



# TEXAS WOMAN'S UNIVERSITY™

## **College of Nursing BSN Student Handbook**

# Disclaimer

This Handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information enclosed, the Handbook is updated each academic year. Texas Woman's University College of Nursing reserves the right to make changes at any time concerning course offerings, degree requirements, services, policies, or any other subject addressed in this document. The information enclosed is provided solely for the convenience of the students and other readers.

This Handbook supersedes all previous versions of the Handbook. Students are accountable for familiarizing themselves with its contents and compliance with the policies and procedures. The information provided in this Handbook is to assist students in (1) academic program planning and (2) meeting the requirements of the College of Nursing for completing the BSN degree in nursing. This information is intended to clarify and supplement - not replace - the information in the BSN Catalog. Each student should read thoroughly and comply fully with all requirements of the College of Nursing.

## **HOW TO USE THIS BOOK:**

This book contains information for the BSN Program. All [blue underlined](#) text contains a hyperlink to other resources on TWU and public websites. Place your mouse over the text, hold the CTRL button, and click the mouse to navigate the website. At the time of publication, all hyperlinks work correctly.

## **College of Nursing Student Handbook Verification**

Please note: Students must complete the handbook acknowledgment form and Submit it to the CastleBranch system as part of the admission requirement and annual review. The Handbook Acknowledgment Form is located in CastleBranch.

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## I. Letter from the Dean



# COLLEGE OF NURSING

## TEXAS WOMAN'S UNIVERSITY

Welcome to the Texas Woman's University (TWU) College of Nursing! Thank you for choosing to attend TWU for your nursing education. I assumed the TWU College of Nursing Interim Dean position on August 14, 2023. I am honored to serve as the Interim Dean and in collaboration with the dedicated College of Nursing faculty and staff we look forward to working with you this academic year.

The TWU College of Nursing is committed to excellence in all we do and dedicated to the College of Nursing's vision to pioneer innovations in the art and science of nursing to promote the health of all people in Texas, the nation, and the global community.

Please review the information in the student handbook. The handbook is an important resource that addresses academic policies and procedures. If you have questions regarding information in the handbook, please contact your respective Program Director for assistance.

Enjoy your academic journey, best wishes for a successful year. Boldly Go!

Sincerely,

A handwritten signature in cursive script that reads "Paula Clutter".

Paula Clutter, PhD, RN, CNL, CNE, CENP, CMSRN  
Interim Dean and Professor, TWU College of Nursing

## **II. Mission and Vision.**

### **Texas Woman's University**

#### **Mission**

Texas Woman's University cultivates engaged leaders and global citizens by leveraging its historical strengths in health, liberal arts, and education and its standing as the nation's largest public University primarily for women. Committed to transformational learning, discovery, and service in an inclusive environment that embraces diversity, Texas Woman's inspires excellence and a pioneering spirit.

### **College of Nursing**

#### **Mission**

The College of Nursing seeks to support and empower students of all ages and ethnic groups to address the healthcare needs and issues of the people in Texas, the nation, and the world through acquiring nursing knowledge and leadership skills for entry-level, advance practice, and scientific roles by integrating health promotion and disease prevention within diverse groups in a time of rapid technological and societal change.

#### **Vision**

Pioneering innovations in the art and science of nursing to promote the health of all people in Texas, the nation, and the global community.

#### **Philosophy**

The College of Nursing at Texas Woman's University offers a diverse multi-campus setting and awards degrees at the Baccalaureate, Master's, and Doctoral levels. This philosophy is congruent with the mission of the University and its commitment to prepare students for leadership and service built on a solid liberal education base and quality professional programs. It is consistent with the fundamental beliefs about nursing and nursing's contract with society as described by the American Nurses Association in *Nursing's Social Policy Statement* (2010). The preparation of nurses for service and leadership is guided by the current [\*AACN Essentials of Nursing\* \(2008, 2011, 2021\)](#) and the [\*Texas Board of Nursing Differentiated Essential Competencies for the Baccalaureate degree.\*](#)

The faculty of the College of Nursing builds this philosophy on our beliefs about the key concepts included in nursing's predominant theoretical meta-paradigm and on our beliefs about education and learning. Individuals are holistic human beings in constant interaction with their environment; each has inherent worth and dignity and is unique in capabilities, beliefs, and interests. Individuals are an integral part of culturally diverse families, groups, communities, and populations. Society influences an individual's perception of health care needs and is charged with the responsibility for aiding the

individual, particularly those in vulnerable populations, in the fulfillment of these needs. Society entrusts nurses as competent providers of optimal health care and education. Health is a state of physiological, psychological, sociocultural, developmental, and spiritual functioning that allows individual members to achieve maximum potential. The health of an individual has a direct effect upon the family, group, community, and population. Health promotion and disease prevention are employed at all societal levels to improve population health.

Nursing is a synthesis of art and science. Practitioners of nursing balance the use of science and technology with the art of caring to achieve optimal outcomes. The science of nursing is based on nursing theories, natural and behavioral sciences, and patient care technologies. This knowledge, together with current evidence, clinical/critical reasoning, and multiple ways of knowing, is used to develop, evaluate, and achieve safe patient care and optimum health outcomes across all environments. The art of nursing, grounded in the human sciences, is exemplified by characteristics of caring such as presence, authenticity, advocacy, empowerment, and connections with people across all cultures in their experiences of health. Nurses interact with individuals, families, groups, communities, and populations in collaboration with other healthcare professionals for the purposes of promoting, maintaining, protecting, and restoring health in all stages of the life cycle or supporting a peaceful death. Nurses guide, mentor, support, and lead other nurses to achieve excellence in nursing practice. Nurses are prepared to function in leadership roles and to address the political, social, ethical, economic, and policy issues that affect health care at local, state, national, and international levels. Fundamental to nursing are the values of altruism, autonomy, human dignity, integrity, and social justice.

We, as a community of nurse educators, believe that education, research, and service are the foundation for the practice of professional nursing. Faculty is responsible for contributing to the vitality of the college and the university community and for developing, maintaining, and evaluating educational programs. Faculty is responsible for and committed to providing learning experiences that enable students to cultivate critical thinking, clinical judgment, leadership skills, and the professional nursing values needed to function competently and to cultivate caring practices in an increasingly complex health care system. Faculty is committed to developing supportive learning environments that encourage students to successfully achieve the objectives of the offered program. Faculty is responsible for contributing to an environment conducive to academic freedom, service, and scholarship. Students, as adult learners with multiple roles, are responsible for contributing to the learning environment by being actively involved in the learning process; to seek, to question, and to propose and implement new ideas using peer, faculty, and university resources to further their own learning and to serve the greater community. (Revised and Approved by faculty 8/2012)

## Foundational Documents

The following documents are foundational to the study of nursing. The student is responsible for reading, understanding, and acting according to the principles outlined in these documents. The web links are provided for each of the documents.

[AACN Essentials of Baccalaureate Education](#)

[ANA Standards for Clinical Practice](#)

[ANA Code of Ethics](#)

[Texas Board of Nursing](#)

[Differentiated Education Competencies](#)

[Quality and Safety Education for Nurses \(QSEN\)](#)

## III. Student Services and Resources

### Division of Student Life

#### Mission

The Division of Student Life actively supports the mission of Texas Woman's University and its learning environment. It is the mission of the Division of Student Life at Texas Woman's University to support and enhance the student's academic experience by providing services and programs that holistically develop the student. These programs and services are provided on all campuses and at a distance via a variety of media. The Division of Student Life seeks to provide the environment and support to assist TWU's students to reach their potential in leadership and community service. Under this division, you will also find multiple resources in the [TWU Student Handbook](#).

#### Office Locations

<a href="#">Denton Campus</a>	<a href="#">Dallas Campus</a>	<a href="#">Houston Campus</a>
Brackenridge Hall Room 206 P.O. Box 425379 Denton, TX 76204-5379 Phone: 940-898-3615 Fax: 940-898-3629  <a href="mailto:studentlife1@twu.edu">studentlife1@twu.edu</a>	T. Boone Pickens Institute of Health Sciences 5500 Southwestern Medical Ave., Suite 3600 Dallas, TX 75235 Phone: 214-689-6696  <a href="mailto:studentlifedallas@twu.edu">studentlifedallas@twu.edu</a>	Institute of Health Sciences 6700 Fannin St., Suite 2300 Houston, TX 77030 Phone: 713-794-2157  <a href="mailto:studentlifehouston@twu.edu">studentlifehouston@twu.edu</a>



## **Title IX: Sexual Violence Education**

Texas Woman's University (TWU or University) is committed to a safe academic and working environment free from sexual misconduct. TWU will not tolerate any act of sexual misconduct. Please refer to the University website for details:

<https://twu.edu/civility/sexual-violence-education-title-ix/>. To report an incident, please refer to the following link: <https://twu.edu/civility/report-an-incident/>

## **Title IX: Pregnant and Parenting Students**

Title IX is a federal law that requires schools that receive federal funds to provide reasonable accommodations to students who are pregnant or have pregnancy-related conditions. Please refer to the University website for details:

<https://twu.edu/civility/sexual-violence-education-title-ix/>. Students needing academic accommodations due to pregnancy-related conditions should complete the Pregnancy Accommodation form to coordinate academic needs.

## **Communication**

### **Pioneer Alert**

TexasWoman's University Department of Public Safety uses a variety of methods to alert students, faculty, and staff in case of a significant emergency on campus. Please refer to the University website for details: <https://twu.edu/police/pioneer-alert/>

### **Email**

Your email account is created automatically when you create your Pioneer Portal account. Please refer to the University website for details:

<https://servicecenter.twu.edu/TDCClient/1956/Portal/Requests/ServiceDet?ID=12030>.

**Email is a primary avenue for communication, and students must check their email at least daily.**

### **Campus Closures – [Severe Weather- Emergency Management](#)**

The Office of Emergency Management will also send emails to alert the campus of severe weather. Please refer to the university website for details regarding severe weather or campus closures: <https://twu.edu/emergency/closures/>

**Please note: If your campus is closed due to weather, you should not attend clinical. If you are in a clinical setting when the campus closes, please work with your clinical faculty to determine the best action for your safety.**

## **Nursing Student Organizations**

### [Texas Student Nurses Association \(TNSA\)](#)

Texas Student Nurses Association is a student nursing association dedicated to promoting professionalism and leadership for today's students.

### [National Student Nurses Association \(NSNA\)](#)

The National Student Nurses' Association's mission is to mentor students preparing for initial licensure as registered nurses and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession.

### [Sigma Theta Tau International Honor Society of Nursing](#)

Sigma Theta Tau International is the honor society for nursing. Their mission is: Developing nurse leaders anywhere to improve healthcare everywhere. Their vision: Connected, empowered nurse leaders transforming global healthcare.

Membership is by invitation to baccalaureate nursing students who demonstrate excellence in scholarship. Please refer to the Sigma website for details: [interpretation-of-membership-eligibility-criteria-per-stti-bylaws.pdf \(sigmanursing.org\)](#)

TWU Sigma Theta Tau International Beta Beta Chapters are as follows:

- Houston Campus: <https://betabeta-houston.sigmanursing.org/home>
- Dallas Campus: <https://betabeta-dallas.sigmanursing.org/home>

## **University-Wide Student Organizations**

A complete list of all student organizations and contact information is located at [Pioneer Engage](#)

## **Online Courses**

By state definition and by 'TWU's definition, online courses have 51%-100% of their content delivered online. All TWU online courses utilize the Canvas Learning Platform. You must establish a TWU Pioneer Portal account to take a course on Canvas. To learn about Canvas, read the following online pages:

[Pioneer Portal](#)

[TWU Guide to Online Learning](#) [Canvas Student Guide](#)

[Teaching and Learning with Technology](#)

## **IV. University Policies and Procedures**

### **Registration**

You will register for your classes through the Pioneer Portal using the Self-Service link or by directly accessing the Self-Service Log-In site. You may view or download the instructions at [student -self-Service-and-Planning](#).

### Special Instructions for courses with restricted entry

If a course is restricted, only the department may provide the approval code for a student to be able to register. You will get the course code from your academic advisor. Follow the steps on page 14 of the [Student-self-Service-and-Planning](#) instructions. See your academic advisor for additional information on course holds.

## **Academic Conduct and Professional Integrity**

Integrity is the foundation of the academic community and the nursing profession. Because each student has the primary responsibility for being academically honest, students are responsible for reading and understanding the information located in the Academic Integrity Policy located at:

<https://public.powerdms.com/TWU1/documents/1748544/> Students who violate University rules on academic dishonesty are subject to disciplinary penalties as outlined in the university policy. Highlighted below are a few of the policy definitions.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, fabrication, falsification, falsifying academic records, or other acts intentionally designed to provide an unfair advantage to the student and/or the attempt to commit such acts.

Cheating: Includes, but is not limited to, intentionally or unintentionally giving or receiving unauthorized aid or notes on examinations, papers, class assignments, or other course-related activities intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student's academic conduct or violating the guidelines set out by a faculty member.

Plagiarism: Occurs when a student obtains portions or elements of someone else's work, including materials prepared by another person or agency, and presents those ideas or words as their own academic work. Plagiarism may be intentional or unintentional. TWU students are expected to submit their own work and to properly acknowledge the sources from which their information came.

## **Attendance**

Consistent and attentive attendance is vital to academic success and is expected of all students. Please refer to the university policy regarding class attendance which speaks to attendance, absences, active military attendance and religious holidays:

<https://servicecenter.twu.edu/TDCClient/1956/Portal/KB/ArticleDet?ID=24350>

## **Disability Support Services**

Texas Woman's University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability,

please refer to the Disability Services website for further instructions:

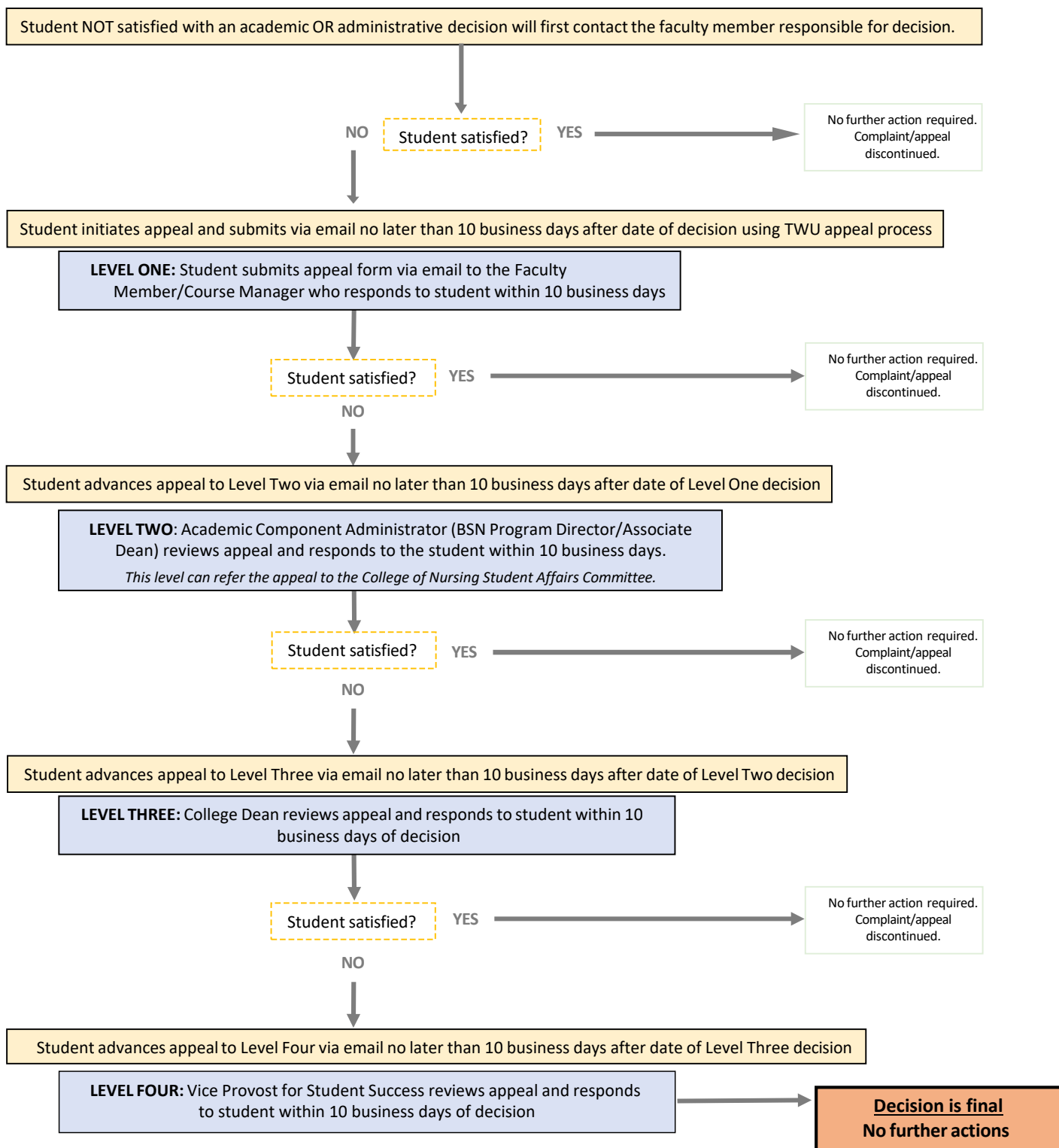
<https://twu.edu/disability-services/>

## **Academic Appeal**

Texas Woman's University is committed to the fair treatment of all students who have complaints and appeals. The University has traditionally guaranteed students every opportunity for a fair, prompt, and thorough review of complaints and appeals. Students are encouraged to begin resolving a complaint or appeal at the level at which the complaint or appeal originated. Students should follow university procedures and deadlines to advance a complaint or appeal. TWU's [Academic/Administrative Complaints and Appeals policy](#) guides students in the complaint and appeal process.

See the university policy for details and the Academic/Administrative Complaint and Appeals Process on the next page to use as a guide.

# TWU Academic/Administrative Complaint and Appeals Process



**\*\*NOTE:** The ten days for complaints or appeals at each level do not include weekends, holidays, or days between academic sessions. The faculty member or administrator receiving the complaint or appeal will respond via email within ten days not including weekends, holidays, or days between academic sessions.

## **Citation style**

The Publication Manual of the American Psychological Association (APA), 7<sup>th</sup> edition, is used by the CON for citations, references, and papers. Students are expected to comply with this most current formatting style.

## **V. Bachelor of Science (BSN) Program**

### **Program Goals**

**The TWU Baccalaureate Curriculum builds upon a foundation of liberal arts, sciences, and nursing to produce a graduate who will be able to:**

1. Deliver nursing care focused on caring and competency in professional knowledge, skills, and values for culturally diverse populations across the lifespan and health continuum.
2. Exhibit professional and personal responsibility and accountability in the provision of nursing care.
3. Demonstrate critical thinking and clinical decision-making in the delivery, coordination, and collaboration of nursing care.
4. Utilize effective systematic inquiry based on research and best evidence to provide safe patient-centered care and continuous quality improvement.
5. Incorporate effective communication, collaboration, and advocacy in working with patients, families, groups, communities, and the healthcare team for improving health care outcomes.
6. Demonstrate beginning leadership and patient-centered care in a health care system that is influenced by health policy, finance and regulatory environment.

*(Approved by Faculty Organization March 2011)*

### **Academic Performance Standards**

#### **Essential Elements for Nursing Practice**

Texas Woman's University is committed to affording equal educational opportunity to all individuals qualified for admission to its academic programs. To succeed, all students must meet specified core performance standards.

These standards are provided for your information as you begin the nursing program so that you will know what will be expected during the program. If any student requires reasonable accommodations to meet these performance standards, it is the responsibility of the student to register with DSS. Please follow the instructions at the DSS website <https://twu.edu/disability-services/student-resources/register-with-dss/>

See Core Performance Standards Below

### Core Performance Standards

ISSUE	STANDARDS	EXAMPLES
Critical Thinking Cognitive Ability	Critical thinking sufficient for clinical judgment	Ability to handle multiple tasks and problem solve simultaneously. Identify cause-effect relationships in clinical situations; utilize the nursing process in developing nursing care plans; and perform dosage calculations in a time frame to deliver safe care.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.	Establish rapport and maintain professional demeanor with the patient/client, family, and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form. Communication is understandable to others.	Explain treatment procedures, initiate health teaching, document, and interpret nursing actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Moves around in patient's rooms, work spaces, and treatment areas and can administer cardiopulmonary procedures. Able to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed when providing patient care.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Motor skills of lifting, carrying, pushing, and pulling are required. Physical ability to lift and transfer 50 pounds and carrying of objects up to 25 pounds. Physical ability of bending or stooping 1 inch from the floor and of reaching overhead to retrieve or place items on patient/unit shelves; to intermittently push objects over 100 pounds; stand/walk for 8-12 hours.
Hearing	Auditory ability sufficient to provide safe and effective nursing care.	Hears, with and without background noises, monitor alarms, emergency signals, auscultatory sounds, and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Assess and observe patient/client responses; able to identify and distinguish colors and shades of the same color; able to successfully perform nursing skills that require visual accuracy such as preparing precise medication doses in syringes, identifying specific medications by visualization, and observing patient monitoring equipment.
Tactile	Tactile ability sufficient for physical assessments	Finger dexterity to perform the palpation and percussion functions of the physical examination and/or those related to therapeutic interventions (e.g. insertion of an indwelling catheter). Perceives attributes of objects such as size, shape, temperature, or texture.

Nursing Care must be delivered in a timely fashion for safe and effective nursing care to be given to the patient/client.

## Standards for Conduct

The student must demonstrate behaviors appropriate to study at the university level, including such means as:

- Abiding by the [current University Policies for student conduct](#).
- Interacting professionally with peers, faculty, and the professional community.
- Utilize online etiquette or netiquette to communicate on the internet. Refer to the following guidelines located under the communication tab: <https://twu.edu/guide-to-online-learning/academic-success-resources/>

## Social Media

Social network sites such as Facebook, SnapChat, LinkedIn, Twitter, are digital platforms and distribution mechanisms that facilitate students communicating with other students. Participation in such platforms may have both positive and negative consequences. Students are not restricted from using such platforms, but it is expected that you will follow acceptable social and professional behaviors and comply with all federal government regulations including, but not limited to Health Insurance Portability and Accountability Act (HIPAA) guidelines (Appendix A).

- The following are examples of materials absolutely prohibited to post online (e.g., pictures of patients, patient identifiers, suggestive pictures/content).
- If you identify yourself as a TWU CON Student, everything you post reflects on you and the University. Post wisely.
- You may create a private class page/site, but you may not create a public TWU CON page.
- **Do not share information about tests, clinical sites, patients, or faculty online.**
- Remember, your future employer will search your Social Media Pages prior to employment. Only post things that can pass the ““Front Page of the Newspaper Test”” (Would you be comfortable if your material were on the front page of the newspaper?)
  - [Texas Board of Nursing position statement on Social Media](#)
  - [ANA on Social Media](#)

## Academic Advisement

Academic advisement for registration and degree plans will be offered by a College of Nursing Advisor by means of individual or group advising appointments.

Academic advisement for course specific assistance will be based on course guidelines in the syllabus. The BSN Program Directors are available to student who encounter problems or need further assistance when repeating a course or returning from leave of absence.

### Responsibilities of the Advisor:

- Review the student’s permanent file that includes a projected degree plan and dated notes of contacts with student. Must be done annually.
- Be available to students by posting office hours and/or responding to requests for appointments.



- Provide academic advisement regarding course selection, requirements for progression and graduation, and resources and referrals as needed.
- Identify potential scholarship/awards nominees.
- As requested, assist with the completion of degree plans.
- Program of study must be documented in web advisor.

### **Responsibilities of the Student**

- Know the name and contact information of their academic advisor
- Maintain a file of transcripts, grade reports, and all communications with the University.
- Obtain and read the most current Texas Woman's University Student Handbook, Bachelor of Science Nursing Student Handbook, and the most current University Catalog at the time of initial enrollment and annually at TWU. Acknowledgment is required.
- Promptly submit transcripts to the Student Records in Denton for courses completed at other colleges/universities.
- Before registration each semester, attend a designated group advising session and/or make an appointment according to the procedure at each campus.
- Before withdrawing from a course, consult with the appropriate faculty and the BSN Program Director. It is also advised that you consult with the financial aid office prior to withdrawing from a course or semester.
- If encountering difficulties in academic or clinical matters, seek guidance, resources, and/or referrals from the appropriate faculty and BSN Program Director.
- Review and sign a degree plan at the designated time, one year before anticipated graduation.

### **Students must notify the BSN Program Director in writing when:**

- Requesting part time enrollment. This will delay progression and graduation if requested
- Once the student has started the initial upper division nursing course, the program of study must be completed as indicated: \*
  - Traditional BSN program 3 years
  - Weekend BSN Program 4 year
  - Bridge BSN program 4 years
  - Blended BSN (dual) program 2 years

\*An approved leave of absence may affect the completion timeline. *(Approved UAAC 8/17/21)*

- Requesting to return after withdrawing or failing a nursing course.
- A leave of absence is needed for reasons such as personal or family medical issues, military duty financial or for other reasons.

## Grading Policies

### 1. Grading Scale

The following grading scale is used in the College of Nursing 90-100 = A

80-89 = B

72-79 = C

60-71 = D

0-59 = F

### 2. Minimum grade requirement for passing courses

To pass a course, the weighted exam average must be 72% or above **BEFORE other assignment grades are included in the final course grade.**

Example: If your exam grades average 70%, and the other assignment grades bring the overall grade to a 75%, the student will not pass the course because the exam grade average is below 72%. In this case, the student would earn a D, which is considered a failing grade in the undergraduate nursing programs.

**A minimum grade of C is required in pathophysiology.**

A minimum grade of C is required in all upper-division nursing major courses. If a student earns a grade of D or F in a nursing course, including Pathophysiology, that course must be repeated. A course in which a grade of less than C (D or F) was earned may be repeated only once.

A student who has earned a grade of less than C (D or F) in two nursing courses (including Pathophysiology) or who has earned a grade less than C (D or F) twice in the same nursing course (including Pathophysiology) will be dismissed from the nursing program. *There will be no exceptions.* For removal from the nursing program, a grade of less than C is counted even if the course has been successfully repeated.

Students receiving a grade of I, D, or F in a nursing course may not progress in courses for which that course is a prerequisite.

All nursing courses must be completed within the designated time period (above).

### 3. Policy on Grade Rounding: It is the policy of the undergraduate program that all faculty use the following grade-rounding guidelines (Approved by UAAC, CON faculty 8/2013)

- Rounding is confined to the final course grade.
- Grades on individual exams (including comprehensive or HESI specialty exams), assignments, and projects are recorded in the grade book (Canvas) as calculated to **two decimal places (84.48; not 85.486 nor 84)**
- Final course grades will be rounded to the closest whole number using the 0.5 math rule. If the final course grade is not a whole number, the following rounding rules apply:
  - If the number is 0.5 or greater, then round up to the following whole number (>85.50 = 86)

- If the number is less than 0.5 (0.49), then round down to the previous whole number (<85.49 = 85).
- The assignment of a final course grade reflects evaluation data as specified in the syllabus. After the final grade is posted, a student may not complete additional work to change the grade.

## **Dismissal**

The College of Nursing reserves the right to dismiss from the nursing program any student who is assessed to be a threat to the welfare of another, is unsafe in clinical practice, or does not uphold professional, ethical standards.

## **Readmission into Nursing Program**

If a baccalaureate student, who was in good academic standing, has been absent from the program for more than one year, the procedure for re-entry into the nursing program includes those strategies determined by the faculty to assess the 'student's knowledge and skills consistent with re-entry at a specific level in the curriculum. These strategies may include:

- Placement test(s)
- Clinical skills assessment
- Other assessment strategies identified to measure knowledge, clinical skills, or other competencies necessary to progress in the nursing program.
- Updated drug screen or background check
- Performance in designated assessment strategies will determine the level of re-entry. Enrollment will be based on the availability of clinical faculty and clinical space.
- An individual who has been unsuccessful in meeting the progression requirements after being admitted into the baccalaureate program in the College of Nursing is eligible to apply to the College of Nursing and be considered for admission as a new student in the baccalaureate program after a period of five (5) years.
- Individuals must reapply to the University after being out of the program for two years or more with resubmission of applications to TWU AND the Nursing Program.

## **Priorities for Class Enrollment**

Nursing course enrollment is limited and determined by the number of faculty available to teach each course and clinical site availability. Teaching assignments are based on class size projections for each course, and every attempt is made to ensure enough faculty to meet projected needs. However, there are times when the number of students seeking enrollment exceeds the space available in the class. The College of Nursing has established priorities for determining who may enroll in a course if there is insufficient space for all students. The following groups are listed in order of priority:

- Ongoing full-time students who are in good academic standing.
- Ongoing part-time students who are in good academic standing.
- Previously enrolled students, less than one year off, who were in good standing when they stopped taking nursing courses.
- Ongoing students transferring from one TWU clinical center to another.
- Ongoing students in good academic standing previously enrolled in the course who withdrew.

- Students who are seeking to repeat a course because they earned a grade less than C the first time they took the course.
- Students seeking to transfer from another nursing program.
- Previously enrolled students, more than 1 year off, who were in good standing when they stopped taking nursing courses.

## Clinical Policies and Procedures

### Requirements for enrollment in Clinical Nursing Courses

At the time of enrollment in clinical nursing courses, the student must provide proof of:

- Current cardiopulmonary resuscitation certification (CPR) from the American Heart Association (AHA). Certification must include one-person, two-person CPR, choking for infant, child, and adult, and one-way valve breathing. It must also include the use of an automated external defibrillator (AED) from the American Heart Association (AHA). It must be a healthcare provider course. We will accept an online didactic course with a face-to-face skills check-off.
- **Immunizations: State law requires all college and university students in health care or ancillary programs to show proof of certain immunizations. These requirements must be met before your first clinical course, affiliation, or practicum.**
- Information for specific requirements is sent with the acceptance letter. Please visit [the Student Health Services Web](#) site or call 940.898.3825 for more information about requirements. Additional requirements may apply based on the clinical facility.
- Drug testing and criminal background screenings are conducted by vendors designated by the College of Nursing. Students may be required to have an additional random drug screening. Please review the drug policy at the <https://twu.edu/media/documents/nursing/Student-Drug-Testing-Procedures-a-01-December-2018.pdf>
- Health Insurance
- Professional liability insurance will be provided for each student through the TWU student professional liability group policy.

Vaccination exemptions for Covid and Flu vaccines are processed through the [College of Nursing and College of Health Sciences Vaccine Exemption Review Committee](#). Please note that a TWU-approved medical or religious exemption does not guarantee clinical placement. All other vaccines are required by state law and cannot receive an exemption.

All pre-clinical requirements will be submitted and archived through a vendor identified by the College of Nursing. Students are responsible for submitting requirements before the due date so that records will be processed sufficiently for verification before a clinical placement can occur. If students have any questions, they should contact their clinical coordinator or the Program Director immediately. All nursing students must complete pre-clinical requirements by the due date and keep a copy for their records.

## Universal Precautions

Students may face significant health risks from occupational exposure to blood or other potentially infectious materials. Students exposed to blood or OPIM as a necessary part of their education are covered by URP 04.430 and the TWU Bloodborne Pathogens Exposure Control Plan, which describes the required procedures to reduce exposure. Refer to TWU Bloodborne Pathogens information website for details:

<https://twu.edu/health-safety/safety-programs/bloodborne-pathogens/>

## Transportation

Students are expected to have access to transportation because clinical assignments require travel to various clinical agencies in the community. Requests for special consideration related to transportation may not be granted since transportation is required.

## Policy for Professional Appearance/Dress Code

### Dress Code:

The uniform policy of the agency in which the student practices must be followed. In addition, the student must comply with the TWU Guidelines. If something is not addressed in the handbook regarding the dress code, it is up to the clinical faculty to determine the professional appearance and follow facility requirements.

### Clothing:

- 1) **Uniform:** The official undergraduate nursing student uniform is to be specifically ordered from only the TWU chosen vendor to maintain professionalism and uniformity. The uniform is an approved color pants with an approved color top. Each scrub top will be embroidered with the TWU logo on the left front chest area in white to discriminate with other hospital employees with similar colored scrubs.  
**Exception:** In some clinical courses, (i.e. pediatrics), students may wear scrub or uniform tops that comply with hospital rules and are consistent with what is worn in the clinical agency.
- 2) **Identification:** Name badge: Must be worn in clinical and on campus for security and identifying purposes. If your campus requires a name pin, it should be worn on the RIGHT side of the chest (above the chest level). The TWU/clinical facility photo ID should be worn in the center of the chest of the V of the scrub top.
- 3) **Shoes:** Shoes should be clean and free of stains. White or black professional nursing shoes or plain white OR white or black leather–impermeable (non-mesh), and low-top athletic shoes are to be worn with the uniform.

- 4) **Hosiery:** Sock and support sock colors are solid white, black, tan, or maroon to wear with pants.
- 5) **Optional Scrub Jacket:** Navy blue (only) standard scrub jacket with TWU embroidered on the left chest. Exception: Some units may restrict jackets, such as burn units or operating rooms.
- 6) **Pre-clinical and Professional Attire:** Appropriate, professional-looking attire is mandatory for pre-clinical and professional activities. No jeans are permitted. Clothing should be clean and wrinkle-free. If wearing a dress or skirt, they should reach the knees. Shirts should be buttoned or zipped. Lab coats or the complete uniform will be worn during pre-clinical visits. As well, closed-toe shoes are always required in the clinical setting. Other personal habits (below) should be observed for pre-clinical visits.
- 7) **Laboratory Coats:** A white standardized lab coat  $\frac{3}{4}$  length with long sleeves, with TWU embroidery will be worn for the J1 White Coat Ceremony and for professional/pre-clinical attire. Embroidered lab coats should be purchased through the TWU bookstore in Denton. If purchased elsewhere, a TWU patch must be applied to the upper left sleeve.
- 8) **Other Clothing:** Faculty will inform students if clothing other than the official uniform is to be worn for a clinical experience. An optional white T-shirt (long or short-sleeved) may be worn under clothing for warmth. Additional clothing, such as head coverings, must be solid white, black, tan, or maroon.

## General Appearance

- 1) **Clothing:** Should be clean and wrinkle-free. Shirts should be buttoned or zipped. When wearing scrubs, T-shirts, or other undergarments that are worn underneath should be white and not have visible pictures, prints, or logos.
- 2) **Hair:** Hair management must conform to infection control guidelines and standards of professional appearance. Hair should be off the collar and pulled back. Hair must be only natural hair colors: no decorative hair colors. Men's facial hair must be clean and neatly trimmed close to the face. When N95 masks are required in the clinical area, facial hair must not compromise the seal of the mask.
- 3) **Cosmetics:** Should be minimal. Do not wear perfumed products.
- 4) **Fingernails:** Should be short, neatly trimmed, and clean. **(Nails should not extend past fingertips.)** No artificial nails or **nail polish.**
- 5) **Jewelry:** No jewelry, with the following exceptions: (a) watch, (b) plain wedding band,

(c) stud/button style earrings, (d) keepsakes on chains long enough to be concealed under the uniforms.

- 6) **Body Piercing:** No more than two (2) studs or button style earrings per ear lobe; no visible body piercings – (that is, no tongue, no eyebrow piercings, nose, etc.)
- 7) **Body Art:** No visible tattoos are allowed. All tattoos must be covered.

### **Personal Habits**

- 1) **Personal Hygiene:** Good personal hygiene is mandatory. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors, are not acceptable. Strong scents are to be avoided, as noted above.
- 2) **Uniform:** The uniform and lab coat are not for street attire. The TWU badge may not be worn while working for a salary.
- 3) **Eating:** Eating should be confined to approved areas. No chewing gum while in uniform and/or in clinical areas.
- 4) **Smoking:** Smoking and the use of other tobacco products are always discouraged. Using any tobacco product while in uniform or in a clinical setting is prohibited. You may be dismissed from the clinical setting if you or the clinical uniform smells of tobacco use. **TWU is a smoke-free university.**
- 5) **Language:** Polite, professional in nature. No profanity or vulgar slang while on the campus or in the clinical setting.

## **Graduation**

### **Degree Plan**

Any student planning to graduate should ensure they have completed a degree verification form per their advisors direction. It will be sent to the Registrar's Office at least one year before the intended semester of graduation.

### **Graduation Application**

At the beginning of the semester of anticipated graduation, the student must apply for graduation here <https://twu.edu/registrar/graduation-and-commencement/application-for-graduation-deadlines/> by the published deadline. (See University Calendar at [Academic Calendars - Registrar - Texas Woman's University](#) for deadlines.)

### **Graduation Ceremonies**

Graduation ceremonies are held in Denton and Houston twice a year in May and December.

### **Graduation with Honors**

Undergraduate students who have attended TWU for at least two semesters with a minimum of 45 hours and who have the following grade point average based on TWU coursework are recognized as honor graduates at commencement exercises and on their diplomas:

- Summa Cum Laude 3.900 and above
- Magna Cum Laude 3.700 -3.899
- Cum Laude 3.500-3.699

### **Licensure/NCLEX-RN Candidate Information**

#### 1) Licensure as a Registered Nurse

Upon admission to upper division courses of the College of Nursing, each student must review specific rules and regulations of the Texas Board of Nursing. Every student is responsible for reading information regarding application for licensure in the state of Texas. The Texas Board of Nursing determines the criteria for eligibility for licensure. Students should access the Board of Nursing website at <https://www.bon.texas.gov/> to examine the Nurse Practice Act and its regulations. Detailed information about critical issues in a student's background may affect eligibility, and the student should contact the Board for information regarding possible submission of a Declaratory Order ([Texas Board of Nursing - Declaratory Order](#)). Board approval of candidates who apply for the NCLEX-RN examination to be licensed in the state of Texas is necessary.

#### 2) Application Process

The application process for initial licensure by examination has several steps. Please get in touch with the BSN Program Director on your campus for specific information.

If you have questions, contact the Texas Board of Nursing at <http://www.bon.texas.gov>



Texas Board of Nursing  
333 Guadalupe, #3-460  
Austin, Texas 78701 (512) 305-7400

3) Students Desiring to Take the NCLEX-RN Out-of-State

For instructions, the student must contact the state board of nursing of the state in which they desire to take the exam. The Board of Nurse Examiners for the State of Texas does not process out-of-state applications.

**Undergraduate Nursing Pin**

Upon successful completion of the undergraduate degree, a Bachelor of Science in Nursing Degree, you will have the opportunity to purchase and wear the College of Nursing pin through the TWU bookstore. The Texas Woman's University Nursing Pin reflects the history of the College of Nursing. As an official symbol of the TWU College of Nursing, it cannot be replaced with any other color, wording, or design.



# Appendix A

## Texas Woman's University College of Nursing Healthcare Insurance Portability and Accountability Act and Protected Health Information in Learning Environments

### Policy Statement

All Texas Woman's University (TWU) and College of Nursing (CON) faculty, staff and students who are assigned to work in clinical settings such as hospitals, clinics, and community settings must safeguard the privacy and security of Protected Health Information (PHI) as defined by the Healthcare Insurance Portability and Accountability Act (HIPAA). This is an obligation imposed by TWU policy, federal and state law, and our own concern for the well-being of the patients. Failure to meet this obligation may lead to disciplinary action, including dismissal from the program as described in this policy.

### Guidelines

Students are to adhere to all HIPAA policies while in the clinical setting. This includes the Privacy and Security rules as outlined in the training resources. In addition, as clinical courses often require paperwork to be submitted regarding the care of individuals or groups, guidelines set by the CON on the type of information submitted must be followed. All clinical paperwork must be de-identified and submitted through Canvas only. No other means of unsecured submissions are allowed. This includes paperwork turned into unsecured physical locations via email or other electronic means. To be considered "de-identified ", all the 18 HIPAA Identifiers must be removed from the assignment before posting or uploading to the Canvas website. Failure to follow these guidelines will result in disciplinary action and possible removal from the program. All students enrolled in a clinical course must view the HIPAA training video and acknowledge agreement with the TWU CON HIPAA policy.

### PHI and HIPAA

Under HIPAA, PHI is any identifiable health information that is used, maintained, stored, or transmitted by a HIPAA-covered entity, including healthcare provider, health plan, health insurer, healthcare clearinghouse, or a business associate of a HIPAA-covered entity, in relation to the provision of healthcare or payment for healthcare services.

It is not only past and current health information that is considered PHI under HIPAA Rules, but also future information about medical conditions or physical and mental health related to the provision of care or payment for care. PHI is health information in any form, including physical records, electronic records, or spoken information.

Therefore, PHI includes health records, health histories, lab test results, and medical bills. Essentially, all health information is considered PHI when it includes individual identifiers. Demographic information is also considered PHI under HIPAA Rules, as are many common identifiers such as patient names, Social Security numbers, Driver's license numbers, insurance details, and birth dates when they are linked with health information.

The 18 identifiers that make health information PHI are:

- Names (includes initials)
- Dates (such as admission or procedures)
- Telephone numbers
- Geographic data
- FAX numbers
- Social Security numbers

Email addresses  
Medical record numbers  
Account numbers  
Health plan beneficiary numbers  
Certificate/license numbers  
Vehicle identifiers and serial numbers, including license plates  
Web URLs  
Device identifiers and serial numbers  
Internet protocol addresses  
Full face photos and comparable images  
Biometric identifiers (i.e. retinal scan, fingerprints)  
Any unique identifying number or code  
Retrieved from: <https://www.hipaajournal.com/considered-phi-hipaa/>

### **Disciplinary actions**

Any form of HIPAA violation will result in disciplinary action. The type of violation, the severity of disciplinary action, and the person responsible for deciding the disciplinary action may vary depending on the situation. Any violation that is deemed severe enough for the host agency to terminate a student's privileges will result in course failure and possible removal from the program. The faculty of record must consult with the CON Program Director and Associate Dean prior to disciplinary actions removing a student from a course or the program. Notification of violations may also be required by the host agency and the U.S. Department of Health and Human Services. Chain of command notification must be done for any infractions (Faculty-Course Manager-Program Director-Associate Dean-Dean). These notifications may result in further sanctions, penalties, or fines.

The CON Program Director in consultation with the Associate Dean, will address student-related HIPAA incidents on a case-by-case basis. The TWU Privacy Officer and the TWU Security Officer will be notified of any student-related HIPAA incidents. An individualized plan of corrective action will be developed depending on the nature and severity of the HIPAA incident. Disciplinary action can include one or more of the following:

1. Written warning
2. Re-education and processing of the incident
3. Reduction or failure of a graded assignment
4. Removal from the clinical site
5. Clinical rotation failure
6. Course failure
7. Program Dismissal

*Approved by Shared Governance: 10/18/2021*