy & Physiology I (BIOL 20204 / Lab)	4
Anatomy & Physiology II (BIOL 20214 / Lab).....	4
Microbiology (BIOL 20234 / Lab)	4
Human Development (NURS 10303).....	3
Introductory Psychology (PSY 10213)	3
Introductory Sociology (SOC1 20213)	3
Math - Elementary Statistics (MATH 10043).....	3
Nutrition (NTDT 20403)	3

It is recommended that students have no more than 18 credit hours of TCU CORE Curriculum (TCU CC) that have not been completed. Enrollment in all courses limited to the nursing major requires at least a 2.5 TCU cumulative GPA. Students who show an inability to achieve or maintain a 2.5 GPA may be discontinued from the major.

- American Heart Association’s *BLS Provider* CPR certification.
- Documentation of required immunizations (contact TCU Nursing for list)
- Completion of Admission Assessment Exam (A2) (go to www.nursing.tcu.edu to schedule) – (continuing and transfer students must submit scores). Students may take the A2 once in a 12 month period.
- Documentation of health insurance
- Drug screen and criminal background check as required by health care agencies
- BON criminal background check (see policy)

MANAGING NURSING PRACTICUM ENROLLMENT

Nursing practicum courses will be listed on the class schedule and available for online enrollment during advance enrollment through the end of the semester. When necessary, the status of all practicum courses will be changed to “dept. permit”. Once the status is changed to “dept. permit” permission numbers to enroll in and/or change practicum sections will **only** be given with approval of the Director, Division of Undergraduate Studies-Nursing, course faculty and/or practicum instructor so that section enrollment numbers can be more evenly dispersed.

NURSING PREREQUISITES

Nursing prerequisite courses must be completed with a grade of “C” or higher before entering nursing coursework. Students taking nursing prerequisites who make a C- will not meet the nursing program’s entrance criterion.

Transfer of Nursing Prerequisite Courses

TCU students completing prerequisites Anatomy and Physiology I, Anatomy and Physiology II, and/or Microbiology at other universities must follow the University’s Transfer Credit Policy and TCU Nursing policy that these courses be completed at an approved four year institution.

NURSING PROGRESSION POLICIES

- Enrollment in all nursing courses limited to the nursing major requires at least a 2.5 TCU cumulative GPA.
- Students may repeat one nursing course if less than a “C” or a “No Credit” (NC) grade is earned.
- Students are discontinued from the major if grades of “C-“, “D”, “F”, or “NC” are earned in two or more nursing courses (excluding NURS 10303). This policy applies even though the grade of “C-“, “D”, “F” or “NC” has been replaced by a passing grade achieved by retaking a course.
- Students who are repeatedly unable to achieve or maintain a 2.5 GPA are discontinued from the major.
- All Nursing Progression Policies apply to students enrolled in the Accelerated BSN track (ABT).
- Students may be discontinued from the nursing major when their academic, practicum, or personal performance is determined to be inconsistent with professional responsibility and accountability. In rare instances, the safety of patients may necessitate removal of a student from practicum. Faculty members are responsible for recommending this action to the Director, Division of Undergraduate Studies-Nursing when indicated.
- As a minimum requirement for participating in a practicum, students’ performance must be in compliance with the Nursing Scope and Standards of Practice published by the ANA and the Texas Board of Nursing’s Rules and Regulations including “...not accepting an assignment when one’s physical or emotional condition prevents the safe and effective delivery of care...”. When in the opinion of the instructor a student is not prepared for the educational activity or is in violation of these rules for any reason, including but not limited to, impairment by reasons of alcohol and/or drug abuse, the student is dismissed from practicum for the day by the instructor. The instructor may recommend further action to the Director.

PROGRESSION PANEL

Purpose: To assist students who have been unsuccessful for the first time in a nursing course be successful as they progress through the program and to review students who have been unsuccessful a second time in a nursing course.

Persons on this panel will be members of the Student Relations Committee.

The Panel will convene for one day after final exams in May, January, and August.

Implementation: May 2016

Procedure:

1. Students who are unsuccessful for the first time in a nursing course will be reviewed by members of the panel. The student will be encouraged to be in attendance during this review. If unable to be present in person, the student may be present by phone or electronic means. During the review, the student will discuss possible reasons for not being successful in the course. The panel will also seek input from the faculty of record for the failed course.
2. As part of the review, the student will be reminded of the progression policy for TCU Nursing and the TCU Formal Grade Appel policy.
3. After the review a written account of the meeting as well as suggestions for a Student Success Plan will be sent to the student with a copy to the Division Director Undergraduate Nursing.
4. At the beginning of the next semester, the student will meet with the Director to review the Success Plan and steps the student has taken to follow this plan. The Director will summarize the meeting and any suggestions in written form to the student.
5. Students who earn a second failing grade in a nursing course will be offered the opportunity to meet with the progression Panel to discuss reasons for earning the failing grade. The panel will also seek input from the faculty of record for the second failed nursing course. The panel will make a recommendation to the Director regarding implementation of the 2 course failure rule.

GRADUATION POLICIES

For the Bachelor of Science in Nursing degree a student must meet the following requirements for graduation:

- A 2.0 cumulative GPA for all coursework completed at TCU.
- Completed all nursing courses required for the major with grades of "C" or higher.
- Completed all TCU Core requirements.
- 124 credit hours of academic coursework

Multiple Majors

Nursing students may, with prior approval of appropriate academic deans, pursue an additional major concurrent with nursing. Such students must declare nursing as the first major and complete all degree requirements for both nursing and the additional major. Students interested in this option are encouraged to meet with advisers from both majors as soon as possible to develop an academic plan.

POLICIES FOR ACCELERATED BSN TRACK (ABT)

Meeting Prerequisites and TCU Core Requirements

Students must meet all prerequisites and TCU core requirements prior to admission. Applicants enrolled in prerequisite courses at the time of application should include evidence of satisfactory progress in those courses with their application for admission.

Progression

All progression policies for the Traditional Program also apply to students enrolled in the ABT track.

Failing or Dropping a Course

A student who fails or drops one or more courses cannot continue in (or be readmitted to) the ABT Program.

Transitioning from ABT to Traditional Program

An ABT student who fails only one course, holds a TCU cumulative GPA < 2.5, or elects not to continue in the ABT program, may transition from the ABT to traditional BSN program on a space available basis.

EXPECTATIONS OF ALL NURSING STUDENTS IN CONCEPTS AND PRACTICA COURSES

Regional Standards:

Policy for Required Drug Screening and Criminal Background Check

Drug screening and criminal background checks are required by the facilities which are the sites for the clinical learning experience of nursing students of TCU Nursing. The 2013 Regional Standards for Drug Screening and Background Checks requires that drug screens and background checks be conducted within 30 days prior to the start of the first clinical rotation. Before a nursing student can be placed in clinical experience, the student must have certain acceptable results on both a drug screen and a criminal background check.

TCU Nursing Selection of Company to perform Drug Testing/Criminal Background Check

TCU Nursing will notify students of the company designated by TCU Nursing to perform the drug testing and criminal background check. TCU Nursing will not accept drug test and criminal background check results from any company other than the one designated by TCU Nursing. TCU Nursing will only accept results from the designated company for drug tests and criminal background checks provided for under this policy. For example, TCU Nursing will not accept a drug test/criminal background check which a student has independently obtained from the company outside the procedure provided in this policy.

The company selected is independent and separate from both TCU and TCU Nursing. It is not and shall not be considered a partner, joint venturer, employee, or agent of TCU or TCU Nursing. TCU shall not be considered a partner, joint venturer, employee, or agent of the company.

The student is required to pay the cost for the drug screen and background check. The cost for the drug screen is attached to enrollment of the first clinical course. The cost of the background check is paid online at the time of registration.

Drug Screening per Regional Standards

A. TCU Nursing Students Required Drug Screening /Timing of Drug Screening:

TCU Nursing students enrolled in clinical coursework for the first time or a student who has had a break in enrollment in clinical courses are required to complete drug screening at a time designated by TCU Nursing prior to the first clinical day in the facility. A break in enrollment is defined as non-enrollment for one full semester or more in clinical coursework. Refer to TCU's Student Handbook on Alcohol and Drug Abuse Policies and Penalties.

B. Drug Screen Procedure/Requirements

The company TCU Nursing selects to perform the urine drug tests will be scheduled to be on campus on a specified day prior to the beginning of clinical coursework each semester to obtain and test urine samples from each student. Each student required to undergo the drug test shall cooperate in all aspects the urine drug test and to complete the drug test on campus on the day specified by TCU Nursing. Each student is required to sign any and all consents/releases, in the form(s) designated by TCU Nursing, including consent to the drug test and permission for the results of the drug test to be provided to TCU and TCU Nursing. It is a violation of this policy for a student to adulterate or attempt to adulterate a specimen, to engage in any deceptive behavior during or in connection with the testing process, or take any other action which would falsify test results or tend to make test results inaccurate.

As part of the drug testing procedure, the student may be contacted by the Medical Review Officer ["MRO"] affiliated with the testing company. The student should cooperate with and accurately respond to inquiries of the Medical Review Officer. A positive drug screen for a student is defined under this policy to be one reported as such by the testing company selected by TCU Nursing. Generally, under the Community Standards, this refers to the testing company indicating the student tested on both the company's initial test and GC/MS confirm test as outside the acceptable range set by the testing company, and with the MRO not determining the test result should be a negative. A negative test for a student is defined under this policy as a test result which is not a positive test result.

C. Reporting of Drug Screen Results to TCU Nursing

The testing company will communicate the drug test results to the Director, Division of Undergraduate Studies-Nursing. It is the policy of TCU and TCU Nursing to maintain the confidentiality of these drug test results to the extent required by law.

D. Consequences

When a positive drug screen occurs, the following will occur:

- the student will be immediately suspended for a minimum of one year (12 continuous months from the date of the beginning of the suspension) from the nursing program; and
- the positive drug screen will be shared by TCU Nursing with the TCU Dean of Campus Life for further action, including but not limited to referral for a drug abuse education program, referral to counseling, and/or referral to a drug treatment program, under TCU's institutional policies; and
- other appropriate action, if any.

Any nursing student with a positive drug screen is encouraged to seek treatment.

TCU Nursing encourages impaired students to seek assistance voluntarily and assume responsibility for their personal and professional conduct.

A student who has on one occasion had a positive drug screen under this policy, and who desires to reapply to TCU's Nursing program, may reapply only for a school semester beginning after the period of suspension (one year minimum). The student will, in addition to meeting all other requirements for similarly situated applicants, be required to provide

documentation of successful treatment and the student will be required to consent to and undergo a retest, at a time and through a testing company selected by TCU Nursing, with this retest resulting in a negative drug screen. This re-testing is at the student's expense. The decision on whether to re-admit the student is not guaranteed, and will be made on a case-by-case basis.

E. Suspicion Testing Under the Regional Standards

Additionally, the Regional Standards provide that a student assigned to a facility for a clinical experience, and who is suspected by the facility or faculty of substance use or abuse, will be asked to consent to a drug test, plus other consequences. In this situation, the student is required to sign the consent and complete an immediate drug test as provided by the Regional Standards.

Criminal Background Check per Regional Standards:

A. TCU Nursing Students required Criminal Background Check/Timing of criminal background check:

TCU Nursing students enrolled in clinical coursework for the first time or a student who has had a break in enrollment in clinical courses are required to complete the criminal background check at the time designated by TCU Nursing prior to the first clinical day in the facility. A break in enrollment is defined as non-enrollment for one full semester or more in clinical coursework.

B. Criminal Background Check Procedure/Requirements:

Each student who will be the subject of the criminal background check is required to cooperate with the company conducting the check so that it can be completed at the time required by TCU Nursing prior to the student contacting patients or employees at the facility. Each student is required to provide the screening company accurate identifying information requested so that the company can carry out the screen upon the student. Each student is required to sign any and all consents/releases, in the form(s) designated by TCU Nursing, including consent to the criminal background check and permission for it to be provided by the company to TCU and TCU Nursing. It is intended that the background check include all cities and counties of known residence for the seven year period prior to the check.

Under this policy, the term "failing" the criminal background check is defined as the screening company reporting to TCU Nursing that the student had any of the following, during the seven year period prior to the check:

- A felony conviction.
- A misdemeanor conviction or felony deferred adjudication involving a crime against a person (physical or sexual abuse).
- A misdemeanor conviction related to moral turpitude (prostitution, public lewdness/exposure, etc).
- A felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
- Registration as a sex offender.

C. Reporting of Criminal Background Check to TCU Nursing:

The company conducting the criminal background check will communicate the criminal background check results to the Director, Division of Undergraduate Studies-Nursing. It is the

policy of TCU and TCU Nursing to maintain the confidentiality of these criminal background check results to the extent required by law.

D. Consequences:

When a student fails the criminal background check, the following will occur:

1. The student will be immediately suspended from practica courses (but may remain in concept/classroom courses) until the earlier of the following: (a) the company conducting the check reports to TCU Nursing (perhaps through clarifying information provided by the student to the company) that the student no longer fails the check, or (2) the student obtains from the Texas Board of Nursing a Declaratory Order or similar decision stating the individual is eligible for initial licensure or licensure renewal.
2. The student will be notified of a description of the adverse action taken, the name of the company which prepared the report, a statement that the company did not make the decision to take the adverse action, that the student has a right to obtain a free copy of the company's report from the company, and to contest its contents.
3. The results will be shared by TCU Nursing with the TCU Dean of Campus Life for further action under TCU's institutional policies.
4. Other appropriate action, if any.

A student who is convicted of or receives deferred adjudication for any of the criminal offenses referred to in Section B above while enrolled in the program must report the conviction to the Director, Division of Undergraduate Studies-Nursing, within three days of the conviction, and the student will be referred to the TCU Dean of Campus Life and suspended from the nursing program until the student obtains from the Texas Board of Nursing a Declaratory Order or similar decision stating the individual is eligible for initial licensure or licensure renewal.

TCU's Institutional Policies/Policies of Other Departments or Programs

TCU has separate and additional Institutional policies which may provide additional requirements, disciplinary action, and/or consequences applicable to events and occurrences covered by the TCU Nursing policy.

In addition, some other programs or departments at TCU have, or in the future may have, drug test and/or criminal background check policies or procedures. These other policies and procedures, and their terms, conditions, requirements, disciplinary action and/or consequences are in addition to those in this TCU Nursing policy.

See the TCU Student Handbook, which provides additional information about on-campus services and health risks associated with drug and alcohol abuse. Refer to TCU's Student Handbook on Alcohol and Drug Abuse Policies and Penalties.

Texas Board of Nursing Requirement:

Policy for Criminal Background Check as required by the Texas Board of Nursing (effective for students beginning clinical coursework May 1, 2014 and after): In order to begin the nursing coursework, each student must complete the criminal background check (CBC) as required by the Texas Board of Nursing (BON) and submit proof of eligibility to sit for the NCLEX.

The only documentation accepted is:

- a. Blue postcard from the BON stating the criminal background check is clear
- b. Declaratory Order outcome letter stating student is eligible to take NCLEX
- c. An Eligibility order from the BON

Pre-Clinical Dosage Calculation Testing Policy and Procedures (approved January 2002; revised April 2005; revised September 2008)

Purpose:

The Pre-Clinical Nursing Dosage Calculation Testing Policy exists to facilitate dosage calculation competence necessary for safe nursing practice. The nursing literature reports that the majority of nursing errors occur in medication administration. Many hospitals require nurses to demonstrate dosage calculation proficiency as a requirement for employment. Therefore, it is imperative that nursing students assume personal responsibility for maintenance of dosage calculation skills throughout the nursing curriculum. The dosage calculation testing serves as a means for continued assessment by students and faculty of these important required skills. TCU Nursing is committed to assisting students who need additional instruction in dosage calculations in order to maintain safe medication administration in clinical courses.

Policy:

TCU Nursing has a graduated passing requirement for the student dosage calculation exam. Junior I students who successfully complete pharmacology in the fall semester will not take a dosage calculation exam in the spring. Junior II students who successfully complete pharmacology in the spring semester will take a dosage calculation exam in the fall. Accelerated students begin taking this exam their third semester in the program since they complete pharmacology in the fall semester and therefore will not take a dosage calculation exam in the spring.

These are the passing scores required:

Traditional	Accelerated	Passing score
Junior II (in fall)		90%
Senior I	Semester 3	95%
Senior II	Semester 4	100%

Students who are unsuccessful on their second attempt at the dosage calculation exam will be enrolled in NURS 30331-Dosage Calculations for Nurses.

Procedure:

Standard Testing times are listed in the semester Orientation Schedule. Students are to refer to the schedule for their assigned testing time. Students requiring special accommodations must submit the appropriate paper work to the Dosage Calculation Coordinator before the assigned testing date.

Administration

Students are to arrive at the testing area at least 5-10 minutes before testing is scheduled to begin. One hour is allowed to complete the test. Students who arrive after the testing has begun will only have the remaining time to complete the test. Students are not allowed to leave the testing area until they are finished with the test or until the hour is over. If a student leaves the testing area prior to finishing the test, that student forfeits/terminates that testing opportunity and may not reenter the testing area during that hour.

Failure to register for or attend the scheduled testing time will be treated as a failed attempt. Exceptions to this policy will be at the discretion of the Dosage Calculation Coordinator.

The Academic Conduct policy found in the TCU Student Handbook will be followed at all times during the testing procedure.

Mathematical Rounding Policy for Drug Calculations ♦ (R01/11/07 mbw)

The following guidelines are to be followed when calculating dosage problems.

1. **No rounding will be done until the last answer is calculated.**

Then the rounding will take place.

2a. **When the answer is less than 1**, carry the decimal answer to the thousandths place and round to the hundredths place.

Example: $0.123 = 0.12$ **OR** $0.465 = 0.47$

2b. Always place a zero in front of any less than 1 decimal answer to accentuate the decimal.

Example: $.12$ should be 0.12 **OR** $.05$ should be 0.05

3. **If the answer is greater than 1**, carry to the hundredths place and round to the tenths place.

Example: $1.88 = 1.9$ **OR** $2.34 = 2.3$

4. **All answers must be correctly labeled.** This ensures that the student understood that for which they are solving. **Answers should never contain a trailing zero.**

Example: 0.5 **NOT** 0.50 **OR** 1 mg **NOT** 1.0 mg

5a. All IV problems having an answer in **drops per minute** are to be rounded to the **nearest** whole number.

Example: $41.25\text{ gtts per minute} = 41\text{ gtts per minute}$
 $30.5\text{ gtts per minute} = 31\text{ gtts per minute}$

5b. Any IV problem solving for mL/hr should be carried to the tenths decimal place.

Example: $41.25\text{ mL/hr} = 41.3\text{ mL/hr}$ (not 41 mL/hr)

Guidelines for Reporting of Incidents

1. Any incident that creates a potential for injury or harm to any individual (patient, staff, student, faculty, etc.) must be immediately reported to the assigned faculty member.
2. The faculty member will also report the incident to the Director, Division of Undergraduate Nursing.
3. The faculty member may ask the student to assist in preparing an incident report.

Attendance

Students are required and expected to attend all classes and practica. If you are unable to do so you must notify the faculty prior to class or practicum. Failure to notify the faculty may result in a negative consequence.

Final Examinations

Final examinations will be given on dates and times as specified by the TCU Schedule of Classes or on modifications made by the nursing program. University policy prohibits changing of exam dates from the printed schedule unless there are more than two examinations within a 24-hour period. Individual concerns need to be addressed early in the semester to the lead faculty of an individual course.

Standardized Grading Scale

TCU Nursing has agreed to the following grading scales for all nursing courses. At TCU, the use of plus/minus grades is an option for the faculty. The grading scale to be used in a specific course will be clearly stated in the course syllabus. In all instances, a grade of C requires a 73. According to TCU policy, in all cases where a grade of C is required, a grade of C- does not meet that requirement.

A	93-100	A	90-100
A-	90-92	B	80-89
B+	87-89	C	73-79
B	83-86	D	60-72
B-	80-82	F	59 & below
C+	77-79		
C	73-76		
C-	70-72		
D	60-69		
F	59 & below		

Formal Complaints

Nursing defines a formal complaint as any issue presented in writing that invokes the University Appeals or Grievance Policies and Procedures. Nursing students are advised to follow TCU policies and procedures when filing a formal complaint.

Classroom/Clinical Participation

Students are expected to actively participate in class and clinical. Each student will be accountable for all assigned objectives. Some classes may be led by students, in which case, the students may determine what will be used to generate discussion (e.g., role-play, case study).

1. Nursing students enrolled in clinical nursing courses must attend clinical orientation and testing sessions that are held the first week of each semester. Absence may cause cancellations of enrollment in these courses.
2. The student will be held accountable for all content taught in previous courses.
3. The student who demonstrates clinically unsafe behavior can be administratively removed from or will fail the practicum course.
4. If a student is ill or otherwise cannot attend a practicum, that student is responsible for notifying the faculty member and the agency according to policies stated in the syllabus. Students are expected to be on time to practicum and to be prompt for any appointments made.
5. The American Psychiatric Association (APA) format will be used for all written material in all classes.
6. Students are expected to adhere to the Academic Conduct Policy of the University.
7. Students are expected to conform to the standards of nursing practice as stated in the Texas Board of Nursing's Nursing Practice Act, Rules and Regulations, and Disciplinary Sanction Policies.
8. At the beginning of each semester, each student must review basic information regarding use of standard precautions. The student will turn in a signed statement to the effect that the student is responsible for implementing the practice.
9. Clinical attendance is mandatory. Clinical assignments are often made in advance, and students are expected to arrive in practicum fully prepared. Unprepared students will be sent home from clinical and will not earn credit for the day. Clinical preparation may require reading, practicing in the skills lab, or writing care plans prior to arrival at practicum.
10. As part of the clinical experience students have the opportunity to work in several clinical settings and with numerous clients during their years as a student in the nursing program. As professional nursing students, students are expected to keep confidential all information entrusted to them by clients, peers, faculty, and colleagues in a practicum setting.

Community Experiences – Personal Safety

1. Car safety—be sure your gas tank is full, windows are raised, doors are locked. Park in front of the home or agency, not in front of a deserted building. Do not park your car or get out if there are groups of people congregating in front of the home or agency you were to visit. Do not drive down blocks where groups of people are congregating in or near the street. Do not drive down alleys. Do not get out of your automobile if someone is approaching or has just passed—wait until all persons are 50 yards or more away from the car. Lock your parked car.
2. Personal safety—conduct yourself in a confident manner. Acknowledge residents with a “hello” or “good morning”. Leave your purse at home or lock it in your trunk before leaving home. Keep cell phone, your driver's license and only a small amount of money on your person. Know where you are going. Dress conservatively. Have keys ready when walking to your car. In summary—use common sense!
3. Do not transport clients, families, or others.
4. Do not give money to clients, families, or others.
5. Use elevators versus stairs. Stand by the controls. Don't get on if it looks suspicious; get off if you feel uncomfortable.
6. DO NOT give clients your phone number or email address.

Medication Administration

One of the most challenging learning opportunities in the student nursing experience is the administration of medications. To accomplish this objective the student is prepared by pharmacology class, drug calculation practice, the study of anatomy and physiology, pathophysiology, microbiology, and the specific learning of the five rights of patient medication administration. All of this is done to prepare the student for the next step, that of administering to the patient/client the correct medication. In the state of Texas a nursing student is prohibited from administering medication without supervision while functioning as a student nurse. It is the responsibility of the instructor to be present for every medication given or to ensure appropriate supervision for the student.

The instructor will communicate the rules for administration of medications in a particular practicum. It is the responsibility of the student to know and follow these rules. If there is any doubt about a specific situation, do not administer the medication and notify the instructor immediately.

Professional Attire (effective March 2016)

Students are to dress professionally at all times when representing themselves as TCU Nursing students.

The general requirements for the uniform for undergraduate students of the nursing program will be as follows:

In lab or a clinical facility requiring a uniform:

- Dark purple scrubs with permanently affixed TCU Nursing identification.
- Beginning Spring 2016, all nursing students will purchase purple scrubs at the TCU Bookstore.
- Lavender or lilac colors are NOT suitable.
- The uniform may be a purple scrub dress or scrub top and pants. The scrub top must have a modest neckline.
- A solid white or black shirt may be worn underneath if desired. Shirts should be tucked in and/or not visible below the scrub hem.
- The scrub pants must extend to the ankle and may be straight legged or have knit cuff. Hem of scrub pants must be at least 1" from the floor. Pants must be loose fitting enough to allow for comfortable bending and squatting.
- The shoes must be all white or all black, closed toe, closed heel, leather. No clogs or cros. Shoes must be clean, comfortable and quiet. Socks or hose should be worn. Socks may be white, black or purple and extend above the ankle. Hose worn with scrub dress should be skin color or white.

In a clinical facility or lab requiring a laboratory coat over street clothes:

- A white lab coat with permanently affixed TCU Nursing identification must be worn. The lab coat may be fingertip length or knee length. White lab coats will be provided during the White Coat Ceremony occurring at the beginning of Junior I semester.
- Street clothes include skirt or slacks with a shirt or blouse or dresses.
- Do not wear jeans, shorts, tee shirts, flip flops, or sandals. Shoes should be clean, with low heels and closed toe and heel. Socks extending above the ankle or hose should be worn.

In any clinical setting including lab:

- Hair must be naturally occurring color in humans, neatly pulled back, secured and should not rest over/below the shoulder or risk interfering with provision of patient care. If worn, hair bands should be solid white, black, human hair, or purple color, unembellished, and less than 2 inches in width. Facial hair must be neatly trimmed, and ½ inch or less in length.
- Jewelry is kept to a minimum. No visible piercing except one stud per ear.
- Fingernails should be clean and trimmed no longer than the fingertip. No nail jewelry, artificial nails, or nail polish is permitted.
- Students must wear a watch that allows counting in seconds.
- Tobacco or e-cigarette use while in uniform is unacceptable.
- Professional behavior is mandatory when TCU Nursing uniform is worn.

Clinical instructors may have special considerations. Exceptions to this policy must be discussed with clinical instructor and must follow clinical agency guidelines.

Inclement weather policy:

When inclement weather comes to Fort Worth, the university uses the TCU Alert system to notify the campus community of closures or delayed openings. Often the decision to close or delay the opening of the university due to inclement weather is not made until 6:30 a.m.

We realize that many students are scheduled for lab or clinicals which begin at or before 6:30 a.m. and have varying lengths of commute to the clinical facility. If you are concerned for your safety, please use your best judgment in determining whether you should travel. Contact your faculty to let him/her know if you do not feel you can commute safely.

If the university is closed, classes are canceled and students are not required to make up the hours. You remain responsible for achieving the course objectives. If classes are not cancelled, but you decide not to come to class or clinical, the absence policy for the course will be in effect.

TCU Nursing-- Policy for Electronic Testing

This is supported by the TCU Nursing policy approved 08/27/2015/revised 01/2016.

For all computer-based assessments, all TCU Nursing students are required to bring with them a Windows or Apple laptop which meets the software requirements of ExamSoft (www.examsoft.com) and TCU's learning management system.

Computers and Technology

1. Students must provide their own Windows or Apple device for the assessment.
2. The device must be in good working order and fully charged for the assessment period.
3. Computers and/or devices must meet system requirements for the assessment software being used.

TCU Online Learning: http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Computer

ExamSoft: <http://support.assessmentsoft.com/link/portal/15157/15194/Article/162/What-are-the-minimum-system-requirements-to-run-SofTest>

4. It is the student's responsibility to address any known computer issues before coming to an assessment, including getting a loaner or replacement computer.

The Assessment Period

1. Students are responsible for downloading and installing the software required for testing.
2. The standard of one minute per question is the maximum allotted per question on assessments unless students are notified otherwise.
3. It is the student's responsibility to notify the faculty or proctor of any technological difficulties or concerns during the assessment, so an alternative testing format can be used if appropriate.
4. Technological concerns raised after the assessment period cannot be considered for evaluation purposes.
5. If the student gets a loaner or replacement computer but has already downloaded the assessment to the broken computer, the student needs to notify the faculty and, if appropriate, request a second download of the assessment to be placed on the loaner computer.

Assessment Day Alternatives

1. During the assessment period, if the student's computer device is malfunctioning, not available, or the server is creating extended problems, a hard copy (paper copy of the assessment to be completed using a pencil) of the assessment will be provided to the student.
2. Students that repeatedly (greater than two times) have computer/electronic device issues (i.e. malfunctioning, a computer/electronic device not available or unable to connect to server) that prohibits them from completing assessment(s) online will have 10 points deducted from each assessment that must be completed using the alternative format (paper copy) unless notified otherwise.

Procedure for Electronic Testing: Student Responsibilities

The purpose of this policy is for students to understand their responsibilities in relation to electronic testing. "Assessment" will be used to address quizzes, tests, and exams.

This is supported by the TCU Nursing policy approved 08/27/2015.

For all computer-based assessments, all TCU Nursing students are required to bring with them a Windows or Apple device which meets the software requirements of TCU's learning management system

Students who do not have access to a computer for the semester, or for a specific time period, or have an unreliable computer, should notify course faculty at the beginning of the semester. There are a limited number of laptops that can be checked out from the Center for Instructional Services. This requires completing an order form at least one week in advance of the need; it is the **student's** responsibility to plan accordingly.

Downloading Computerized Assessments (if applicable)

1. Students must install the assessment software (e.g. SoftTest) by the date established by the course faculty prior to the assessment time.
2. Students must download the assessment prior to the published assessment time.

3. Students are responsible for notifying faculty if unable to download the assessment successfully.

The Assessment Period

1. Students must be seated in the testing location with their computer prior to the start of the assessment. Seating may be adjusted at the discretion of the course faculty or proctor.
2. Students may have their device charger, earplugs, and pen or pencil available to them in the test area. All other devices and personal items will be secured per faculty preference.
3. Cell phones, smart watches, and any other technology are strictly prohibited during assessments.
4. Recording devices of any kind are not allowed.
5. All devices should be silenced during the assessment period.
6. Students must be in their seats, signed into their device and ready to enter the assessment by the designated assessment time.
7. All additional browser windows must be closed prior to the assessment.
8. Management of late arrivals will be handled at the discretion of the faculty.
9. Students must maintain ready access to passwords and IDs to access computer testing software.
10. If appropriate, the assessment password will be provided to all students, verbally and/or written in an area visible to all students.
11. If a faculty chooses to provide scratch paper for the assessment, that paper will be collected and/or disposed of at the discretion of the faculty. This paper may not leave the assessment area with the student.
12. A timer will be used for all assessments. If appropriate, the timer will be allowed to end the student's assessment if they are still working beyond the allotted time.
13. Information regarding the allotted time and other instructions about the assessment will be disclosed to the student prior to beginning the assessment.
14. Any student demonstrating actions indicative of cheating during the assessment will be dealt with according to standing policies and procedures. Cheating includes, but is not limited to:
 - a. Looking at or copying another student's assessment
 - b. Communicating or receiving answers during the assessment
 - c. Using unauthorized notes, texts, or other materials during an assessment
 - d. Obtaining and/or distributing an unauthorized assessment or part of an assessment
 - e. Having additional browser windows open during an assessment
 - f. Discussing assessment content with classmates who have not yet taken the assessment
 - g. Taking screen shots of the assessment or saving testing material in any other manner.

Uploading of Assessments (if applicable)

1. Successful upload of the assessment is the students' responsibility. The faculty may offer upload deadlines/criteria via syllabus or email communications directly related to the assessments.
2. Assessments not uploaded by the published upload deadline may be subject to point reductions at the discretion of the course instructor.
3. Students should notify faculty if they experience difficulty uploading an assessment.

Assessment Review

Assessment review will be at the discretion of the faculty.

TCU NURSING POSITION STATEMENT ON STUDENT TRAVEL WITH AGENCY PRECEPTORS OR MENTORS

Background: Some TCU Nursing courses place students in agency or community settings utilizing preceptors or mentors. There are situations when the nature of the student activities may require student travel to alternate locations.

Position Statement: TCU Nursing prohibits students riding in vehicles driven by agency preceptors or mentors. TCU Nursing is not able to monitor the safety of these situations and therefore cannot be responsible for the safety of students riding with agency preceptors or mentors. TCU Nursing also prohibits students providing rides for preceptors, mentors, or clients.

STUDENT FEES *

In addition to tuition and University fees nursing students are responsible for the following:

Clinical/lab fee	\$170 for each clinical and each lab in which the student is enrolled
Liability insurance.....	\$10 per semester when enrolled in clinical coursework
Standardized exams/Total testing package	\$210 per semester for TBT students. \$420 for ABT students to be paid in the 1 st semester
Criminal Background Check (Basis: entry or reentry to clinical sequence).....	approx.. \$50 (Regional background check fee is paid directly to Group One upon online registration)
Drug Screen (Basis: entry or reentry to clinical sequence).....	\$50
Texas Board of Nursing Criminal Background Check.....	\$50 (Texas BON background check fee is paid directly to screening agency)
Dosage Testing Package.....	\$65

* **Subject to change**

IMMUNIZATIONS AND DOCUMENTATION REQUIRED PRIOR TO ENROLLMENT IN CLINICAL COURSES

Copies of documentation of immunization status and current *American Heart Association: BLS Provider* certification as required in our contracts with clinical agencies must be presented prior to enrollment in clinical nursing courses. Only copies are accepted and should be sent to the Nursing office.

If renewals are necessary, for example, CPR certification or TB test, copies of the renewals are due on an established date prior to each semester (August 1 and January 1). Due to the complexity of monitoring the status of large numbers of students, we can only accept documentation at the beginning of the semester.

Copy of Immunizations and Documentation Required for All Nursing Students Enrolled in Clinical Courses

IMMUNIZATIONS AND DOCUMENTATION REQUIRED FOR ALL NURSING STUDENTS ENROLLED IN CLINICAL COURSES

IMMUNIZATIONS	REQUIREMENTS
Tetanus/Diphtheria/Pertussis (Tdap)	Booster within 10 years
Measles, Mumps, Rubella (MMR)	Those born since January 1, 1957, must have two (2) doses since 12 months of age. The two (2) doses must be at least 30 days apart.
Hepatitis B	The completed <u>three-dose</u> series must be received before contact with clients in practica.
Varicella (chickenpox)	All practicum students must document evidence of immunity to varicella (chickenpox). This requirement must be met by either of the following: <ol style="list-style-type: none"> 1. Documentation of varicella vaccine series. Immunization for adolescents and adults is a series of two doses. or 2. Positive varicella titer lab results.
Seasonal Flu (TBA each fall semester) (Jan. 1 for spring semester)	Must have documentation of annual seasonal flu vaccine which includes the following information: (a) person receiving vaccine, (b) date of vaccine administration, (c) vaccine manufacturer and lot number, (d) name and title of vaccine administrator, (e) address of clinic/office where vaccine was received.

- Each student **MUST PROVIDE COPIES** of documentation of all the above immunizations **PRIOR** to initial enrollment in nursing courses. In addition, students must provide **copies** of documentation of:

Documentation Needed	REQUIREMENTS
CPR healthcare provider certification	Current certification of: American Heart Association: BLS Provider
TB Skin Test or chest x-ray (annual renewal)	Negative TST (TB skin test) results or Negative chest x-ray

- CPR certification must include a hands on demonstration of skills
- CPR and TB skin test must not expire during the semester.
- ***These documents are due August 1 for fall semester and January 1 for spring semester.**
- **Students who are not in compliance with the above policy will be administratively removed from all practicum courses.** Students will not be able to re-enroll in the practicum courses until the above requirements have been met. Once the above requirements are met, students may re-enroll in open practicum sections. **This may result in a change of practicum sections.** Missed practicum time cannot be made-up and will be counted as unexcused absences handled according to policies stated in each course manual.
- All students enrolled in practicum courses must carry health insurance. Proof of health insurance for full time students (9 credit hours or more during fall or spring semesters) is monitored by the TCU Health Center. *Students who are enrolled in fewer than 9 credit hours during fall or spring semesters must submit proof of health insurance to the TCU Nursing office prior to the beginning of each semester.*

FOR MORE INFORMATION ON IMMUNIZATIONS, CONTACT YOUR HEALTHCARE PROVIDER, PUBLIC HEALTH CLINIC OR TCU STUDENT HEALTH CENTER.

Rev. 6/2016

REQUIRED HEALTH INSURANCE

TCU Nursing majors enrolled in practicum nursing courses on a full or part-time basis, must provide proof of health insurance either offered by the University or through your family's plan. This varies from the TCU policy that does not require insurance for student enrolled in less than 9 semester hours.

TCU NURSING

STUDENT POLICIES: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Policies: Access, Use, and Protection of Health Information obtained during the course of Clinical Education

1. All students must sign a *TCU Nursing Confidentiality Statement* prior to accessing patient files in any agency used for clinical education.
2. All student documents related to patient assignments (journals, care plans, papers, assignment sheets, etc) must be protected to assure privacy of the patient(s) information by de-identifying the health information. Your course faculty will tell you the de-identification method to be used.
3. Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means including electronic means.
4. Any documents submitted to faculty should contain no protected health information (PHI) or the information should be de-identified. For example: course papers, care plans, interview information, etc.
5. If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.
6. Per the TCU-Clinical Agency Identity Verification Policy, only students wearing the approved TCU identification badge will be granted access to patient information by the clinical agency.
7. Student IDs are to be worn in a visible location on the uniform, street clothing, or scrubs when representing self as a TCU student nurse. The ID is not to be worn at any other time, such as during a work shift in a hospital setting.
8. There should be no disclosure of PHI of patients by TCU Nursing students. A student should consult the course faculty if a student has a question about PHI related to disclosures required by law, disclosures for public health activities, disclosures about victims of abuse, neglect or domestic violence; law enforcement purposes, disclosures about decedents, disclosures for cadaver organ, eye, tissue donation, disclosures to avert a serious threat to health or safety, disclosures for specialized government functions, disclosures for workers' compensation.
9. If documents containing PHI are in use by students (for example, in the hospital unit, TCU Nursing computer lab, etc.) the document(s) must be shielded so others may not see the information. If the person using the documents leaves the room, the documents must not be left on top of the desk for others to see. Locking the documents in a secure file is recommended.
10. If faxing, copying or printing documents containing PHI it is the user's responsibility to assure protection of the PHI.
11. Documents containing PHI should only be shredded by the person authorized to have the PHI.

Policy: HIPAA Regulations and TCU Nursing Research and/or Professional Projects

1. Any student research or professional projects should maintain the protection of health information collected during the duration of the project by including no identifying patient information on project instruments. If a code is used to re-identify the participant information, the codebook must be maintained in a locked, secured file. If an informed consent document is signed, the documents should be maintained in a locked, secured file apart from any patient/subject information. Informed consent documents should be submitted to the TCU Nursing Administrative Office at the end of the project. The documents will be stored according to TCU Safeguards in Human Research guidelines.
2. In the event protected health information collected during a research project was disclosed, the student and the student's committee chairperson should report the disclosure to the TCU Nursing Privacy Official. The Privacy Official will determine if a disclosure of PHI was made for 50 or more individuals involved in a research project. If so, an accounting of the disclosure should include the following: a) name of research activity b) a description of the project in plain language including the purpose for the research and selection of criteria for the records c) a description of the type of PHI disclosed d) the date or period of time of the disclosure e) name, address and phone number of the sponsor of the research f) the name of the researcher to whom the PHI was disclosed g) a statement that the PHI of the individual may or may not have been disclosed during the research activity.

If there were fewer than 50 individuals involved in the research, the Privacy Official must provide an accounting for every disclosure of PHI for each individual whose PHI was disclosed.

In addition, if an individual involved in a research study of 50 or more individuals requests an accounting for the disclosure of PHI pertaining to the individual, the Privacy Official must make a reasonable attempt to satisfy this request.

HIPAA Privacy Official

1. The Director of Administrative and Clinical Affairs is the Privacy Official, but may delegate his or her duties to others if so desired. The appointment is continuous and will transfer when and if a new Director is named.
2. The duties of the Privacy official include: a) Maintaining program compliance with HIPAA regulations b) developing TCU Nursing policies and procedures related to HIPAA regulations c) maintaining documentation of complaints and sanctions d) overseeing HIPAA training program.
3. The chain of command under the Director of Administrative and Clinical Affairs, as the Privacy Official is student to faculty, faculty to lead teacher of course (if applicable), and faculty/lead teacher to Director. At times it may be appropriate for the student and faculty/lead teacher to meet simultaneously with the Director.

Policy: Required Training Regarding HIPAA Regulations and Policies for All TCU Nursing Students

1. All TCU Nursing students enrolled in practicum courses for the first time will complete a training program regarding HIPAA regulations and policies during the first week of the academic semester. Each will be asked to sign a form indicating understanding of the TCU Nursing policies and procedures related to HIPAA and the *TCU Nursing Confidentiality Statement*.
2. If a breach in confidentiality occurs, the student will complete a retraining program as soon as possible following the incident.
3. All students will complete retraining within one month following a significant change in privacy practices.

Policy: Sanctions for Violating TCU Nursing Policies and Procedures related to HIPAA

1. A complaint regarding a breach in patient privacy may be brought to the Privacy Official with the assurance that no retaliatory measures will be taken against the person bringing the complaint.
2. The Privacy Official will document the complaints received and their disposition and maintain the document in a locked, secured file.
3. Students who violate the protection of health information are subject to sanctions, which may include, but are not limited to: unit or course grade reduction; failure of course; suspension from program.

STUDENT NURSES' ASSOCIATION

This organizational branch of the Texas Nursing Students' Association and the National Student Nurses' Association provides students opportunities to participate in local, state, and national affairs. Membership in the TCU Nursing chapter is voluntary. These organizations are dedicated to promote the role of the nursing student, the role of the nurse in the community, and the future of nursing. Meetings are held monthly and regional meetings can be attended each semester. Participation is strongly encouraged.

RESOURCES

Employment

Students may be employed on or off campus as opportunities are available and the course load and schedule permits. Work schedules should allow sufficient time for study. Students employed in clinical agencies may not wear the school uniform or name tag during such employment. The uniform worn during such employment should be the one required by the employing agency. Students who are employed in a clinical setting must not sign their names as nursing students.

The Health Professions Learning Center

The Health Professions Learning Center in the nursing building is available to all nursing students to enhance independent learning and provide access to computers, audiovisual materials, and a practice lab for clinical skills. In the Health Professions Learning Center, the student may become an active participant in an environment that facilitates both individual and small group learning situations. In addition to this facility and other University resources, nursing students have access to other libraries located in metroplex universities and various clinical facilities.

Testing Program Policy Statement

All Nursing students will be evaluated using a nationally standardized testing program throughout the nursing curriculum.

Purpose

- Assists in documenting student outcomes
- Identifies strengths and weaknesses of students and aggregate groups of students
- Provides curriculum evaluation data
- Strengthens NCLEX-RN® outcomes
- Allows for remediation of areas of concern

Procedure

All students will take a standardized exam before beginning the full-time nursing curriculum. Additionally, students will take standardized tests throughout the nursing curriculum as outlined in the course syllabus for each course.

Tests

Tests given in courses will supplement course content and can be used to evaluate student progress through the curriculum. During the final semester, the nursing student will participate in comprehensive testing. Student results will be used, in part, to estimate NCLEX-RN® success but scores on standardized tests do not determine student graduation from the program.

Sigma Theta Tau International

Since 1970, the Beta Alpha Chapter of the International Honor Society for Nursing, Sigma Theta Tau, has selected members on the basis of academic merit. Students will be notified by email of their selection and should respond in a timely manner.

HONORS PROGRAM

Nursing majors who plan to pursue Departmental Honors must be members of the Honors Program and are advised carefully for such achievement. TCU Nursing supports and encourages participation in the Honors College.

PROFESSIONAL BEHAVIOR

The TCU Nursing major is expected to display professional behaviors that are conducive to the practice of professional nursing at all times. Professionalism is a concept that embraces conduct, attitudes, values, and standards relating to the practice of a professional. Professionalism in nursing can be witnessed in individual and collaborative practice and organizational participation. The nursing students are expected to incorporate into their behavior the TCU Student Code of Conduct and the policies and regulations as established by the following regulatory bodies:

1. American Nurses' Association (ANA) Code of Ethics for Nurses
2. Nurse Practice Act—Texas Statutes Regulating the Practice of Nursing (www.bon.state.tx.us)
3. American Hospital Association Bill of Rights
4. National Student Nurses' Association, Inc.—The Student Bill of Rights and Responsibilities

Professional Conduct Statement

The faculty of TCU Nursing expects professional nursing students to conform to the standards of nursing practice as stated in the Texas Statutes Regulating the Practice of Professional Nursing (available on BON website). The term unprofessional conduct is described as any act, practice or omission that fails to conform to the accepted standards of the nursing profession. Unprofessional conduct includes but is not limited to the following:

1. Failing to assess and evaluate a patient's/client's status or failing to institute nursing intervention which might be required to stabilize a patient's/client's condition or prevent complications.
2. Knowingly or consistently failing to accurately or intelligibly report or document a patient's/client's symptoms, responses, progress, medications, and/or treatments.
3. Knowingly or consistently failing to make entries, destroying entries, and/or making false entries in records pertaining to the giving of narcotics, drugs, or nursing care.
4. Appropriating medications, supplies, equipment, or personal items of the patient/client or employer.
5. Failing to administer medications and/or treatments in a responsible manner.
6. Performing or attempting to perform nursing techniques and/or procedures in which the nursing student is unprepared, unsafe, and/or without appropriate supervision.
7. Violating the confidentiality of information or knowledge concerning the patient/client except where required by law.
8. To cause, suffer, permit, or allow physical or emotional injury to the patient/client or failing to report same in accordance with the incident reporting procedure in effect where the nurse is employed or working.
9. Leaving a nursing assignment without notifying appropriate personnel.
10. Failing to report to the Board or the appropriate authority in the organization in which the nurse is working, within a reasonable time of the occurrence, any violation or attempted violation of the Texas Nurse Practice Act or duly promulgated rules, regulations, or orders.
11. Expressly delegating nursing care functions or responsibilities to a person who lacks the ability or knowledge to perform the function or responsibility in question.

Failure to meet these standards will result in a failing grade for the clinical course and may lead to dismissal from the program.

Unsafe Nursing Practice

Definition: Unsafe nursing practice is defined to include, but is not limited to, the following behaviors of a nursing student:

- Allowing own value system to interfere with client care/well-being.
- Demonstrating lack of acceptable or safe nursing judgment in performing nursing interventions.
- Engaging in activities for which the nursing student is not academically prepared or which exceed the nursing student's own limitations.
- Engaging in activities that do not fall within the realm of standardized nursing practice and endangers patients.
- Recording and/or reporting client-care data and/or nursing interventions inaccurately or fraudulently, or failing to record and/or report data.
- Appropriating medications, supplies, equipment, or personal items of the patient/client or employer.
- Endangering the welfare of the client. Examples of behaviors:
 - (1) Reporting to practicum under the influence of alcohol.
 - (2) Reporting to practicum under the influence of drugs or other substances that hamper proper functioning in their responsibilities.
 - (3) Reporting to practicum when physically or mentally unsafe to assume care whether due to sleep deprivation, infectious disease, extreme stress, or any other condition.
 - (4) Failing to administer medications and/or treatments in a responsible manner, which includes having adequate knowledge of the drug.
 - (5) Violating the confidentiality of information or knowledge concerning the patient/client except where required by law.
 - (6) Leaving a nursing assignment without notifying appropriate personnel.
 - (7) Failing to provide a safe environment.
- Failing to comply with institutional policies and procedures in implementing nursing care.

Code of Ethics for Nurses

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.

© American Nurses Association

BLOODBORNE PATHOGENS EXPOSURE

Prevention

1. Any exposure to blood borne pathogens during practicum should be reported immediately to the faculty and the person in charge on the unit, and the individual(s) must follow that institution's policy regarding blood borne pathogen exposure.
2. If post-exposure procedures are not available to the involved individual, the student/faculty should go immediately to Harris Methodist Fort Worth Employee Health Department. Employee Health procedures will be available through Harris Emergency Department if it is after hours.
3. Student **must immediately notify** the faculty of any exposure no matter how small it might be.
4. Incident reports are to be completed by the faculty member and student(s) involved at the facility and at TCU Nursing (copy forwarded to TCU Health Center).

What a Student Can Expect From an Advisor

1. Concern for the student's welfare as an individual person.
2. Information concerning academic programs, requirements, policies, and procedures.
3. Assistance in exploring and clarifying life goals and career alternatives.
4. Assistance in exploring educational options and planning a coherent academic program, including choosing a major.
5. Assistance in selecting and scheduling of courses.
6. Assistance with various academic forms, including schedule changes, Academic Advisement Special Permission form, etc.
7. Assistance in reviewing the student's academic program each regular semester, matching the academic record with the applicable degree requirements.
8. Special assistance, including strategies for improving study skills, if the student experiences scholastic difficulties and is placed on academic probation.
9. Referral to the TCU Nursing – Nursing Academic Enhancement Program (ACE Program) to assist with financial, academic, test-taking skills, math difficulties, writing issues, career services, English as a second language, and personal or pastoral counseling when appropriate, to enhance academic, or personal performance in order to achieve success.
10. Confidentiality concerning all personal and private matters, in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment).

The student's advising file is considered part of his or her academic records protected by the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). TCU's policy regarding this act is in the [Undergraduate Studies Catalog](#). This act does exclude a student's right of access to personal notes that the adviser may have made during the advising sessions.

What an Advisor Can Expect From the Student

1. Giving thoughtful consideration to personal, educational, and career goals.
2. Becoming knowledgeable about his or her academic program, including all applicable requirements and policies, and monitoring his or her own progress.
3. Accepting responsibility for choices and decisions and asking questions when information is needed.
4. Keeping advising appointments or calling to reschedule well in advance.
5. Seeking assistance as needed and providing timely notice and information concerning any academic problems.
6. Notify instructor if having academic or personal problems in which the ACE Program will be beneficial.
7. Taking responsibility, accountability and follow thru with the recommendations made by the ACE Program. Keep advisor informed of progress in the ACE Program.
8. Giving advance consideration to a tentative schedule of classes each semester prior to the advising conference, and . . .

ARRIVING PREPARED BY

**Bringing all forms, class schedule
book, pen, paper, etc. to the appointment**

Texas Christian University – Nursing Harris College of Nursing & Health Sciences

BSN Degree Requirements Nursing Prerequisites/Core Curriculum

I. Nursing Prerequisites – THE FOLLOWING COURSES MUST BE COMPLETED WITH A GRADE OF “C” OR HIGHER

Anatomy & Physiology I (BIOL 20204/Lab) (NSC)
Anatomy & Physiology II (BIOL 20214/Lab)
Microbiology (BIOL 20234/Lab) (NSC)
Human Development (NURS 10303) (SSC)
Introductory Psychology (PSYC 10213)
Introductory Sociology (SOC 20213) (SSC)
Math – Elementary Statistics (MATH 10043) (MTH)
Nutrition (NTDT 20403)

II. TCU Core Curriculum (TCU CC) – TCU REQUIREMENTS MUST BE COMPLETED PRIOR TO GRADUATION

English Composition I (ENGL 10803) (WCO)
English Composition II (ENGL 20803) (WCO)
Humanities (9 CR)

- Religious Traditions (RT/HUM)*
- Literary Traditions (LT/HUM)*
- Humanities Elective (HUM)*

Historical Traditions (3 CR) (HT)
Fine Arts (3 CR) (FAR)
Oral Comm (3 CR) (OCO)
Free Electives (14 CR) **

*These Courses also meet the humanities (HUM) requirement.

** Transfer students must complete 6 credit hours non-nursing at TCU.

**TCU Harris College of Nursing & Health Sciences
Bachelor of Science Degree in Nursing (BSN)
Suggested Plan of Study**

Freshman I	CREDIT HOURS	Freshman II	CREDIT HOURS
BIOL 20204* Anatomy & Physiology (NSC)	4 CR	BIOL 20214 Anatomy & Physiology	4 CR
ENGL 10803 Freshman Comp (WCO)	3 CR	NTDT 20403 Nutrition	3 CR
PSYC 10213*** General Psychology (CA)	3 CR	SOCI 20213*** Intro to Sociology (CA,SSC)	3 CR
Fine Arts (FAR)	3 CR	Historical Traditions	3 CR
Oral Communication (OCO)	3 CR	Humanities Elective (HUM)	3 CR
Total Hours	16 CR	Total Hours	16 CR
Sophomore I	CREDIT HOURS	Sophomore II	CREDIT HOURS
BIOL 20234* Microbiology (NSC)	4 CR	NURS 20043 Member of Profession	3 CR
ENGL 20803 Sophomore Comp (WCO)	3 CR	NURS 20363 Pathophysiology	3 CR
Religious Traditions/Humanities (RT,HUM)	3 CR	NURS 20263 Health Assessment	3 CR
MATH 10043** Elementary Statistics (MTH)	3 CR	NURS 20271 Health Assessment Lab	1 CR
NURS 10303 Human Development (SSC)	3 CR	Literary Traditions/Humanities (LT,HUM)	3 CR
		Elective	3 CR
Total Hours	16 CR	Total Hours	16 CR
Junior I	CREDIT HOURS	Junior II	CREDIT HOURS
NURS 30263 Foundations Nsg Care: Concepts	3 CR	NURS 30563 Care of Adults with Health Alt. I: Concepts	3 CR
NURS 30163 Pharmacotherapeutics	3 CR	NURS 30582 Adults Health Alt. I: Clinical	2 CR
NURS 30182 Foundations of Nsg Care: Clinical	2 CR	NURS 30663 Behavioral Health Nsg: Concepts	3 CR
NURS 30171 Foundations of Nsg Care: Lab	1 CR	NURS 30682 Behavioral Health Nsg: Clinical	2 CR
NURS 30243 Member of Healthcare Team (GA/SSC/WEM)	3 CR	NURS 30671 Clinical Reasoning & Simulation I	1 CR
Elective	3 CR	NURS 30633 Member of Research & EBP (WEM)	3 CR
		Elective	1 CR
Total Hours	15 CR	Total Hours	15 CR
Senior I	CREDIT HOURS	Senior II	CREDIT HOURS
NURS 40563 Care of Adults with Health Alt. II: Concepts	3 CR	NURS 40763 Leadership in Nsg Practice: Concepts	3 CR
NURS 40582 Adults Health Alt. II: Clinical	2 CR	NURS 40863 Population Health Nsg: Concepts (CSV)	3 CR
NURS 40663 Maternal, Child & Family Nsg: Concepts	3 CR	NURS 40883 Population Health & Leadership: Clinical	3 CR
NURS 40682 Maternal, Child & Family Nsg: Clinical	2 CR	NURS 40782 Transition into Practice: Clinical	2 CR
NURS 40672 Clinical Reasoning & Simulation II	2 CR	NURS 40871 Clinical Reasoning & Simulation III	1 CR
Nursing or Elective	3 CR	Nursing or Elective	3 CR
Total Hours	15 CR	Total Hours	15 CR

* The following courses will satisfy the TCU CC requirement for Natural Sciences (NSC) Human Experiences and Endeavors: BIOL 20204 & 20234; applies to NURS-BSN only

** MATH 10023 is a prerequisite to MATH 10043 if lacking two years high school algebra

*** Cultural Awareness (CA), Global Awareness (GA), & Citizenship and Social Values (CSV) of TCU CC must be completed in residence at TCU

Total Graduation Requirements – 124 semester hours; 63 Nursing, 61 Non-Nursing

Bachelor of Science Degree in Nursing (BSN)
Curriculum Refreshment - Plan of Study for Accelerated Students

ABT Semester 1(Fall)	
NURS 20043	Professional Role I: Member of Profession
NURS 20263	Health Assessment
NURS 20271	Health Assessment : Lab
NURS 30163	Pharmacotherapeutics
NURS 30263	Foundations of Nursing Care: Concepts
NURS 30182	Foundations of Nursing Care: Clinical
NURS 30171	Foundations of Nursing Care: Lab
Total hours: 16	
ABT Semester 2 (Spring)	
NURS 30243	Professional Role II: Member of the Healthcare Team (GA/WEM)
NURS 30563	Care of Adults with Health Alterations I: Concepts
NURS 30663	Behavioral Health Nursing: Concepts
NURS 30582	Adults with Health Alterations I: Clinical
NURS 30682	Behavioral Health Nursing: Clinical
NURS 30671	Clinical Reasoning & Simulation I
Total hours: 14	
ABT Semester 3 (Summer)	
NURS 30633	Professional Role III: Member of the Research & Evidence Based Practice Community (WEM)
NURS 40563	Care of Adults with Health Alterations II : Concepts
NURS 40663	Maternal, Child & Family Nursing: Concepts
NURS 40582	Adults with Health Alterations II: Clinical
NURS 40682	Maternal, Child & Family Nursing: Clinical
NURS 40672	Clinical Reasoning & Simulation II
Total hours: 15	
ABT SEMESTER 4 (Fall)	
NURS 40763	Leadership in Nursing Practice: Concepts
NURS 40863	Population Health Nursing: Concepts (CSV)
NURS 40782	Transition into Practice: Clinical
NURS 40883	Population Health & Leadership: Clinical
NURS 40871	Clinical Reasoning & Simulation III
Total hours: 12	

TOTAL Hours = 56

Clinical Hours = 15 CH

Lab Hours = 2 CH

Simulation Hours = 4 CH

Total Clinical hours = 21

TEXAS CHRISTIAN UNIVERSITY – HARRIS COLLEGE OF NURSING & HEALTH SCIENCES
NURSING
HOW TO GRADUATE ON TIME

This is a summary of important points. It in no way is intended as a substitute for reading the Texas Christian University Undergraduate & Graduate Catalog. Students should read and be familiar with all policies and documents pertinent to their degree and understand them fully.

I. Academic Advisement

- Faculty advisors are available to help students understand and meet academic requirements for a degree. **HOWEVER, THE STUDENTS THEMSELVES ARE RESPONSIBLE FOR UNDERSTANDING AND FULFILLING THE REQUIREMENTS** which are found in the Texas Christian University Undergraduate & Graduate Catalog
- A counseling plan is made with an advisor before or shortly after enrollment as a nursing major. The counseling plan should be updated each semester as necessary. If the counseling plan has not been updated the student should request the advisor to do so as soon as possible. **Students must notify their advisor when courses are not taken as scheduled, are dropped, P/NC is elected, or failed.** Failure to do so may result in interruption of the student's progression in the program.
- Students are expected to become familiar with all of the details of their degree requirements. Prior to academic advising, students must have a proposed schedule of courses ready for their advisor's review. TCU students must successfully complete a minimum of 124 semester hours. To earn a degree from TCU, 58 semester hours of residency are required, of which 42 semester hours must be upper division. The student may not interrupt the last 30 hours of coursework at TCU with courses taken at another institution.

II. Progression

- TCU Continuing Students only (entered TCU as a freshman; major-nursing) should file an *Intent to Enroll* in first nursing courses by October 1 for the spring semester and February 1 for the fall semester.
- TCU NUPM majors only (transferred to TCU from another institution to complete prerequisites and core) should complete a NursingCAS application for the nursing program by February 1 application deadline for the accelerated BSN and traditional BSN program. You are only permitted to apply for one program track at a time. This application should be completed online at www.nursingcas.org. Application deadline dates are subject to change.
- A TCU cumulative grade point average (GPA) of 2.50 and a minimum of "C" grades in all designated prerequisite courses are required to enroll in nursing coursework, and the courses listed as concurrent with practicum courses. A grade of "C-" is not acceptable.
- A student earning a "C-", "D", "F" or "No Credit" in one nursing course for the nursing major must repeat the course and achieve a minimum grade of "C" or "Credit" prior to progression. Each course syllabus must be reviewed in order to determine what grade is required in order to receive a "C." A student earning more than one "C-", "D", "F", or "No Credit" (including repeated courses) in nursing courses required for the nursing major will be discontinued from the nursing major. A student who is repeatedly unable to either achieve or maintain a minimum GPA of 2.50 or better will be discontinued from the major for failure to demonstrate progress.
- All practicum students who have successfully completed NURS 20163/30163 Pharmacotherapeutics must pass a dosage calculation test by the end of the first week of **each** practicum semester. Students have two attempts to pass. If a student is unsuccessful, completion of NURS 30331 Dosage Calculations for Nurses is required for a student to student remain in practicum course work.
- Students should not base their progression or graduation on required courses being available/offered during the summer sessions. Summer course offerings are subject to change at any time up to and including the first day of classes.

III. Transfer Coursework

- After admission to TCU and prior to taking courses at other institutions, students must complete a Transfer Credit Request online to enroll in any course at another institution. Students should not base their progression or graduation on permission being granted to take coursework off campus. Students must notify their advisor when courses are not taken as scheduled, are dropped, P/NC is elected, or failed. Students who fail to adhere to this policy may not receive credit.
- Courses taken at other colleges and universities do **not** alter the TCU GPA.
- Once a continuing or NUPM student has declared nursing as his/her major, permission will be granted via the Transfer Credit Request to take prerequisite science courses off campus only at a 4-year university. All labs must be completed in-person and cannot be completed online.
- Students are responsible for having official transcripts for all authorized work taken at other colleges and universities forwarded to the TCU Registrar's Office for proper recording within one (1) semester of completion. Unless this is done, the credits will not be applied toward a TCU degree and may prevent the student from progression. **It is the student's responsibility to determine that the transfer courses have been recorded in the TCU Registrar's Office.**
- After matriculation at TCU, a student may transfer in a maximum of 12 credit hours (3-4 classes) from other institutions.

IV. Declaring the Nursing Major

- Students who change their major to nursing will be governed by the policies in effect at the time the change of major is approved. Change of major request must be completed by February 1 for the spring semester and October 1 for the fall semester.
- Students who have been out of the nursing major at TCU for one or more years for any reason must apply for readmission. Space availability will be one of the criteria used for the readmission decision as well as review of the student's previous academic record. If re-admitted, students must meet the requirements of the Catalog in effect at the time of re-enrollment.

V. Enrollment

- Nursing course offerings are published online on TCU's Class Search. In addition, students will receive a listing of course offerings related to the nursing major and other information pertinent to their classification via the student's TCU email address. It is the student's responsibility to check his/her email for correspondence from Harris College of Nursing & Health Sciences.
- Enrollment in all nursing courses will be cancelled for all students whose TCU cumulative GPA falls below the required cumulative GPA or if a student has not successfully completed prerequisite courses. When this occurs the student should contact an advisor as soon as possible for re-advising.
- Changes in faculty, practicum facility availability or enrollment may require closing or rescheduling practicum or class sections. Changes will be made in the most equitable manner possible. Although required courses are guaranteed to be taught in the semester scheduled (except for summer), specific sections, days or times cannot be guaranteed.

I have read and have had opportunities for questions to be answered concerning "How To Graduate On Time".

Student Signature

Date

DISABILITY SUPPORT SERVICES

Texas Christian University provides reasonable accommodations for each student who has a physical, medical, psychological or learning disability. If you have a disability and have not submitted information concerning that disability to the university, please contact the office of the Coordinator for Students with Disabilities during orientation or as soon as possible.

The Coordinator is eager to get to know you and assist you in determining appropriate university services. It is to your advantage to file all medical or assessment reports and meet with the Coordinator before the semester begins.

For more information regarding disabilities services, contact:

**Center for Academic Services
Texas Christian University
TCU Box 297710
Fort Worth, Texas 76129
(817) 257-7486**

Texas Board of Nursing

The mission of the Texas Board of Nursing is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely. The Board fulfills its mission through the regulation of the practice of nursing and the approval of nursing education programs. This mission, derived from the Nursing Practice Act, supersedes the interest of any individual, the nursing profession or any special interest group.

As a nursing student and future registered nurse, it is your responsibility to be knowledgeable concerning the activities of the Texas Board of Nursing. The best way to obtain this knowledge is to consult the Texas Board of Nursing website at www.bon.state.tx.us

All topics found on the website are important. As a nursing student you should pay particular attention to the following topics:

- Good professional Character
- Licensure of Persons with Criminal Convictions
- Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters
- Declaratory Order of Eligibility for Licensure
- Standards of Nursing Practice
- Unprofessional Conduct
- Criminal History Record Information for License Applicants
- License Application
- Examination
- Grounds for Disciplinary Action
- Disciplinary Authority of Board: Methods of Discipline
- Notice and Hearing

Nursing students should complete and regularly review the jurisprudence course found on the website at <http://www.bon.state.tx.us/olv/je-course.html>

The address of the Texas Board of Nursing is
Texas Board of Nursing
333 Guadalupe, Suite 3-460
Austin, Texas 78701-3944

Fax: (512) 305-7401
Phone: (512) 305-7400