



TEXAS A&M UNIVERSITY
College of Nursing

Student Handbook

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Introduction

Disclaimer Note to Student

The provisions of this Student Handbook do not constitute a contract, expressed or implied, between any applicant, student, or faculty member and the Texas A&M System. Although every effort has been made to verify the accuracy of information in this publication, the Texas A&M System, the Texas A&M Health Science Center, and the College of Nursing (CON) reserve the right to change course offerings, fees, tuition, academic calendars, curricula, degree requirements, graduation procedures, and any other requirement affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

Notice of Nondiscriminatory Policy

Texas A&M University (Texas A&M) bars students, employees, and third parties from engaging in discrimination and/or harassment on the basis of race, color, sex, gender identity, age, religion, disability, national origin, sexual orientation, genetic information, or veteran status. More information on Discrimination is found in [Rule 45](#).

The university investigates complaints of discrimination, harassment, and retaliation in accordance with federal and state laws, as well as university policy. Students who believe they have been discriminated against can report it to the [Department of Civil Rights and Equity Investigations \(CREI\)](#). Reports may also be made by calling (979) 458-8407, emailing civilrights@tamu.edu, or using the “Make a Report” form found at TitleX.tamu.edu.

The CON complies with Texas A&M policy and Section 504 of the Americans with Disabilities Act and does not discriminate on the basis of an individual’s handicap in its admission, accessibility, treatment, and employment of students in its programs and activities. The CON provides academic adjustments and auxiliary aids to students with handicapping conditions, as defined under the law, who are otherwise qualified to meet the institution’s academic requirements.

About the University

Texas A&M opened its doors in 1876 as the state's first public institution of higher learning. Today, we stand as a research-intensive flagship university dedicated to sending Aggie leaders out into the world prepared to take on the challenges of tomorrow. The University’s purpose is to develop leaders of character dedicated to serving the greater good. Our purpose statement carries with it the responsibility, the traditions and the forward-thinking of Texas A&M exemplified by all who are associated with the university — our faculty and staff, and our current and former students.

- [More about the University](#)
- [Purpose and values of the University](#)

About the College

Texas A&M CON graduates are among the best-prepared baccalaureate and graduate nurses in the nation, and they are highly sought after by prospective employers. We have grown from 40 undergraduate students admitted in 2008 to over 700 graduate and undergraduate students enrolled at two campuses: Bryan and Round Rock as well as having many students enrolled in distance education programs.

- [More about the College](#)
- [Mission, vision and values of the College](#)

Accreditation

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Texas A&M is [accredited by the Southern Association of Colleges and Schools](#) to award baccalaureate, master's, doctoral, and professional degrees. While SACSCOC accredits the institution as a whole, many of the academic degree programs offered at the university also undergo accreditation by specialized accrediting bodies.

Commission on Collegiate Nursing Education (CCNE)

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program and post-graduate APRN certificate program at the Texas A&M CON are accredited by the [Commission on Collegiate Nursing Education](#).

Texas Board of Nursing (TBON)

Approval of nursing education programs is one of the primary functions that the Texas Board of Nursing (TBON) performs to fulfill its mission to protect and promote the welfare of the people of Texas. TBON has the responsibility and legal authority to decide whether a nursing education program can meet the Board's established minimum standards for educational programs. The CON was granted full approval on April 22, 2010 upon graduation of the first class of students.

Chapter 1: General Information

Academic Calendar

The CON adheres to the Texas A&M academic calendar for class dates and holidays/vacation, available each semester from the University Registrar's Office and at [Academic Calendar](#).

Family Educational Rights and Privacy Act (FERPA)

Students at Texas A&M have the right of confidentiality under the [Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974. Information in student records will be released only to faculty and professional staff for authorized legitimate educational interest.

If a student does not wish for this public information to be released, the student is responsible for notifying the Office of the Registrar during the first week of classes to ensure that information is not released.

Attendance, Absences & Makeups

Students are responsible for learning the content of any course of study, including material presented in the classroom, either face-to-face or online. Class participation is expected of each student as outlined in each course syllabus. If a student should miss a deadline for any class, assignment, or exam, they should email the faculty member as soon as possible. If the absence is anticipated such as due to illness or personal emergency, the student should notify the immediate faculty member prior to any deadline imposed for an assignment, class, or exam. See [Student Rule 7](#) for more information.

Student Responsibilities

The ultimate responsibility for making decisions about personal goals and educational plans rests with the individual student. Students are responsible for:

- Knowing their degree and compliance requirements, relevant rules, policies, and deadlines.
- Consulting with their academic advisor and the degree evaluation system.
- Keeping contact information current (local and permanent addresses, phone numbers, and emergency contact information).
- Reading all correspondence from the College and the University.
- Keeping records of academic goals and progress. Take notes during advising meetings.
- Utilizing campus resources to enhance your academic experience
- Respecting others: Be on time, be prepared, and treat your faculty, staff and other students as you would wish to be treated.

Communication Expectations

[Student Rule 61](#) rule establishes email as an official means of communication (equivalent to the U.S. Postal Service) at Texas A&M. It also establishes student responsibilities for use of official Texas A&M email accounts and official email correspondence. All use of email will be consistent with [Student Rules, Computing Services: Rules for Responsible Computing](#). Upon a student's admission to Texas A&M, they will be assigned an active student email account within five working days. It then becomes the responsibility of the student to access this e-mail account in a responsible and timely

manner. Course documents are submitted through the learning management system assignment links. Do not submit assignments through email unless specifically directed to do so by faculty.

Intellectual Property

All course materials developed by the faculty and posted within a course are the intellectual property of the individual faculty and can only be used for the purpose of participating in the course in which they are posted unless express consent is given by the faculty member. Any posting of course materials outside the enrolled course violates the intellectual property rights of faculty. The student is referred to the [Academic Integrity and Plagiarism: Intellectual Property and Fair Use policy](#). Netiquette & Discussion Board Expectations Guidelines for acceptable online classroom behavior are posted in the learning management system course syllabus. Students will be expected to adhere to rules for acceptable online behavior and communication.

Expectations for course discussion board posts and grading criteria are posted in each course learning management system website. Standard grading rubrics are used throughout the undergraduate nursing program, although frequency and subject matter will differ per course.

Course Recording

Synchronous class sessions, where faculty instruction includes lecture delivery as a teaching strategy, will be recorded in accordance with the College of Nursing Course Recording Guidelines. Course lecture content will be available via the learning management system. Recordings will only be shared with the students registered for the course at the time of distribution. Enrolled students should not distribute the recording to anyone. Class recordings will not be used in subsequent semesters. Class recordings may capture students' faces, backgrounds, and verbal communications.

Exam Guidelines

Exams are given by computer or occasional written tests. Be prepared with appropriate supplies for either. It is the expectation that every student has a computer capable of running the required software for all assignments, exams, and quizzes. It is the responsibility of the student to download and install the software as directed.

Students are required to act with integrity according to the Aggie Honor Code while preparing for and taking all nursing school examinations. Contents of all exams are considered confidential and are not to be shared with other students through verbal, written, or electronic communications. No attempt should be made to acquire, save or reproduce exam content. The use of outside materials (i.e. written materials, electronic devices) is strictly forbidden on all exams (except in specific cases in which the students will be notified by the exam instructor or proctor ahead of the exam). Failure to adhere to these guidelines could result in corrective actions up to and including dismissal from the CON.

In fairness to all exam takers, it will not be possible for examination proctors to answer questions of interpretation that may arise during examinations. After completion of the examination, you may receive a preliminary raw score at the discretion of course faculty. This raw score may change following the statistical review by faculty. After faculty have completed a detailed examination question analysis and all students have taken the exam, you will receive a final examination score. Typically, examination results will be released in the learning management system within three to five business days following an examination but may take longer under certain circumstances. Individual exam item appeals are not permitted. There is no curving of grades.

Refer to the syllabus provided with each CON course for detailed exam guidelines.

Computer / Technology Requirements

All students enrolled in Nursing courses are required to have a computer with the required software installed and updated throughout their time as a student to access course information through the learning management system and other required systems/websites. At all times, the student's computer should be capable of running the necessary software and programs.

Upon admission, students will be provided with [detailed specifications](#) for either a Mac or a Windows laptop. Students will be granted access to an online orientation course with specific instructions and assignments in the learning management system to ensure their computer meets all technical requirements. Completion of the orientation course is required prior to being given access to academic courses in the learning management system.

NOTE: Online students (RN to BSN, certificate and graduate) may use a desktop computer or laptop since they will complete course work at a distant location.

Clinical Learning Resource Center (Simulation Lab)

The Clinical Learning Resource Center (CLRC) on the Bryan, Round Rock, and McAllen sites offer a simulation laboratory available to students with a state-of-the-art emergency room, infant and adult patient simulators, and other training tools. Students utilize this facility for clinical experience and may schedule use as needed after hours to practice a variety of clinical skills. Patient simulators are always treated like real patients to foster the caring nature of healthcare professionals. These simulators are capable of mimicking signs and symptoms of almost any medical condition including a 'Code Blue' situation (cardiac and/or respiratory arrest). Scenarios simulating real patient encounters with students and patient simulators can be recorded to permit a debriefing with their instructor after completion of a scenario.

Identification Badge

Students are required to wear their college student identification badge with a picture during all clinical experiences. The badge must be worn in plain sight. Names on the badges must not be covered up with tape, pins, stickers, etc. Clinical badge photos will be taken during your New Student Conference. This photo will be used to create a clinical identification badge. The clinical badge will reflect your name and denote that you are a nursing student. It must be worn during all clinical experiences. This photo will also be used to create a building access badge as well as provide hospital identification. The Health Science Center campus and the Round Rock campus are locked after certain hours; however, students may access the building 24/7 with their building access badge.

Legal Violations

Any student charged with a crime, with or without conviction, should notify the Assistant Dean for Student Affairs (ADSA) within 72 hours. Failure to disclose could result in disciplinary action. Some convictions may result in suspension.

Holy Days

The CON follows state law and university policy. The language of House Bill 256 was adopted into Texas A&M Student Rules, [Appendix IV: Excused Absences for Religious Holy Days](#).

Students are asked, but not required, to request absence from the class in writing (email acceptable). It would be most helpful if the student would submit the request to each course instructor within the first 5 days of the semester for which the absence is requested. For a list of holy days and their description, view [The Interfaith Calendar](#) and the [PBS Multifaith Calendar](#).

Smoking

Texas A&M has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors. The [Texas A&M Smoke-Free Rules](#) identify university property where smoking and tobacco use is restricted.

Substance Abuse

The Texas A&M University System (Texas A&M System) is committed to maintaining an environment that is free from substance abuse, as well as complying with state and federal laws. The Texas A&M System policy governing this may be found in the following regulation: [34.02 Drug and Alcohol Abuse and Rehabilitation Programs](#).

As healthcare professionals, the CON faculty members support a policy wherein everyone providing patient care in a clinical/practicum setting or preparing educationally to become a care provider adheres to high personal health standards. This includes, but is not limited to, the avoidance of substances that impair thinking and behavior.

Social Media

The [university policy](#) on social media applies to CON students who engage in internet conversations for college-related purposes or college-related activities such as interactions in or clinical and didactic course activities.

- The CON restricts using or distributing sensitive and/or confidential information. All information is protected under HIPPA and FERPA whether through traditional communications or through social media. CON students are responsible and accountable for all content (in any format whatsoever) posted, transmitted, or communicated on, by or through any social media account associated with a CON student. The use of social media sites is not approved for classroom communication. Any information shared on social media sites in conjunction with the course regarding clinical sites, patient information, pictures, or sharing of course content such as exam questions, may lead to disciplinary action. These actions may range from a Performance Improvement Plan (PIP) to permanent dismissal from the program, depending on the level and severity of the violation. CON students should strictly follow guidelines as noted below:
- No multimedia content of any kind can be gathered in or around a healthcare environment, including the CLRC. Examples include but are not limited to photos, videos, snaps, etc. * *(This does not apply to students in Forensic Nursing programs under the direction of faculty and/or preceptors)
- Do not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient's rights or privacy. This includes activities in the CLRC/simulation setting. Limiting access through privacy setting is not sufficient to ensure privacy of patients.
- Never post photographs or any information gained in a nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs these boundaries.

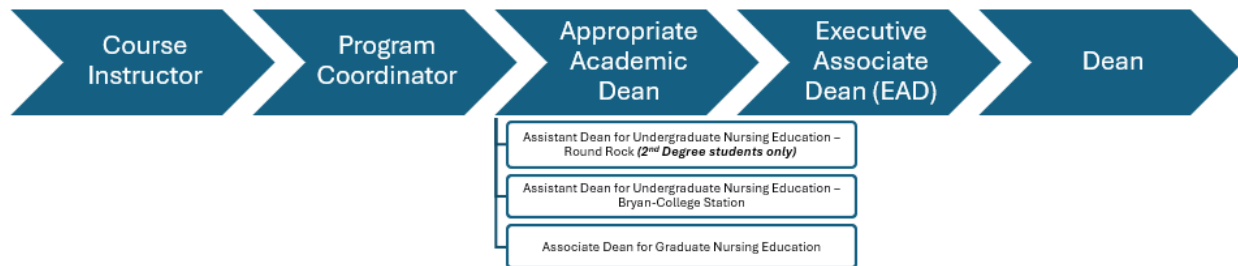
- Do not post inflammatory or unflattering information about peers, patients, clinical sites and/or their employees on any social media site. Make every effort to present yourself as mature, responsible, and professional.
- Promptly report any breach of confidentiality or privacy to your faculty member.
- Do not share any protected health information. (HIPAA)
- At all times, behave in a manner consistent with the standards set forth in the [Code of Ethics for Nursing](#). Uphold ethical/legal obligations and guidelines regarding patient privacy and confidentiality.

The American Nurses Association (ANA) provides [Social Networking Principles](#) to guide nurses in the use of social media to safeguard themselves, the profession, and their patients. Examples of social media include Facebook, X, Instagram, LinkedIn and YouTube, to name a few. The following is the position of the ANA which is the organization that represents the interests of all registered nurses: “Nurses have a responsibility first and foremost to their patients. As a nurse, you must always ensure that anything you post or publish could never undermine your patient’s treatment or privacy.” (ANA, 2019, <https://www.nursingworld.org/social>). The NCSBN (National Council of State Boards of Nursing) also speaks specifically to the use of social media for nurses. For more information, view the [guide](#) available on their website. The Texas Board of Nursing also has a [position statement on social media use](#).

Student Complaints

The CON recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached a formal complaint process is available. This process may not be invoked for matters that have independent appeal processes as outlined in the [Texas A&M Student Rules](#) or matters which are not grievable to include federal and state laws.

The course instructor is the primary authority with respect to the student’s proficiency and final grade and should be the first step. For concerns regarding a class, students are expected to follow the appropriate chain of command:



Grade disputes are addressed in [Student Rule 48](#).

An undergraduate student who believes that their final grade reflects a capricious, arbitrary, or prejudiced academic evaluation must follow the resolution procedures and deadlines as described in [Student Rule 57 Undergraduate Academic Appeals Panel](#).

A graduate or professional student who believes that his or her final grade reflects a capricious, arbitrary, or prejudiced academic evaluation must follow the resolution procedures and deadlines as described in [Student Rule 53](#) regarding graduate student examination disputes. The Graduate Academic Appeals Panel (GAAP) will hear appeals that involve actions against students stemming from disputes over final course grades. The appeal process is described in detail in [Student Rule 59 Graduate Academic Appeals Panel](#).

Student rule violations outside of the academic classroom environment are reported through [Student Conflict Resolution Services](#).

To report a behavioral concern on the part of a member of the student body, faculty, or staff, refer to the [Tell Somebody](#) Reporting process.

To report instances of suspected waste, fraud, or a suspected ethics violation, use the [Texas A&M Systems Risk, Fraud, and Misconduct Hotline](#).

Current, former, and prospective students may submit a completed Texas Higher Education Coordinating Board (THECB) [student complaint form](#) to THECB's Office of General Counsel. A non-exhaustive list of exceptions to the types of complaints handled by THECB is provided in the student complaint rules.

For general concerns, students should contact their academic advisor who will direct the student appropriately.

Student Name or Address Changes

The [Office of the Registrar](#) is responsible for maintaining a student's official legal name for Texas A&M and for the State of Texas. For official name change procedures, go to the [Personal Information Change webpage](#). Any name or address change must follow the Office of Registrar process.

Any change in the student's address should be promptly reported to the CON and changed through the Howdy portal. Because of SEVIS reporting requirements, international students are not permitted to make changes to their permanent address in Howdy. These students should contact [International Student and Scholar Services](#) if their permanent address is incorrect or needs to be changed. A student will not be excused from penalties on grounds of not receiving communications mailed from the CON if the student failed to report the new address.

Disabilities

The CON partners with the [Department of Disability Resource](#) to provide appropriate accommodation and support. Students should work through Disability Resources for temporary or permanent sensory, physical or psychological disabilities in order to obtain reasonable accommodations.

Students who encounter an injury or any other physical limitation of a temporary nature must notify the clinical instructor and course coordinator. In addition, students must provide documentation from their healthcare provider that they are able to safely carry out the duties of a student in the clinical setting. Any restrictions or limitations must be clearly outlined. Documentation must be provided prior to attending clinical experiences.

Title IX and Sexual Violence/Harassment

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at federally funded institutions. [Title IX at Texas A&M](#) protects students, faculty, staff, and visitors to our campus from all forms of sex discrimination.

Whether an incident occurred recently or in the past, help is still available. Resources are available even if an individual chooses not to file a formal complaint to law enforcement or the university.

[Student Assistance Services](#) can help with guidance, resources, and support. Other resources are available on the [Step In/Stand Up website](#).

The Offices of Student Life, Faculty Affairs, and Human Resources & Organizational Effectiveness are available to serve as resources to any student, non-faculty employee, or faculty member who has a sexual harassment inquiry or complaint. A person who believes he or she has been the victim of sexual harassment may pursue either the informal or the formal complaint resolution procedure. Any faculty member, staff member, or student may initiate a complaint. For more information, see [Student Rule 47](#).

There are many services available to support students, faculty and staff in crisis. For assistance contact the Sexual Assault Resource Center in the Bryan/College Station area directly by calling 979-731-1000. The Sexual Assault Resource Center's goal is to stop sexual violence through advocacy, empowerment, and education. SARC offers a 24-hour crisis hotline, 24-hour accompaniment to medical facilities, accompaniment to meet with law enforcement or court appearances, provides free counseling to survivors and family members or survivors of sexual assault, and makes professional and educational presentations to schools, businesses, and other agencies.

At the Round Rock site, you may contact the Hope Alliance Center at 512-255-1212. This center is dedicated to empowering victims of family violence, sexual assault, and other violent crimes through support and advocacy, while promoting community awareness, compassion, and responsibility for creating a safer community. The staff assists victims in finding counseling, housing and employment, and works closely with law enforcement agencies, hospitals, and others involved in crisis intervention.

At the McAllen site, you may contact University Health Services at McAllen at 956-271-1366, or the following link: <https://mcallen.tamu.edu/student-resources/university-health-services.html>

Weapons Policy & Campus Carry

[Texas A&M University Rule 34.06.02.M1](#) addresses weapons on campus. The University is committed to complying with state and federal laws. For more information, go to the [campus carry](#) website.

Weather & Other Campus Crisis Events

Should there be a weather related or other event that would cause the campus to be closed, information will be made available to the local television and radio stations. Please check the [University website](#) and the [CON website](#) for the latest details. In the event of an emergency in progress, you may call 9-911 for immediate assistance from any campus phone.

[Code Maroon](#) and [HSC Alert](#) emergency notification services provide notice of campus emergencies. Students are encouraged to sign up for text and/or email notices. CON Faculty may communicate via the learning management system regarding unexpected schedule changes due to weather and other situations. Students should check the announcements or scheduling section of learning management system on a regular basis.

Transportation Expectations

The CON requires that students are responsible for arranging their own transportation, including to and from clinical sites. Students are required to have reliable transportation to and from campus to

clinical rotations off campus, and to other community activities as required. In order to provide the best possible clinical experiences, the CON may establish placements that require travel outside the campus locations. Lack of transportation will not be accepted as an excused absence for non-attendance or tardiness at experiential or clinical rotations.

Students will be responsible for covering all gas and parking fees incurred by that mode of travel. Carpooling and cost sharing with fellow students is recommended whenever feasible. The student will be responsible for paying all transportation costs incurred. The state of Texas requires all drivers to maintain minimum liability automobile insurance coverage.

Chapter 2: Programs

Undergraduate:

The [University Core Curriculum](#) at Texas A&M provides students with a broad foundation. The Core Curriculum enhances the individual degree program and university graduation requirements, and all three areas must be met by every student. Requirements are described in the Undergraduate Catalog and must be met by every student pursuing a baccalaureate degree program at Texas A&M.

- [Traditional BSN Prerequisites](#)
- [Second-Degree BSN Prerequisites](#)
- [RN to BSN Prerequisites](#)

RN to BSN students who apply under an articulation agreement with Angelina College, Blinn College or South Texas College may be exempt from some of the above coursework if they are core complete at the institutions.

Bachelor of Science in Nursing (BSN) Degree

Traditional BSN Track

The Traditional BSN Track consists of 120 semester credit hours. Students must complete pre-nursing coursework in general education and in the basic physical and biological sciences. Students may complete the pre-nursing curriculum at any accredited college, university, or community college. After acceptance into the program, students will complete 61 semester credit hours of nursing curriculum. Students typically obtain their degree in twenty-four months of instruction. The Traditional BSN track is offered at the Bryan-College Station site.

- [Curriculum and Student Outcomes](#)

Second-Degree BSN Track

The Second-Degree BSN Track consists of 61 semester credit hours of nursing curriculum. Applicants must hold a bachelor's degree in another discipline. The Second-Degree BSN Program requires completion of prerequisite nursing courses plus any core curriculum coursework that has not been met through another degree program. Students typically obtain their degree in 15 months of instruction. NOTE: A student with a bachelor's degree may apply to the Traditional BSN Track. The Second-Degree BSN track is offered at the Round Rock site.

- [Curriculum and Student Outcomes](#)

RN to BSN Track

The RN to BSN Track consists of 30 semester credit hours of nursing curriculum. Applicants must hold a nursing degree from an accredited institution of higher education. Applicants must provide a copy of their valid RN license along with their application documents. Candidates must have successfully completed (grade of "C" or better) all of the required nursing prerequisite courses prior to the first class day. Students typically obtain their degree in 12-15 months of instruction. The RN to BSN track is offered online.

- [Curriculum and Student Outcomes](#)

ASCEND Program

Aggie Student-Centered Express Nursing Degree (ASCEND) is a formal agreement between TAMU CON and select accredited associate degree in nursing (ADN) programs. Students complete an ADN from their community college and Bachelor of Science in Nursing degree from Texas A&M while co-enrolled in both institutions. ADN courses are completed at their community college, while BSN courses are finished completely online through Texas A&M. Students may apply to ASCEND during their first or second semester of the ADN program. Depending on their ADN entry term, students can earn their BSN from Texas A&M in as few as one semester after completing their ADN.

- [Curriculum and Student Outcomes](#)

Graduate Programs

Master of Science in Nursing (MSN) Degree

The Master of Science degree is designed in accordance with [The Essentials: Core Competencies for Professional Nursing Education \(2021\)](#), [The Standards for Quality Nurse Practitioner Education \(6th ed., 2022\)](#), and the [Standards for Accreditation of Baccalaureate and Graduate Nursing Programs \(Amended 2024\)](#).

MSN – Nursing Education Track

The Master of Science – Nursing Education (MSN-ED) track is designed to prepare the nurse for teaching in the academic or clinical setting. Upon completion of course requirements, graduates of the MSN-ED program are eligible to take the [Certified Nurse Educator \(CNE®\)](#) Examination offered by the National League for Nursing. The track consists of 36 semester credit hours and a total of 225 direct care clinical hours.

- [Curriculum and Student Outcomes](#)

MSN – Family Nurse Practitioner Track

The Master of Science – Family Nurse Practitioner (MSN-FNP) track is designed to prepare graduate nurse to deliver primary healthcare through an advanced scope of practice. The program reflects the National Organization of Nurse Practitioner Faculties (NONPF) core competencies and population focus competencies. At completion of the NP program, the NP graduate demonstrates competencies from across the ten domains regardless of population focus as provided by the [National Organization of Nurse Practitioner Faculties](#).

Upon completion of course requirements, graduates are eligible to sit for the [American Nurses Credentialing Center's FNP](#) and [American Academy of Nurse Practitioners Certification Board](#). The MSN-FNP track consists of 48 semester credit hours and a total of 646 direct care clinical hours.

- [Curriculum and Student Outcomes](#)

MSN – Forensic Nursing Track

The Master of Science – Forensic Nursing (MSN-FRNR) track is designed to prepare the graduate to care for victims and perpetrators of criminal acts that result in trauma or death. The MSN-FRNR track consists of 36 credit hours and a total of 135 direct care clinical hours.

- [Curriculum and Student Outcomes](#)

Certificate Programs

Graduate Certificate in Forensic Healthcare

Graduate Certificate in Forensic Healthcare prepares graduates to excel in this rapidly developing field by drawing from a broad body of academic knowledge in forensic healthcare to assist victims of violence and trauma. The CTG-FOHC track consists of 12 credit hours and no clinical hours.

- [Curriculum and Student Outcomes](#)

Post-graduate Certificate in Family Nurse Practitioner

The post-graduate Certificate in Family Nurses Practitioner (FNP) - provides graduate prepared nurses with the knowledge and skills to seek certification as a FNP. The FNP track consists of 27 credit hours and 585 direct care hours.

- [Curriculum and Student Outcomes](#)

Post-graduate Certificate in Psychiatric Mental Health Nurse Practitioner

Post-graduate Certificate in Psychiatric Mental Health Nurse Practitioner (PMHNP) – provides graduate-prepared nurses with the knowledge and skills to seek certification as a PMHNP. The PMHNP track consists of 26 credit hours and a total of 585 clinical hours.

- [Curriculum and Student Outcomes](#)

Professional Practice Degrees

Doctor of Nursing Practice (DNP) Degree

The Doctor of Nursing Practice (DNP) degree prepares graduates for practice-based leadership and to combat the shortage of advanced practice providers. The DNP track consists of 41 credit hours and a total of 1000 direct care clinical hours. Up to 3 credits can be earned for prior clinical experience.

- [Curriculum and Student Outcomes](#)

Chapter 3: Admissions & Student Requirements

Applicants are encouraged to review the CON [website](#) for admission procedures and requirements. Deadlines will vary depending on the track to which the student applies.

English Proficiency

Applicants whose native language is not English are required to submit proof of English proficiency to be eligible for review. English proficiency can be demonstrated through various criteria. See more on this requirement on the [International Transfer](#) website.

Admissions Criteria

Students applying to the CON must complete selected coursework as a condition of acceptance. If the undergraduate student has completed a core curriculum from another Texas public institution in a previous degree program, they are not required to complete the Texas A&M Core Curriculum. Students, however, must meet the [program prerequisite course requirements](#). Students transferring from out of state, from a private institution, those with an international degree or anyone with concerns about this requirement, please contact an academic advisor for more clarification. Students will not be considered for admission unless all required coursework will be completed by the time of enrollment. Admission to all programs is competitive.

Admissions and Application Information

Information on the admission requirements and application process can be found at the following links.

Traditional BSN	Second-Degree BSN
RN to BSN	ASCEND Program
MSN-Nursing Education	MSN-Family Nursing Practitioner
MSN-Forensic Nursing	Graduate Certificate in Forensic Healthcare
Post-graduate Certificate in FNP	Post-Graduate Certificate in PMHNP
Doctor of Nursing Practice	

Residence Requirement for Baccalaureate Degree

A minimum of 36 semester hours of 300 and 400 level course work must be successfully completed in residence at the CON to qualify for a baccalaureate degree in the pre-licensure degrees. The RN to BSN program meets the requirement by completion of 30 semester hours.

International Applicants

International applicants will be expected to present a declaration of finances, F-1 travel documents and additional documentation upon acceptance to the CON. All deadlines required by the [International Student and Scholar Services](#) must be met.

In addition to each program's stated application requirements, applicants with foreign transcripts must also include a transcript evaluation from an evaluation service which is a member of the [National Association of Credential Evaluation Services](#). We require a course-by-course evaluation for college/university transcripts from non-U.S. institutions. The report should reflect course-by-course U.S. grade point equivalencies and semester credits received. These reports must be sent directly from the evaluation agency in the original sealed envelope to NursingCAS. Send to: NursingCAS, P.O. Box 9201, Watertown, MA 02471. If being sent via UPS or FEDEX, send to NursingCAS Transcript Department, 311 Arsenal Street, Suite #15, Watertown, MA 02472.

If admitted to the CON, applicants with foreign transcripts must submit the native language transcript along with an official English translation. These documents must include all original seals and/or signatures and be approved by the Texas A&M Office of Admissions prior to enrollment in the program.

International Student Insurance Requirements

As an enrollment requirement with the Texas A&M University Health Science Center (Texas A&M Health), students who are not citizens or permanent residents of the United States will be required to have insurance to include medical evacuation and repatriation.

Transfer Credit

Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of C or greater (undergraduate), B or greater (graduate and professional practice degrees), may be considered for transfer credit. Courses used toward a previous degree at another institution may not be applied toward the Texas A&M Nursing degree.

*Transfer credit will be determined by the CON Office of Student Affairs on a course-by-course basis.

Internal Transfers within the CON

Undergraduate: Pre-licensure (Trad BSN and SD-BSN) are admitted to a specific campus location and must attend all classes, exams, simulations labs, and clinical experiences at that location throughout the duration of the program. Due to strict regulations from TBON which govern clinical rotations, the CON does not allow students to transfer from one site to another.

Graduate and Professional Practice: Students may request to transfer from one MSN specialty area to another within the CON without having to reapply. For more information on this process, students should speak with their academic advisor. Student must be in good academic standing defined as maintaining a minimum grade of "B" in all courses, a minimum cumulative grade point average of 3.0 on a 4.0 scale and non-probationary status for conduct related issues. Students who apply and meet minimum academic qualifications are not guaranteed acceptance into their requested program. Students admitted under provisional status may not request a transfer until they have fully met the terms of their conditional admission. Students meeting academic minimum qualifications are not guaranteed acceptance as each request will be considered on a variety of factors. Program coordinators in consultation with the Associate Dean of Graduate Nursing Education (ADGNE) will make the final determination on internal transfer requests.

Other Requirements

Each student receives a “New Student Guide” from the Office of Student Affairs upon admission that provides [compliance](#) requirements. It is the student’s responsibility to review the guide carefully and meet all compliance by the deadline noted in the compliance portal. Failure to stay compliant will result in the student getting blocked from the learning management system portal and not being allowed to complete clinical experiences until the situation has been resolved.

Notification of Admission Decisions

Official notification is provided via the Texas A&M Applicant Information Portal (AIS) portal or through the Nursing CAS application portal. All applicants will receive communication as to their status; whether admitted, denied, incomplete, or given the option of placement on a waiting list.

A select number of applicants who are not admitted in the initial round may be offered the opportunity to be placed on a waiting list. If space becomes available, additional offers may be extended. It is the policy of the CON that information regarding placement on the waiting list will only be provided by appointment.

Conditional Admission

All students are admitted conditionally until they complete all eligibility requirements by the deadline stated in the compliance management portal.

Health Insurance

All nursing students are required to carry and maintain health insurance. Students who presume that their parents’ policies still cover them are advised to confirm this with their insurance carriers. Any student enrolled at Texas A&M System taking at least six (6) credit hours of classes is eligible to enroll in the [AcademicBlueSM Student Health Plan by Blue Cross and Blue Shield of Texas](#).

Students must submit proof of insurance coverage to the compliance management portal by the end of the first month of enrollment. The following benefits are strongly recommended to provide minimum coverage: in-patient hospital, medical/surgical, and physical medicine expenses as well as preventive and emergency care. Should students require medical treatment due to situations that may arise while in clinical rotations, i.e. needle stick or other incidences, neither the hospitals, clinical agencies nor CON are responsible for covering any treatment that might be needed. Any medical charges incurred are the responsibility of the student.

Professional Liability Insurance

All graduate and professional practice nursing students in clinical settings must be covered by malpractice insurance. The cost for liability insurance will be the responsibility of the student (approximate cost each year is \$20) and will be included in the student’s tuition and fee statement. The student policy covers only the work done as students during clinical courses and expires on the date of graduation. The policy does not cover students while employed in clinical agencies. Students employed in a healthcare setting must obtain a separate policy for liability coverage if required by that institution.

Health History & Physical Exam Requirement

A health examination is required for pre-licensure BSN students entering the CON. Students must present the CON Certificate of Health to their healthcare provider who must sign and date the document indicating that the student is medically cleared and able to meet the demands and expectations of nursing school. This form must be uploaded to the compliance management portal. This requirement is only for pre-licensed students.

Immunization Information

Students must complete coursework in healthcare settings with the CON's clinical partners. The CON recommends, but does not require, certain immunizations to help mitigate the risk of exposure to viruses and bacteria. Clinical partners require proof of certain immunizations to participate in clinical experiences. Students wishing to seek immunization exemptions should contact the Associate Director of Academic Nursing Clinical Placement to discuss the process, which varies among clinical partners. Failure to complete required clinical coursework may prevent progression in the program.

[Recommended Immunization Information](#)

The CON uses a third-party compliance management portal ([Exxat](#)) to manage compliance requirements. Students must complete all items requested through their portal. The CON may be asked to provide immunization documentation to authorized parties as a pre-requisite to participation in advanced clinical experiences at a particular site. In that event, students are requested to sign release of student information request forms and are bound by their stipulations.

Cardiopulmonary Resuscitation (CPR) Certification

All students are required to have current Cardiopulmonary Resuscitation (CPR) certification throughout their time in the program.

Criminal Background Check Policy

Due to the responsibilities of healthcare providers, all students must undergo a criminal background review as a condition of admission. This process is initiated through the compliance portal, and students are responsible for associated costs. Admission is not final until a negative background check is completed, and admission may be denied or rescinded based on the review or refusal to submit to a background check. Repeat background checks may be necessary if any offenses occur during the program and the student is responsible for associated costs. Acceptance of background check results is at the discretion of the clinical partner.

*Students with a break in enrollment (non-enrollment of at least one semester) must complete a new background check at their expense.

Texas Board of Nursing Finger Printing Requirements

Undergraduate: the Texas Board of Nursing (TBON) also requires fingerprint clearance. The Office of Student Affairs sends a roster of applicants to TBON, which then emails the student to schedule fingerprinting. Individuals who receive fingerprint clearance are mailed a blue postcard which must be uploaded into the compliance portal. If a fingerprint scan is rejected or a student has a positive background check, TBON will provide further instructions.

Drug Screen

The CON requires all students to submit a negative 10-panel urine drug screen upon entry into the program, yearly for pre-licensure, and as required by clinical agencies for practicum experiences during the remainder of their time in the program. The student is responsible for obtaining the drug screen(s) at their expense. The student will be provided information on drug screens at New Student Conference.

If a positive drug screen is reported after the initial screening, the student's offer of admission will be rescinded. If a positive screening is reported after enrollment, the student will not be allowed to continue to participate in the clinical component of the course at the assigned clinical agency or any other clinical agency.

For the protection of patients, faculty, staff, and students, the CON retains the right to require a student to submit to testing for substance abuse at the student's expense when the nursing program has reasonable cause to believe that a student is abusing controlled substances.

- Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug or alcohol, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, or pupillary changes
- Abnormal conduct or erratic behavior, absenteeism, tardiness or deterioration in performance
- Report of drug use provided by credible sources
- Evidence that a student has tampered with a previous drug or alcohol test
- Possession of drug paraphernalia

If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must excuse or remove the student from the educational or patient setting immediately. The student will be transported immediately to the designated site for a drug screen. The cost of the testing will be the responsibility of the student. Reports will be sent to the Dean and ADSA.

If questionable behavior is observed by a preceptor or other agency personnel overseeing a student's clinical experience performed in conjunction with, or as a component of, meeting the requirements of a course of study in the CON, such preceptor or other agency personnel and a member of the nursing staff, in the interest of patient safety, shall have the authority to take action in the same manner as an assigned faculty member

Additional Testing Conditions

During the clinical experience, students may be required to undergo additional substance abuse testing if the following situations arise at the facility:

- An injury occurs while participating in a clinical experience
- If a medication or handling discrepancy is discovered
- If medication may have been stolen or improperly used
- Other conditions wherein all employees of the facility are required to undergo testing

Appeal and Retesting Guidelines

Drug screen results will be reviewed by the ADSA. Positive tests may be appealed by submitting a written request to the ADSA within three (3) business days after being informed of positive test results. The appellant has the right to have a second test performed at an approved certified

laboratory and all expenses of such retest will be the responsibility of the appellant. The specimen transfer between laboratories will follow standard protocol.

Disciplinary/Actions

Any student who fails an alcohol or drug test will be subject to disciplinary sanctions and a disciplinary hearing. These sanctions could result in dismissal. An individual's participation in and successful completion of an approved drug or alcohol counseling program coupled with consent to random testing may be considered in the disciplinary process but does not ensure that dismissal will not occur. The Dean will make the final decision on the action to be taken.

Refusal to Consent to Testing

Any student who refuses to consent to an alcohol or drug test or fails to provide an adequate specimen will be subject to discipline, up to and including dismissal.

Confidentiality

TBON has a policy that any substance-related condition(s) may affect the ability of a nurse to safely perform nursing duties, thus creating a threat to public safety. The policy applies to all nurses or those individuals seeking to obtain licensure. A nursing education program shall report a student to TBON if they have reasonable cause to suspect that the ability of the nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency (as noted in the Nursing Practice Act Sections [§301.404. Duty of Nursing Educational Program to Report](#)). Students should be aware that test results may be used for administrative hearings and court cases and may be sent to state and/or federal agencies as required by applicable law. Beyond the scope of these regulations, every effort will be made to keep the results of alcohol and drug testing confidential.

Chapter 4: Student Resources

Academic Advising

Academic advising is required each semester for all CON students. Students are assigned to an academic advisor who will work with the student to develop and maintain a plan for graduation. To make an appointment for academic advising, please use Navigate or contact the [CON Office of Student Affairs](#).

The primary purpose of academic advising at Texas A&M is to assist students in the development of meaningful educational plans compatible with their personal abilities and goals. An academic advisor in the CON can assist a student with general information about the program, curriculum, policies, and procedures within the CON. In addition, they can help the student with class registration, academic learning resources, registrar processes, student services and counseling.

Academic Advisor Responsibilities

Academic Advisors are responsible for upholding the integrity and value of your degree by maintaining the rules, standards, policies, and procedures of Texas A&M and the CON. Academic advisors assist by helping to identify and assess alternatives and the consequences of decisions. Academic advising is a continuous process of clarification and evaluation. Academic advisors collaborate with the student in the development of academic goals and professional development.

Health Services

Bryan campus students are eligible to receive services at the Student Health Center located on the Texas A&M campus. [University Health Services](#) (UHS) serves students by providing primary healthcare services and promoting health through prevention and education.

Students located in Round Rock, RN to BSN students, and graduate students will not be assessed the University Health Services fee thus are not eligible to utilize these services. They are encouraged to access needed services through local healthcare providers.

Texas A&M University Health Services has partnered with [TELUS Health Student Support](#) app to offer 24/7 access to free, confidential professional counseling by phone or chat.

Library Resources

An extraordinary array of resources and services are available to students through the [Texas A&M University Libraries](#). Students and faculty have access to reference services in person, over the phone, through email and online via a live chat format. Library staff can assist students in using online resources, web pages and resource guides at any geographical location. Educational services include traditional in-person instructional sessions, online subject guides and tutorials, and customized programs. [Medical Sciences](#) librarians also provide informatics instruction within the nursing curriculum.

Security

The Texas A&M Police Department (UPD) provides law enforcement and security services to all components of the main academic campus and a variety of satellite facilities throughout Brazos County. The Texas A&M Health Science Center Bryan Campus has security officers on site 24 hours

a day. They are available to escort students to the parking lot after hours. You may stop by the security desk on the 1st floor of the HPEB building or call 979-436-9000 to get assistance. The Round Rock Campus provides security officers between the hours of 7 am and 6 pm Monday through Friday. Any criminal offense suspected criminal activity, or other emergency on campus should be reported directly to Security at: Bryan Campus 979-436-9000, Round Rock Campus 512-341-4900, McAllen Campus 956-668-6300, in person, or by dialing 9-911 from any campus phone or by using one of the emergency blue light telephones located throughout some campuses.

Academic Success Program

Programs for academic success are available through the [Academic Success Center](#). Services include individual and group counseling, assessment of study behaviors, screening for learning disabilities, an extensive collection of self-help resources, and weekly workshops on a variety of study skills topics.

Transforming individuals into nurses requires acquisition of scientific knowledge, critical reasoning, skill development, and values to shape professionals characterized by caring, empathy, social justice and ethical compartment. CON faculty understand the challenges of the transition and are committed to success of all students in our community. To achieve that goal, the CON offers two evidence-based resources, the Academic Success Coach and Supplemental Instruction (SI), to facilitate student success and successful progression toward degree completion for nursing students at all levels. Students may individually select to access the support of either the Academic Coach or SI. In addition, faculty may also refer students to one or both resources.

Academic Success Coach

The Academic Success Coach provides individualized guidance in skill development and identifying interventions to assist students to successfully navigate the nursing program. The Academic Success Coach meets with students seeking this service and assesses student need. Students and their coach co-design an action plan with specific steps and monitor individual student progress. Intervention strategies address a number of areas including study skills, test-taking skills, and time management skills. A coach is available on both the Bryan and Round Rock campuses. Graduate students can meet with the ADGNE.

Supplemental Instruction

Supplemental Instruction (SI) is offered in the first semester of the pre-license program. SI is a peer-led academic assistance program that can significantly improve performance for students who attend regularly. In the CON, SI leaders are students who have been successful in pharmacology and in pathophysiology. Weekly tutoring sessions are free to any student wishing to participate. SI is sponsored by the Association of Former Students. Both Texas A&M and the CON invest in this program because evidence indicates that students who attend 10 or more sessions throughout the semester earn half to a full letter grade higher than those students who do not attend.

University Writing Center

The [University Writing Center](#), a unit of Undergraduate Studies, supports writing and public speaking for every Texas A&M student, with particular emphasis on supporting Writing and Communication courses. Their priorities are as follows:

- To help graduate and undergraduate students practice the habits of mature composers of written and oral communication.

- To provide resources for faculty and Graduate Assistant Teachers for integrating best writing and oral communication pedagogy into courses.

Texas A&M Medical Sciences Library

The [Medical Sciences Library](#) has primary responsibility for library collections and services to support research and education goals for Texas A&M Health, EnMed, and the College of Veterinary Medicine & Biomedical Sciences. We have a physical library presence at locations in Bryan, College Station, Houston, Kingsville, and Round Rock, and offer virtual services to all faculty, students, and staff associated with these programs.

Aggie One Stop

Students will use [Aggie One Stop](#) for enrollment services related to admissions, registrar, scholarships and financial aid, student business services and for military education benefits.

Scholarships

The CON is committed to helping students fund their education. The CON has a growing number of internal scholarships available. [Texas A&M](#) and [CON scholarships](#) information can be found on the links. Civic groups, foundations and other organizations have additional scholarships available for nursing students.

Scholarship Academic Progress Policy

CON scholarships have minimum grade point ratio (GPR) requirement in order to be awarded as well as GPR requirements to maintain a scholarship. If recipients cumulative GPR falls below that scholarship standard, all future terms for the scholarship will be terminated.

The recipient must be enrolled in courses during the period of scholarship award and remain in good standing. Students who do not continue enrollment in nursing courses or are not in good standing will forfeit the scholarship.

Office of Financial Aid

All financial aid is processed through the [Texas A&M Financial Aid Office](#). For assistance, contact the financial aid advisor by email at hscfinancialaid@tamu.edu.

Most types of aid are based upon financial need and satisfactory academic progress. Students who meet the eligibility requirements may renew most awards annually by submitting a Financial Aid Form before the designated priority date by demonstrating financial need. To be considered for Federal aid, students should complete the free application for federal student aid ([FAFSA](#))

Howdy

[Howdy](#) is a web portal that provides applicants, students, faculty, and staff convenient access to Texas A&M web services. Howdy is by using the assigned NetID. Howdy allows students to view and update information, access Texas A&M Email, and a variety of other web links. Student Business Services,

Tuition and fee statements are accessed and may be paid through the Howdy Portal. For more tuition and billing information, contact [Student Business Services](#). When mailing payment, please include the student's name and UIN number on the check to ensure accurate posting of payments.

The Office of the Registrar will provide enrollment verification when requested. A link to Student Self Service Enrollment Verification is accessed via [Howdy](#). Under the *My Record* tab, access the Verification of Enrollment link in the Records and Grades Channel.

Transcript Requests

An official transcript is a comprehensive record of a student's academic progress at Texas A&M. The Transcript section of the Office of the Registrar produces only official transcripts. Current students needing an unofficial transcript may print one from [Howdy](#) on the My Record tab. For information on ordering transcripts, go to the [Aggie One Stop](#) webpage. Students with outstanding financial obligations to the University may be blocked from receiving an official transcript. Current students may check for transcript blocks in [Howdy](#) on their My Record tab.

Chapter 5: Student Rules

Aggie Code of Honor

"An Aggie does not lie, cheat or steal, or tolerate those who do."

Texas A&M is dedicated to the discovery, development, communication, and application of knowledge in a wide range of academic and professional fields and assumes as its historic trust the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit. Living in accordance with the [Aggie Code of Honor](#) is critical to these ideals, to the goal of assuming a place of preeminence in higher education, and to the development of the whole student.

[The Aggie Honor System Office \(AHSO\)](#) administers the Honor System. As such, it is the central office responsible for maintaining records and coordinating communication, prevention, training, remediation, and adjudication efforts.

Additionally, it aids members of the university community when questions or concerns arise pertaining to academic misconduct. It oversees the operations and functioning of the Honor Council, a body of students and faculty established to hear and adjudicate honor cases. Instructors as well as students may report a violation to the AHSO. See [Student Rule 20](#).

[Student Rules](#)

Each student has the responsibility to be fully acquainted with and to comply with the [Texas A&M University Student Rules](#). The Texas A&M Student Rules are broken down into three sections,

- [Part I: Academic Rules](#) (Rules 1-22 & 61)
- [Part II: Student Life Rules](#) (Rules 23-44)
- [Part III: Student Grievance Procedures](#) (Rules 45-62)
- [Appendices](#)

The Texas A&M Office of the Dean of Student Life has primary jurisdiction over reports of behaviors that implicate rules contained in the Student Code of Conduct. For rules and regulations governing the Student Conduct Code, see [Student Rule 24](#). The CON has primary jurisdiction over reports of behaviors that implicate the Professional Standards of the academic program.

Academic Integrity

It is, without reservation, a responsibility of all members of the Texas A&M Community to actively promote academic integrity. Apathy or acquiescence in the presence of academic misconduct is not a neutral act -- failure to confront and deter it will reinforce, perpetuate, and enlarge the scope of such misconduct. As such, a primary responsibility assumed by Texas A&M students is to promote the ideals of the Aggie Code of Honor and the [Honor System Rules](#).

Any alleged misconduct that meets the definition of "misconduct in research or scholarship" under [System Regulation 15.99.03 - Ethics in Research and Scholarship and Creative Work](#) and relates to federally funded research, either by an active federal research project or the use of data that was compiled in whole or in part with federal funds should be reported.

Violations of academic rules are likely to violate the [Code of Conduct for Nurses](#) as well. It is not uncommon for violations of an academic nature to also be reviewed for possible disciplinary

sanctions. For student guidance related to any academic rules or policies, please contact your academic advisor.

Definitions of Academic Misconduct

Definitions of academic misconduct may be found in [Student Rule 20.1.2.3](#). They include cheating, fabrication, falsification, multiple submissions, plagiarism, complicity, abuse and misuse of access, violation of college rules, and university rules on research. Clarification on each of these areas is provided under Student Rule 20. The listing is not, however, exclusive of any other act that may reasonably be called academic dishonesty. Students should also be familiar with [Student Rule 52](#) and [Student Rule 53](#).

Texas A&M students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must always keep appropriate records. The inability to authenticate one's work, should the instructor request it, is sufficient grounds to initiate an academic dishonesty case.

Other Types of Conduct Concerns

Student rule violations outside of the academic classroom environment are reported through [Student Conflict Resolution Services](#).

To report a behavioral concern on the part of a member of the student body, faculty, or staff, refer to the [Tell Somebody Reporting process](#).

To report instances of suspected waste, fraud, or a suspected ethics violation, use the [Texas A&M Systems Risk, Fraud, and Misconduct Hotline](#).

Chapter 6: Policies and Procedures

Universal Identification Number (UIN)

The Office of the Registrar provides applicants with their individually assigned UIN during the application period. A student who previously attended Texas A&M will use the same UIN number as was assigned to them at that institution. Students should contact the Admissions Processing office for any questions and/or concerns about their UIN at (979) 845-1060.

Registration Process

Registration for classes is coordinated by the [Office of the Registrar](#) in cooperation with the CON. Tuition and fees are payable in full at the designated date unless arrangements for installment payments have been completed with the [Office of Student Business Services](#).

To be eligible for registration, the student must have been officially admitted as a new student and must have satisfied all admission requirements or must be a continuing student. Any student ineligible due to an academic, administrative, or disciplinary sanction or hold will be blocked from registration until all sanctions are removed. Only the unit that placed a hold may lift a hold. If tuition and fees have not been collected by the due date, the Office of the Registrar will drop the student administratively from all classes.

Registration opening and deadline dates are published on the [Registrar's website](#). It is the responsibility of the student to register for the appropriate courses according to their degree plan.

Cancellation of Registration

A student may cancel registration after payment through the Office of the Registrar without financial penalty (with the exception of the Matriculation Fee) if the student does so before the official first class day. The student is regarded as never having registered. Note: students receiving Title IV financial aid must advise the Office of Financial Aid if they cancel their registration.

Late Registration

Late registration may be permitted only until the publicized late registration dates and upon payment of the appropriate late fee. Fees are listed in the Texas A&M catalog.

Request for Minor

Undergraduate programs only: Students who wish to request a minor on their academic record will need to speak with their academic advisor. The academic advisor in the major-granting department will add the minor to the record. In some cases, approval by the academic advisor of the minor-granting department is required before the minor is added by the academic advisor in the student's major. Students declaring a minor are required to meet with their academic advisor before registration each semester.

Request for Double Degree

Undergraduate programs only: Students who wish to request a double degree will need to speak with their academic advisor. According to [Student Rule 14.4.2](#), a student currently enrolled at Texas A&M who wishes to pursue a double degree must receive approval from the departments, programs, or college(s) offering both the primary and secondary degree, normally no later than the time the student reaches senior standing. The student must meet the grade point requirements of both the primary and secondary academic departments at the time of application. Students pursuing a double degree are required to meet with their academic advisor before registration each semester.

Excess Credit Hour Policy

The state of Texas will not provide funds to state institutions of higher education for excess semester credit hours earned by a resident student. Since funding will not be provided by the state, and as permitted by state law, Texas A&M will charge tuition at the non-resident rate to all students that exceed the semester credit hour limit of their program. Students can contact the Office of the Registrar State Policies team with questions or concerns by email (excesscredithours@tamu.edu) or by phone (979-845-1085).

Withdrawal and Q Drop

Withdrawal from all courses or non-registration/non-enrollment during a fall or spring semester constitutes withdrawal from the CON. A student not planning to register for any courses in the next fall, spring, or summer semester is expected to withdraw from the program or must take a leave of absence (see leave of absence below). Students who withdraw from a graduate program are required to go through the full application process for readmission to the CON.

Students who are taking more than one course during a semester who want to drop one of the courses but continue in other courses may initiate a [‘Q’ drop](#). CON Progression Policy does not allow a student to ‘Q’ drop or withdrawal from a course in which the enrollment is the second attempt in the course.

Any student wishing to withdraw or ‘Q’ drop a course should speak with their academic advisor and follow appropriate CON policy to remain in good standing. The academic advisor will determine if a Leave of Absence and/or change in degree plan should be initiated. In addition, the academic advisor will record the student’s grade at the time of withdrawal or ‘Q’ drop if student has not yet earned a final grade in the learning management system prior to final action taken through the Registrar’s office. An official withdrawal is initiated by the student online in [Howdy](#) and routed to the student’s Dean or designee for approval. A ‘Q’ drop requires the student to complete a ‘Q’ drop electronic form and submit it to the academic advisor and Dean or designee for approval. A student may not ‘Q’ drop or withdraw after the deadline period ends.

For additional information about withdrawing from the University, see [University Student Rules Section 17](#). Students are reminded that withdrawing from the University does not dismiss the repayment of student loans borrowed and may impact payment and grace periods. To learn more about repaying your student loans, please visit <https://studentaid.gov/>. For questions, contact Scholarships & Financial Aid at (979) 845-3236.

Leave of Absence (LOA)

Pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery are justification for a LOA for so long a period of time as is deemed medically necessary by the student’s healthcare provider, at the conclusion of which the student shall be reinstated to the status which they held

when the leave began (Title IX Education Amendments, Section 106.40(b)(5)). Prompt and appropriate communication by the student is necessary to ensure appropriate accommodation is provided. While retroactive requests will be considered, making arrangements in advance is preferred, and requests that are untimely may be denied on that basis.

Undergraduate: Students wishing to take a leave of absence should speak to their academic advisor, view information on the Texas A&M website and contact the Financial Aid Office.

Graduate and Professional Practice: Under unusual circumstances a student may petition for a [Leave of Absence \(LOA\)](#). An approved LOA is required for any term in which a student is not enrolled for course work. Graduate students at the CON may request a LOA of no more than two semesters. A student on LOA may not use any University facilities nor is the student entitled to receive advice from any member of the faculty. Students admitted under provisional status who have not achieved full status by successfully completing 12 semester credit hours are not eligible to request a LOA.

Prior to withdrawal from all courses in any semester, students must meet with their academic advisor at least two weeks in advance of the withdrawal deadline. A formal LOA request must be submitted by the student and approved by the Program Coordinator prior to the withdrawal deadline.

When a student wishes to take a LOA at the CON of no more than one year, the following must be met:

- Students must be in good academic standing to request a LOA.
- Students must meet with their academic advisor at least two weeks in advance of the withdrawal deadline to complete a Leave of Absence Request Form.
- Students receiving financial aid should consult the Office of Financial Aid before withdrawing/dropping a course or taking a LOA to see if their financial aid will change with the planned change in courses.
- Once the LOA has been approved, the student should file an official petition for a leave of absence through the Office of Graduate and Professional Studies (OGAPS); A petition for leave of absence is initiated by the student through the Document Processing Submission System (DPSS).
- Prior to returning from an approved LOA, students must submit appropriate compliance requirements including background check, drug screen, proof of current, unencumbered licensure and other documents as requested by the Office of Student Affairs.
- A student who returns to Texas A&M after an approved LOA of no more than one year will not be required to submit an application for readmission to the Office of Graduate Admission.

If proper communication is not initiated by the student and/or the student does not return from LOA, the student may be ineligible to return to the CON. For students on LOA for medical reasons, a letter recommending the student is cleared to return to the CON program from a healthcare provider may be required.

All periods of absence after the date of first enrollment may be counted toward the seven year program completion requirement for graduate students. For approved LOA, i.e. medical and military, the time period for the completion of the degree will stop with the leave and begin when the student returns to the program. Other types of leave may not stop the time limit for the degree. A student should refer to the sections on Time Limits for graduate and professional practice programs in the [Texas A&M University Graduate and Professional Catalog](#).

An international student should visit with an International Student Services advisor to find out how a LOA may impact their stay in or their re-entry into the U.S.

Discontinuance of study without permission from Texas A&M does not constitute a LOA.

Military Leave

Withdrawal due to a call-up to active military duty is not processed through the online withdrawal system. [Military Admissions](#) has created a process for students who must withdraw from Texas A&M for this reason.

Readmission

Undergraduate: Any student admitted to the CON who withdraws will be required to reapply. Contact your academic advisor for more information. The Undergraduate Admissions, Progression, and Graduation Committee reviews all requests for readmission to the CON.

Graduate and Professional Practice: Following a break in enrollment of one year or more, students at Texas A&M must apply for readmission. Readmission procedures parallel those for admission in that official transcripts of college-level work not already on file must be submitted. Minimum GPAs must be met and, if a program change is involved, any associated requirements must be satisfied.

A graduate or professional practice student who has withdrawn from the CON for one year or more (due to personal reasons, expired LOA status, or dismissal) who wishes to reenter the CON, must follow the procedure as outlined below:

- Complete online application and meet admission criteria for full admission as outlined on the CON website.
- Submit any transcripts which include coursework not already on file at Texas A&M.
- Submit a letter requesting readmission to the academic advisor describing their activities since the last enrollment in the CON and the reasons the applicant thinks the request for readmission should be approved.

All requests for readmission must be made prior to the application deadline for the semester in which readmission is requested. The CON Graduate Admission, Graduation, and Progression Committee reviews all requests for readmission to the CON MSN, doctoral, and certificate programs.

Absence without Permission

Students who leave school without officially withdrawing or without an approved LOA, or who fail to return after a LOA, may be ineligible to return to the CON. See readmission policy. Students who, without permission from the ADSA or designee, discontinue attending a course or clinical experience without completing the established drop/withdrawal procedures will, at the end of the enrollment period, be assigned a grade(s) based upon the requirements of the entire course or clinical experience.

Continuous Enrollment Requirements

A student in a graduate or professional practice program is required to be in continuous registration until all requirements for the degree have been completed. The continuous registration

requirement may be satisfied by registering either In Absentia or In Residence. Please refer to the [graduate and professional practice catalog](#) for more information.

Auditing a Course

Please refer to [Texas A&M Student Rule 2.1](#) for information regarding visiting (auditing) classes.

Full-Time Student

There are minimum required credit hours to be certified as a [full-time undergraduate student](#) or a [full-time or half-time graduate or professional practice student](#) for fall and spring semesters and for the summer terms.

Safety Improvement Plan / Performance Improvement Plan

Faculty may complete a Safety Improvement Plan (SIP) or Performance Improvement Plan (PIP) should students fail to meet expectations in either course or clinical settings. These require a meeting with the professor and discussion regarding the incident and the report is submitted to the ADSA to be filed in the student’s record. This is not a part of the student’s permanent academic record but may be considered should additional disciplinary action be required. Students have the opportunity to add comments, additional facts, etc. in response to the written report. Informative coaching that results from a PIP/SIP are cumulative. After 3 have occurred (can be from more than one course or semester), the 3rd occurrence will result in a disciplinary meeting with the ADAA.

Grading Policies

A four-point (4.0) grading system is utilized in the CON. The grading scale is as follows:

A – Excellent	Four grade points per credit hour	90 - 100
B – Good	Three grade points per credit hour	80 – 89
C* – Fair	Two grade points per credit hour	75 - 79
D* - Poor	One grade point per credit hour	60 - 74
F* – Failure	No grade points	Below 60
I – Incomplete	No grade points	
NG – No Grade	Grade removed from record, no grade points, hours not included in GPR	
Q	Course dropped with no penalty, no grade points, hours not included in GPA	
S – Satisfactory (C or above)	No grade points, hours not included in GPR	
U – Unsatisfactory (D or F)	No grade points, hours included in GPR	
X – No grade submitted	No grade points, hours not included in GPR	
W – Withdraw	No grade points, hours not included in GPR	

Retention

Undergraduate: Minimum academic requirements for retention in the program are a grade of “C” in all nursing courses. A grade of “D” or “F” are failing grades in the CON.

Graduate and Professional Practice: Minimum academic requirements for retention in the graduate program are a grade of “B” in all courses.

Grade Rounding Policy

All graded assignments and assessments (exams, quizzes) will be calculated to the hundredth (i.e. 2 decimal points). Grades will not be rounded.

Undergraduate: For courses in which it is required to achieve an exam average of 70% or better in order to pass the course, students must have an average exam score of greater or equal to 70% on unit exams and comprehensive final exam (if given) to pass the course. The average of 70% on exams must be achieved BEFORE the remaining content percentages are factored into the final course grade. If an exam average of 70% is not achieved, the final grade earned for the course will reflect the average of exam scores.

Good Academic Standing

Undergraduate: Good academic standing is defined as having a minimum grade point average of a 2.0 (on a 4.0 scale), maintaining a minimum grade of “C” in all courses, and non-probationary status. Students must be in good academic standing in order to progress in the program.

All Nursing students have the obligation to make satisfactory progress toward completion of all degree requirements. A minimum standard to measure degree progress requires satisfactory completion of 75 percent of attempted course credit hours each academic year.

Graduate and Professional Practice: Good academic standing, is defined as a student having a minimum grade of “B” in all courses, maintaining a minimum cumulative 3.0 GPR (on a 4.0 scale), and non- probationary status. If a student fails to meet the requirements above, he or she will be placed on academic probation. See [Student Rule 12.4: Scholastic Deficiency](#) for additional information.

Time Limitations for Completion of Degrees

Undergraduate programs: There is not a time limit for completing degrees for undergraduate programs, however students are expected to be enrolled and making positive strides towards graduation.

Graduate and Professional Practice: Candidates for the MSN and DNP are expected to complete all requirements for completion of the respective degree within a maximum time period of seven (7) consecutive years. Students have the obligation to make satisfactory progress toward completion of all degree requirements. A minimum standard to measure degree progress requires satisfactory completion of 75 percent of attempted course credit hours each academic year.

Academic Progression Criteria

Rules for program progression are as follows:

- Students must meet all co-requisites or prerequisites to progress in the program. Some nursing courses are sequential and may not be taken out of sequence.
- Progression into the next semester’s nursing courses may be contingent upon the successful completion (Undergraduate: Grade of C or better) (Graduate or Professional Practice: Grade of B or better) of all previous semester courses.

- Grades of D, F, or U are not acceptable in undergraduate nursing courses.
- Grades of C, D, F, or U are not acceptable in graduate or professional practice nursing courses.
- Students who receive a grade of (Undergraduate: D, F or U) (Graduate or Professional Practice: C, D, F or U) in any course in any given semester will be automatically placed on probation and notified in writing of probation status. The student will remain on probation until the course is repeated with a C or better. The course can only be taken through the Texas A&M CON unless approved by the Academic Dean for that program.
- A second attempt in a course cannot be “Q” dropped. This applies if the first attempt grade was a “Q” or a failing grade. The grade earned in a second attempt will stand.
- Undergraduate students who have two nursing course failures or earn a grade of D or F upon repetition of a nursing course are ineligible to continue enrollment in the CON.
- Students who have two nursing course failures or earn a grade of (Undergraduate: D or F) (Graduate or Professional Practice: C, D or F) upon repetition of a nursing course are ineligible to continue enrollment in the CON.
- Students who are unsuccessful in meeting clinical objectives of a clinical course will receive a final grade of “F”, regardless of what the current grade is for the didactic portion of the course.
- Spaces in clinical courses are tightly controlled by both accreditation and clinical agency policies, so permission to retake/repeat a course will be granted on a space- available basis. A student who is out of sequence in the curriculum (whether due to illness, course failure, or other reasons) cannot be assured of a space in subsequent courses, though every effort will be made to accommodate him/her.
- If a student repeats a course which they have failed in the CON, the official grade for the final graduation degree audit is the last one earned. See Student Rule 10 regarding calculation of the cumulative GPA.
- Undergraduate: If there will be a sequential break of time spent in the clinical setting of one semester or more, then the student may be required to enroll and successfully complete a zero-credit hour course before progressing in the curriculum.

In addition to obtaining satisfactory grades in all nursing courses, students must demonstrate their ability to deliver safe care to patients. Failure to provide safe patient care may result in immediate withdrawal from the course and, potentially, dismissal from the CON.

Incomplete Grade Policy

An incomplete grade (I) may be assigned when there is unfinished work, and the student is in good academic standing in the course. A student who requests an incomplete must initiate contact with the faculty member. This discussion will be converted to a written Incomplete Contract and signed before the last class meeting of the semester in which the “I” will be recorded.

The instructor shall give this grade only when the deficiency is due to an authorized absence or other cause beyond the control of the student. When an instructor reports an incomplete grade to the Registrar, they will fill out an “Incomplete Grade Report,” which is filed with the ADSA and the Office of the Registrar. Copies should be provided to the student and to the student’s academic dean(s). This report includes (1) a statement of the instructor’s reason for awarding the incomplete grade and (2) a statement concerning the remaining work to be completed before the last day of scheduled classes of the next fall or spring semester in which the student enrolls in the university unless the student’s academic Dean or designee, with the consent of the instructor grants an extension of time for good reason. The student and the faculty member should discuss a plan, including a schedule, for completing the remaining work prior to the

conferral of an I. All requirements of the contract must be satisfied for the student to progress in the program.

A grade of incomplete will be marked on the grade roster at the end of the term. It is the responsibility of the instructor to initiate and complete a Change of Grade form. An "I" must be completed before the end of the subsequent semester in which the I was given. The grade of I will automatically become an F if not removed within the prescribed time limit; however, an extension may be requested by the instructor when the Request for an Incomplete Grade form is submitted with the submission of grades, provided that a definitive time frame for completion is presented. An extension will be granted only for circumstances beyond the control of the student.

Academic Dismissal

Students will not be permitted to continue in the nursing program or apply for readmission if they: 1) receive failing grades in more than one course, 2) receive any combination of failing grades on two attempts of the same course, or 3) receive written email notice of dismissal from the program by the Executive Associate Dean (EAD). Written email notification of academic dismissal will include procedures for appeal as outlined in [Student Rule 12](#) and [Student Rule 57 Undergraduate Academic Appeals Panel](#) / [Student Rule 59 Graduate Academic Appeals Panel](#) / [Student Rule 62 Professional Practice Appeals Panel](#). The basis for an appeal based upon dismissal for failure to adhere to CON Professional Standards Policy will follow the procedures as noted in the section on Violation of the Professional Code of Ethics. Dismissed students are expected to make arrangements with the Office of Student Affairs to begin the formal withdrawal process in a timely manner. Dismissed students will be required to turn in any equipment or materials belonging to the CON as well as any CON ID badges.

Evaluation of Faculty, Courses, and Program

Student participation in faculty, course, and program evaluations is both the student's right and responsibility. The process of evaluation is viewed as the student's opportunity for input into curriculum development and the assessment of faculty effectiveness and student learning needs. Students are therefore encouraged to participate in all [student course evaluations](#) done during each semester. Evaluations are anonymous, and student identities shall not be revealed to instructors for any reason.

Chapter 7: Undergraduate Classroom and Clinical Expectations

Civility Statement

The Texas A&M CON is committed to creating and maintaining a positive learning environment consistent with the American Nurses Association's Code of Ethics which states nurses are required to "create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and others with dignity and respect" (ANA, 2015, p. 4). To support an environment for positive learning any disregard for the effects of one's actions on others, bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable behaviors (p.20).

Each course is geared at helping all students learn to think and act like a nurse. Each student is expected to demonstrate ethical and professional behavior in all aspects of the course. To assist in a healthy and respectful learning environment, we ask that students follow the protocols below:

For online classes:

- Use proper netiquette. (Netiquette is a combination of words "network" and "etiquette")
- Be respectful of each other and your instructor.
- Address each person individually when you create responses. For example, when you respond, be friendly, begin your writing with a greeting, i.e. howdy or hello.
- Praise and support your fellow Aggies

For face-to-face classes:

- Be on time to class and attend class regularly.
- Refrain from unsavory or unprofessional use of language.
- Silence your cell phone during class; refrain from texting during class.
- Keep chit-chat to a minimum in class to avoid distraction to others.
- Treat your colleagues, the agency staff, and the faculty with respect.
- Demonstrate ethical and professional behavior in all aspects of this course.

Dress Code/Uniforms Rules

Students are expected to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting as well as in the classroom. Faculty will have final judgment on the appropriateness of student attire and corrective action for dress code violations. Strict adherence to the dress code is expected.

- [Dress Code and Uniform Policy](#)

Clinical Expectations

Clinical settings include skills lab, simulation encounters with and without standardized patients, virtual simulation, hospitals, clinics, and other patient care settings, as well as general community based encounters. Clinical objectives will be clearly defined for students and requirements stated in the course syllabi as well as information on how the clinical grade will be determined.

Students will provide nursing care to clients under the facilitation of clinical faculty and supervision of an assigned registered nurse. Students are expected to participate in all nursing care activities that they have been successful in checking off in the skills lab. Students are held responsible for all nursing skills learned from previous courses. When providing clinical care, nursing students are held to the same standards as the RN (i.e. what would the reasonably prudent nurse with like education and experience do).

Patients should be able to expect safe, quality care. Faculty may request a student be removed from the clinical setting if the level of performance does not meet an acceptable level of competence. Reasons for clinical setting dismissal may include but are not limited to:

- Lack of preparation for clinical
- Unsafe practice
- Unprofessional behavior, conduct, or dress
- Breach of confidentiality, lack of patient identification prior to care or medication administration
- Medication administration without appropriate preparation, supervision, or technique
- Violation of the Texas Nurse practice Act of ANA Code for Nurses
- Endangerment of patient rights and/or safety.

Clinical setting dismissal for any of the reasons noted above may constitute immediate clinical failure for the semester. If a student is removed from one clinical setting due to concerns about professionalism, safety or competence, he/she will not be allowed to continue in other course clinical rotations until the situation has been resolved. Legal and ethical grounds exist for dismissal of a student who is clinically deficient. Consequences may range from additional written paperwork up to dismissal from the nursing program.

Practice is determined to be unsafe if, due to student knowledge deficits, lack of effective clinical decision making, failure to appropriately monitor patient's condition and respond appropriately (clinician notification and direct care actions), or inappropriate communication, a patient is harmed or very likely to be at risk for harm. Unsafe practice is also related to the appropriate level of supervision that can be provided to support student learning and practice. Students in more advanced stages of their undergraduate curriculum are expected to be able to practice safely with decreasing levels of direct faculty and preceptor supervision. Other factors contributing to an assessment of unsafe practice include falsified documentation, failure to communicate truthfully and aggressive/non- collaborative interpersonal communications patterns.

Errors related to patient care are to be reported to clinical faculty and students will complete a report detailing all aspects of the incident. Severity of errors will be analyzed by faculty to determine students' progression in the course. Safety is a critical element on all clinical evaluation tools.

Students who do not meet the objectives for the clinical course in a timely manner may be dismissed. Students may opt to Q drop before the designated deadline. Students who fail the clinical portion of a course for safety, competence, or professionalism concerns may not Q drop or withdraw from that clinical course. They will receive a grade of F for the course. They will be allowed to continue attending the didactic portion of class; however, they will not be allowed to take exams, submit assignments, earn credit or a grade for the course. In addition, students must withdraw and/or may not enroll in any other clinical courses until the situation has been resolved or the student has been successfully remediated.

Attendance

Students are expected to attend all clinical and/or lab sessions including classes in the Simulation Lab. Failure to appear for scheduled clinical sessions, coming unprepared, and tardiness are viewed as unprofessional behavior. The course syllabus will provide information regarding the attendance policy for each course.

Students are expected to be present for change of shift report. First tardy may result in a Professional Improvement Plan (PIP) from your clinical instructor. Second tardy will result in a PIP from your clinical instructor. The third tardy will result in a PIP in addition to action as determined by the clinical instructor and may lead to an unexcused clinical absence.

Clinical paperwork (clinical prep forms, concept maps, etc.) is due at the time designated by the clinical faculty. Failure to have appropriate paperwork to present to the clinical instructor may result in additional assignments, being sent home for the day, rescheduling of clinical time, and/or receiving a PIP.

Violation of confidentiality, including photocopying patient documents, taking photographs, removing documents from the hospital or postings on internet social networking sites will be subject to disciplinary action (Refer to HIPAA).

Loss of the hospital issued ID and room access badges will result in a minimum \$25 replacement fee. Use of another student's ID badge is unprofessional behavior and will not be allowed. University ID badges must be worn at all times in the clinical setting. Any student who forgets their ID badge will be dismissed from clinical until they present with proper identification. Failure to return to clinical will result in a clinical failure for the day.

In the event that a student is dismissed from clinical, no make-up will be provided. A PIP/SIP will be completed for the day.

If a student violates any of the standards on the faculty will:

- Complete the PIP/SIP;
- If it is an unsafe behavior, contact the appropriate academic dean as soon as possible;
- Make an appointment prior to the next clinical day to meet with the student to counsel them, give them an opportunity to respond, and provide them with an action plan for remediation;
- Submit the PIP/SIP to the ADSA for placement in the student's unofficial academic file;
- Provide copies to the student, the coordinator of the course, and the appropriate academic dean.

Reporting of Illness & Absence

It is the responsibility of a student to promptly inform their clinical instructor in the event of an absence or illness. If students in a clinical course cannot reach their faculty member, the student should call the nurse in charge of the unit to which they are assigned at least one hour (or earlier, if possible) before the scheduled assignment.

Clinical absences, unless a true emergency or pre-arranged with clinical faculty approval, are not acceptable. In the event of a no call and no show, the absence may result in a conference with clinical faculty, course coordinator, and the appropriate academic dean.

Electronic Devices

Electronic devices may only be used for clinically related purposes as approved by supervising clinical faculty. The electronic device may be loaded with required reference-based software and utilized in the clinical setting to facilitate learning. Students must adhere to the policies of the clinical site, as well as the CON policy regarding the use of electronic devices in clinical settings.

Cleaning of electronic devices must comply with the organization's infection control policy and procedures. If the device becomes contaminated, it should be cleaned with the recommended disinfectant. If a patient is in isolation, the electronic device cannot be taken into the patient's room unless it is approved within the organization's infection control policy and procedures.

Standardized Testing

The CON utilizes computerized specialty and comprehensive exams throughout the curriculum. These tests are designed to assess students' progress as well as their preparedness for the licensure exam. The tests reflect questions on the licensure exam and provide an accurate prediction of success on the nursing licensure exam - NCLEX-RN. Immediate diagnostic reports are provided to identify areas that require improvement. Remediation suggestions are based on the individual student's performance and identified areas of weakness.

Needlestick Guidelines

The CON endorses standard precautions as the single best strategy to reduce the risk of bloodborne pathogen (BBP) exposure. Adequate barrier protection (e.g., gloves, safety glasses, mask) when performing any activities is needed where the potential exists for BBP exposure. Familiarity with and use of safety devices on needles, syringes, and intravenous equipment can also reduce the risk of accidental BBP exposure.

Students who have been exposed to needlesticks or to potentially infectious blood or blood products or body fluids should be evaluated and have treatment initiated within 2 hours according to established criteria that conform to federal and state law and Center for Disease Control standards. Any expenses incurred by treatment are the sole responsibility of the student.

First Aid for percutaneous and mucocutaneous exposures

- Needlesticks or puncture wounds: express blood from wound, scrub area vigorously with soap and water for 5 minutes.
- Oral mucous membranes: rinse area several times with oxygenating agent such as 50% strength hydrogen peroxide. Do not swallow.
- Ocular (remove contacts if applicable): irrigate immediately with water or NS solution.
- Human bite: cleanse with povidone-iodine and sterile water.

Exposure to Blood Borne Pathogens Procedure

Immediately upon receiving a contaminated needlestick or exposure to blood, blood products, or body fluids, the student will:

- Begin first aid measures
- Report the incident to the clinical faculty member/preceptor and the appropriate person in the clinical agency.
- Complete the appropriate clinical agency incident report. If incident does not occur within a clinical facility, follow CON reporting requirements as required by the Occupational Health & Safety Administration (OSHA).

- Follow institutional protocols regarding wound care and reporting procedures. Clinical faculty should be notified as soon as reasonably possible.
- Seek treatment intervention from the University Health Center, or a private healthcare provider within 2 hours of the exposure incident (at student's expense).

Based on information provided to the healthcare provider, baseline lab values may be ordered. In responding to an incident in which a student experiences a contaminated needle stick or exposure to blood, blood products, or body fluids, the clinical faculty will:

- Verify appropriate first aid measures have been initiated.
- Counsel the student to seek follow-up care at the University Health Center or a private healthcare provider.
- Confirm with Chief Nursing Officer (or appropriate personnel) that appropriate patient testing is currently available or has been initiated.
- Advise the student to consult the clinical facility's protocol or the CDC for follow-up on contaminated needlesticks or exposures to blood, blood products, or body fluids should he/she choose to seek a private healthcare provider.
- Assist the student in completing any administrative paperwork that may be required.
- Complete the CON Needle Stick Incident/Exposure Report Form

Student Volunteer Observation

CON students may volunteer in area hospitals, clinics, and agencies as observational experiences. However, it is important for students to note the issues related to the scope of practice in the student role, as well as student personal liability when participating in such experiences.

Observational experiences that are voluntary and that exist outside approved CON clinical experiences do not qualify for clinical hours and these experiences must be completed during students' own time. Additionally, students may function in the role of an RN as a part of clinical learning in the BSN program during CON- approved clinical experiences ONLY.

During volunteer observational experiences, students may inform the agency they are a nursing student at Texas A&M however, under no circumstances may a nursing student wear Texas A & M scrubs, Texas A & M polos, or any Texas A & M identification badge or function in the nursing student role.

Students should be aware that (1) the CON assumes no responsibility for student activities while observing in these agencies; (2) students are personally responsible and liable for any activity engaged in while participating in the observation experience (3) professional liability insurance purchased by students covers activities engaged in during student practice in approved CON clinical experiences only; (4) students who practice illegally as outlined in the Nurse Practice Act and the Texas Board of Nursing (TBON) rules jeopardize their future careers; violations of TBON rules may result in the inability of a student to sit for state board examinations and subsequent RN licensure; and (6) students are expected to uphold Aggie core values through their manner and dress.

Chapter 8: Graduate and Professional Practice Classroom and Clinical Expectations

Civility Statement

The Texas A&M CON is committed to creating and maintaining a positive learning environment consistent with the American Nurses Association's Code of Ethics which states nurses are required to "create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and others with dignity and respect" (ANA, 2015, p. 4). To support an environment for positive learning any disregard for the effects of one's actions on others, bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable behaviors (p.20).

Each course is geared at helping all students learn to think and act like a nurse. Each student is expected to demonstrate ethical and professional behavior in all aspects of the course. To assist in a healthy and respectful learning environment, we ask that students follow the protocols below:

For online classes:

- Use proper netiquette. (Netiquette is a combination of words "network" and "etiquette")
- Be respectful of each other and your instructor.
- Address each person individually when you create responses. For example, when you respond, be friendly, begin your writing with a greeting, i.e. howdy or hello.
- Praise and support your fellow Aggies

For face-to-face classes:

- Be on time to class and attend class regularly.
- Refrain from unsavory or unprofessional use of language.
- Silence your cell phone during class; refrain from texting during class.
- Keep chit-chat to a minimum in class to avoid distraction to others.
- Treat your colleagues, the agency staff, and the faculty with respect.
- Demonstrate ethical and professional behavior in all aspects of this course.

Clinical Practicum

The CON will allow a student to propose clinical preceptors/placements in their community of residence that align with course objectives but the final decision on appropriate preceptor/placement is determined by the appropriate Program Coordinator or designee. In the event the student does not have a clinical preceptor/placement by the requested date, The College will place them with a qualified preceptor at a qualified location, but it may involve travel and lodging at their own expense.

Clinical/practicum experiences may involve direct faculty supervision or indirect faculty supervision with the guidance of a preceptor. Faculty must approve the preceptor and clinical site. Students who change state of residency during the course of their enrollment may be unable to continue due to the regulations, which many state boards of nursing impose regarding use of preceptors. Clinical preceptors will be chosen according to the learning needs of the student, course content, the experience/expertise of the preceptor and the opportunity within the clinical agency for student access to clinical services. The criteria for selection of clinical preceptors are adapted from the Texas Administrative Code, Chapter 219.10, Texas Board of Nursing.

Preceptors

A preceptor is one who guides the student's clinical learning experience while acting as a role model. A preceptor promotes role socialization, facilitates student autonomy, and promotes self-confidence that leads to clinical competency (Hayes & Harrell, 1994).

Role of the Preceptor as Clinician and Educator

- Directs overall goals and objectives for the practicum experience based on student outcome objectives provided by the student, and/or College faculty.
- Identifies and discusses the learner's needs in order to meet the course objectives.
- Assesses the nature of particular patient-care encounters that will enable the student to meet his/her learning objectives at the appropriate level.
- Utilizes appropriate teaching methods to help the student meet his/her learning objectives.
- Evaluates whether the learner's objectives have been achieved.
- Provides the learner with feedback (DeWitt, 1996).
- Demonstrates attitudes and qualities consistent with the ethics of the health professions, including:
 - Leadership skills in the area of peer review, quality assurance, and community involvement while promoting the health of population groups.
 - Respect for the student's faculty, curriculum, and program.
 - Communicates the ability to cope with multiple variables in the clinical setting while carrying out all patient and colleague interactions.

References

Dewitt, Thomas. (1996). Faculty development for community practitioners. (Pediatric Resident Education in Community Settings: Proceedings of a Conference Held on March 23 and 24, 1996 in Chicago, Illinois) *Pediatrics*, 98, (6), 1273-7.

Hayes, E. and Harrell, C. (1994). On being a mentor to nurse practitioner students: the preceptor-student relationship. *Nurse Practitioner Forum*; 5 (4), 220-226.

Student, Faculty, and Preceptor Responsibilities

Successful clinical learning is achieved through a student-preceptor-faculty team with each member contributing to the student's overall professional development. The following information outlines the responsibilities of each team member and is derived from current professional (i.e. National Organization of Nurse Practitioner Faculties (NONPF), Texas Board of Nursing (TBON), and Texas law requirements.

- Student Responsibilities and Guidelines in the Clinical Setting
- Faculty Responsibilities and Guidelines in the Clinical Setting
- Preceptor Responsibilities and Guidelines in the Clinical Setting

Policy for Requesting Out-of-State Practicums

Students who change the state of residency during the course of their enrollment may be unable to continue due to the regulations, which many state boards of nursing impose regarding use of preceptors. Under extenuating circumstances, students may need to request clinical experiences

out-of-state. These requests must be submitted in writing along with evidence of extenuating circumstances to the Program Coordinator at least six (6) months in advance.

Requests are reviewed on a case-by-case basis by the Program Coordinator, ADSA, and Associate Dean for Graduate Nursing Education. Approval for completing clinical experiences outside the State of Texas will be determined after review of the following:

- State's participation in the National Council for State Authorization Reciprocity Agreements (NC-SARA)
- Board of Nursing rules and regulations governing "out-of-state" nursing programs; for example, other states may request evidence of Texas A&M program accreditation, formal review and approval of Texas A&M programs, visits and/or presentation to the State's Board of Nursing, faculty licensure/residence in host state, etc.
- Out-of-state agency/clinical site must be willing to establish an affiliation agreement with Texas A&M in a timely manner so as not to delay the student's progression in the program.
- Costs incurred to the Texas A&M CON.

CON Administration will consider the criteria above as well as any other concerns that may arise when determining feasibility of an out-of-state clinical experience for graduate and professional practice students.

Students who are admitted into Graduate or Professional Practice degree programs and relocate to another state during the course of their enrollment may be unable to continue due to regulations imposed by state boards of nursing. It is the responsibility of the student to keep the program coordinator apprised of any move or change in location as this could significantly impact the student's ability to complete required courses. Due to higher education regulations, the CON is not able to admit students from California.

Important Clinical Documents

A description of important clinical documents is found below.

Preceptor Request

Faculty must approve a student's preceptor and clinical site before students begin their clinical rotation. Students submit clinical requests utilizing the Wishlist in the compliance management portal (Exxat).

Clinical Preceptor Agreement

This agreement outlines roles and responsibilities of the student, faculty, and preceptor. Students should submit the Clinical Preceptor Agreement with all necessary signatures during the first week of class. This form will be available in the appropriate course as an assignment in the learning management system (Canvas).

Preceptor Verification of Hours

This form verifies clinical hours completed by the student and should be signed by the preceptor and student and submitted to clinical faculty at the end of precepted clinical experience. A copy of the Preceptor Verification of Hours form will be given to preceptors. This form will be available in the appropriate course as an assignment in the learning management system (Canvas).

Clinical Site Visit Guideline

Clinical faculty will conduct at least one on-site visit during the semester. The clinical site visit guideline is a tool intended to support faculty in conducting the visit.

Clinical Evaluation Tools (CETs)

Course specific Clinical Evaluation Tools (CET) outline expectations of student clinical performance utilizing national standards and reflect the student's progression in the curriculum. At the beginning of the semester, a student should review the course specific CET with the preceptor. The preceptor will evaluate the student's clinical progress at midterm using the CET and should collaborate with the student and faculty to discuss any areas of concern. At the end of the semester, the preceptor will re-evaluate the student using the CET to determine if clinical criteria were achieved. CET will be available in the appropriate course as an assignment in the learning management system (Canvas).

Following a clinical site visit, clinical faculty will also evaluate student clinical performance utilizing the CET. Clinical faculty will submit all CETs to the course coordinator at the end of the semester or earlier as needed.

Preceptor Evaluation of Course

The CON is eager to receive feedback from preceptors regarding their experience in the program; the preceptor course evaluation form is designed to solicit input and recommendations and should be submitted to clinical faculty at the end of the semester. Preceptors are encouraged to contact clinical faculty or the Program Coordinator at any time, however, if they have questions, concerns, or recommendations. This form will be available in the appropriate course as an assignment in the learning management system (Canvas).

Faculty and Student Evaluation of Preceptor / Faculty and Student Evaluation of Clinical Site

Clinical faculty and students will evaluate both the preceptor and clinical site/agency during the course of the semester. Evaluations should be submitted to the course coordinator through the designed process for each course. Course coordinators and/or the Program Coordinator are responsible for providing preceptors and clinical sites feedback from the student and faculty evaluations. These evaluations will be available in the compliance management portal (Exxat).

DNP Clinical and Residency Hours

The DNP degree requires a minimum of 1,000 hours of practice post-baccalaureate (BSN). Practice hours from a master's nursing program can apply towards the 1,000-hour, post-baccalaureate practice requirement (AACN, 2015). DNP students holding a master's degree in nursing and national certification as an advanced practice registered nurse (nurse practitioner, clinical nurse specialist, certified nurse midwife, certified registered nurse anesthetist) can apply up to 500 hours towards the 1,000-hour, DNP practice requirement. Students will complete remaining hours through the DNP Scholarly Project.

The student will submit verification of up to 500 practice hours from their master's program in NursingCAS during the application process. All practice hour requests require review and approval by the DNP Program Coordinator.

Students with fewer than 500 practice hours will complete necessary hours through completion of prescribed residency (NURS 739) electives. These electives will be determined in a program-planning meeting between the student and the DNP program coordinator and/or course coordinator.

Residency hours are designed to provide:

- systematic opportunities for feedback and reflection,
- in-depth work/mentorship with experts from nursing, as well as other disciplines,
- opportunities for meaningful student engagement within practice environments,
- an opportunity to build and assimilate knowledge for advanced specialty practice at a high level of complexity,
- an opportunity for further synthesis and expansion of learning,
- experience in the context within which the final DNP scholarly project is completed,
- an opportunity to integrate and synthesize the essentials and specialty requirements necessary to demonstrate competency in an area of specialized nursing practice,

The DNP Project

Final Project

The DNP degree culminates in an integrated, practice-focused project led by a faculty mentor based upon availability and research/practice interest and aided by consultation from internal or external content experts. Following AACN (2015) guidelines, the focus of the DNP project is practice change through translation of evidence and quality improvement. The project may target nursing interventions that influence healthcare outcomes for individuals or populations. This project may address direct care, care management, administration of healthcare systems or development and implementation of healthcare policy.

Student's Advisory Council

After receiving admission to the DNP program, the student will consult with the DNP Program Coordinator concerning appointment of a chair for the DNP Project. The chair, in consultation with the student, will select the remainder of the advisory committee. The committee will consist of no fewer than three members of the graduate faculty representative of the student's field of study and practice expertise. The Project Chair must be a full-time faculty member within the CON (or another Texas A&M College with special permission) with an appropriate role on the graduate faculty. A second member of the advisory committee may also be from the CON with expertise in the practice area of the student or with expertise in program design and conduct. At least one or more of the members must have an appointment to a department other than the student's major department.

Chapter 9: Student Life

Community Service Opportunities

In conjunction with the CON goal to assist students in serving the community as new healthcare providers, leaders and consultants, students are encouraged to participate in community service events/opportunities. On occasion students may receive a limited number of clinical credit hours for their participation. Instructors will identify these opportunities and students will be required to provide in writing details of the event.

The advisor or another CON faculty member must be present at all times at special events that might include or lead to nursing interventions, i.e. patient assessment or patient care. Teaching activities may be provided in community settings without an advisor or CON faculty present if approved by the advisor.

Recreation Center

Students in Bryan/College Station will be allowed to utilize [Texas A&M Recreation Sports Facilities](#) located on the main campus of Texas A&M. Students at other campuses or those taking distance education classes will not be assessed the Rec Sports fee; therefore, they are not eligible to utilize the Rec Sports Facilities.

Sports Pass/Ticket Options

All students will be given the option of purchasing a [sports pass](#) (home ticket package) to Texas A&M ticketed sporting events. This option will be available during fall registration and, if requested, cost of the tickets will be added to the tuition and fee statement. Students must have a valid Texas A&M student ID to use a sports pass.

Student Organizations

Each nursing student is encouraged to actively participate in professional organizations to enhance the educational experience, to further develop personal growth and professional identity as well as to facilitate communication and camaraderie among fellow students. [Our recognized student organizations](#) help you gain experience and find peers with similar interests while completing your degree.

Officers of student organizations must maintain a 2.5 grade point average in order to continue in their position(s). If their grade point average falls below a 2.5 they must withdraw from their position. A student may not serve as an officer while on probation.

New Student Organization Recognition and Approval Process

All student organizations wishing to be affiliated with the CON, acknowledged as an official student organization, and a recipient of all rights and privileges afforded formal student organizations within the college must be reviewed and approved. All official student organizations affiliated with the CON must demonstrate both in purpose and actions consistency with the mission and vision of the CON. In addition, official student organizations must follow CON and A&M System regulations and codes of conduct. Finally, all official student organizations affiliated with the CON must successfully proceed through the formal student organization recognition process through the Texas A&M Student Activities organization unless a waiver is granted by the approving entities.

Student organizations that are not fully approved and recognized as official student organizations within the CON may not use the College's name or resources in any way in the execution of their organization's business. The Office of Student Affairs is responsible for providing additional information and assistance to anyone considering proposing a new official student group within the CON.

Required Documentation for Proposal

Any group interested in being recognized as an official student organization within the CON, must submit a proposal including information on the following:

- the purpose and mission of the proposed organization;
- proposed activities of the organization;
- needs and interests among the student body the proposed organization will fulfill that are not currently being met by another official student organization within the CON;
- estimated membership and membership criteria;
- signature of at least one CON faculty member willing to serve as the organization's faculty advisor

Required Review and Approvals for a New Student Organization:

In order to secure the requisite approval and recognition as an official student organization within the CON, the proposal (see above) must be reviewed (and documented) by the following entities (in the order indicated):

- CON Student Policy and Scholarship Committee
- CON Dean

Once reviewed by these entities, the proposed student organization is free to proceed through the final stages of the Texas A&M Student Organizations recognition process. Once approved and fully recognized by the Office of Student Activities at Texas A&M, the organization must submit its constitution and bylaws to the Office of Student Affairs in the CON.

Interprofessional Organizations

There are many other student organizations with healthcare focus within Texas A&M. Some organizations have leadership representation from all Health Science Center colleges. Examples include Healthcare Professionals for Life, Global Health Outreach, One Health. To find other organizations, go to the [Texas A&M Student Activities webpage](#).

College of Nursing Ambassadors

CON Ambassadors serve as official student representatives for CON recruitment activities, former student and community events, CON ceremonies, and special events. During prospective student visits and other CON events, Ambassadors lead tours of the Clinical Learning Resource Center.

Student Participation in Committees

Students can serve on various [College committees](#) by election from the student body or through appointment. Student input, feedback, and vision is extremely valuable in guiding curriculum, academic policy, and program evaluation and effectiveness. Interested students should contact the ADSA.

Sigma Theta Tau International Honor Society

Phi Iota Chapter is the CON chapter of Sigma Theta Tau International Honor Society of Nursing. This organization recognizes outstanding scholarly achievements of nurses worldwide. It exists to recognize superior achievements in nursing, encourage leadership development, and foster high nursing ideals of the profession. Sigma Theta Tau currently has over 500 chapters and more than 135,000 members in 90 countries.

On May 15, 2011, the CON's Phi Iota chapter was named as a new charter chapter in Sigma Theta Tau International. This chapter is active in bringing together nursing students and professional nurses in the area. Nursing undergraduate and graduate students as well as nursing professionals may be inducted into the organization. Eligible students will be invited for membership during the fall term with induction in the spring.

Criteria eligibility for the graduate student:

- Have completed at least one-fourth of the nursing curriculum,
- Have a minimum GPA of 3.0 on a 4.0 scale,
- Rank in upper 35% of graduating class,
- Meet the expectation of academic integrity and professional leadership potential

Chapter 10: Graduation, Licensure, and Certification

Undergraduate Student Graduation Requirements

In order to qualify for the Bachelor of Science in Nursing (BSN) degree, each student must fulfill the following:

- Complete the nursing curriculum with a grade of C or better in all nursing coursework and a minimum 2.0 (on a 4.0 scale) cumulative grade point average,
- Successfully complete the Core Curriculum for Texas A&M if not met in previous coursework or conferred degree,
- File an application for degree through the Howdy portal by the designated deadline
- Pay any associated graduation fees

All graduates must complete the following:

- Foreign Language Requirement. This graduation requirement can be satisfied by the satisfactory completion in high school of two units of the same foreign language or one year of the same language at the college level. Students who wish to demonstrate foreign language proficiency without taking acceptable high school or college courses may do so through the existing credit by examination process. In cases where students wish to demonstrate proficiency in a language not taught at Texas A&M, the following procedures require a request for exam from the Head of the Department of Hispanic Studies or the Head of the Department of International Studies. All arrangements shall be made and fee paid by the student. American Sign Language may be used to fulfill the requirement.
- Writing Course Requirement. The requirement may be met by taking two writing (W) or one writing (W) and one oral communication (C) course. This may not be met by any course listed as a University Core Curriculum communication requirement nor through credit by exam. Nursing courses that currently meet these requirements include NURS, 411, 424, 461 and 467. All Trad, SD, and RN to BSN students should have taken 2 of these courses as part of your curriculum.

Graduate and Professional Practice Student Graduation Requirements

In order to qualify for the graduate degree, each student must fulfill the following:

- Complete the coursework with a grade of B or better in all nursing coursework and a cumulative GPA of 3.0 or higher.
- File an application for degree through the Howdy portal by the designated deadline.
- Pay any associated graduation fees.
- Clear all financial and other obligations to the Texas A&M Health Sciences Center and Texas A&M.

Commencement

As students enter their final semester, the Office of Student Affairs will provide information to graduating students. Commencements will vary depending on the track to which the student is

enrolled. Students must complete the application for graduation by the deadline to participate in the commencement ceremony.

To be eligible for graduation with honors, a student seeking a baccalaureate degree must enroll in and complete a minimum of 60 semester hours at Texas A&M preceding graduation and have a grade point ratio at this institution equal to or greater than that required for the appropriate category of honors. Course credit received by examination, and courses reserved for graduate credit only, are excluded from the calculation of the number of hours and the grade point ratio for graduation with honors.

RN to BSN students are not eligible to earn University honors due to the fact that they earn only 30 semester credits.

No upper division student found responsible for misconduct may receive Cum Laude, Magna Cum Laude, or Summa Cum Laude honors at graduation. Upper Division status is defined as having earned 60 or more credit hours (including transfer hours and advanced placement credits) on the date of the violation. This sanction is automatic upon a finding of academic misconduct, and is imposed without regard to the severity of other sanctions imposed by either the instructor or the Honor Council.

Categories for honors shall be designated as follows:

- Summa Cum Laude: A student may be graduated “Summa Cum Laude” with a grade point ratio of 3.90 or above.
- Magna Cum Laude: A student may be graduated “Magna Cum Laude” with a grade point ratio range of 3.70 through 3.899.
- Cum Laude: A student may be graduated “Cum Laude” with a grade point ratio range of 3.50 through 3.699.

Stoles for honor graduates will be distributed during line-up before graduation. These stoles may be kept by the graduate after the ceremony.

These honors designations do not require participation in any honors courses. Students who have taken honors courses may also qualify for [university-level designations](#). Students may contact Honors and Undergraduate Research at 845-1957 or by email to honors@tamu.edu for details about these additional designations.

Grade point averages used to determine Latin honors designations are calculated during the final degree audit the day before the graduation ceremonies and include hours and final grades in courses taken during the graduation semester. Latin honors designations will not be changed after the final graduation clearance deadline. [Texas A&M Student Rules](#) specify certain credits that are excluded from the calculation.

Recognition Ceremony

The CON will hold a separate ceremony from Commencement during which students will receive their baccalaureate nursing college pin and student awards will be given. This event is typically held on the same day as Commencement.

RN Licensure

The practice of nursing is controlled by state law. In the interest of public safety, state licensure is required to be employed as a professional nurse and to use the designation registered nurse or RN.

Criteria for licensure include graduation from an accredited program of professional nursing education, demonstrating good professional character, successfully completing the Jurisprudence Exam and the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Good professional character is confirmed through a criminal background check and a strong record of academic integrity. More information may be found on professional character, standards of nursing practice and unprofessional conduct by reviewing the [Board of Nursing Rules and Regulations](#) Rule 213.27-213.30 and Rule 217.11 – 217.12.

Each student is directed to the Texas Nurse Practice Act which is incorporated throughout the curriculum. Students are supported in the final semester to take the Jurisprudence exam. A list of the requirements for licensure of graduates of nursing education programs within the United States may be found in Rule 217.2 Licensure by Examination for Graduates of Nursing Education Programs within the U.S., its Territories or Possessions of the Texas Administrative Code for the Texas Board of Nursing (TBON). [Eligibility for taking the licensure exam](#) is determined by the TBON. Requirements are described in the following documents which are accessible from the TBON website.

1. Articles 301.252, 301.257, 301.452 to 301.469 of the *Nursing Practice Act Texas Occupations Code*
2. Rules 213.27, 213.28, 213.29, 213.30, 213.33 and 217.11 and 217.12 of the Rules and Regulations Relating to Professional Nurse Education, Licensure and Practice

TBON may refuse to approve persons to take the licensure examination, may refuse to issue or renew a license or certificate of registration, or may refuse to issue a temporary permit to any individual who has been:

- Convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in revocation of probation imposed pursuant to such conviction (Rules 213.28. Licensure of Persons with Criminal Convictions),
- Addicted to or treated for use of alcohol or any other drug within the past five years (Rules 213.29. Criteria and Procedure Regarding Intemperate Use and Lack of Fitness (b) (1),
- Diagnosed with, treated or hospitalized for mental illness with the past five years (Rules 213.29. Criteria and Procedure Regarding Intemperate Use and Lack of Fitness (b) (2).

See more information below regarding the students' right to petition TBON for a Declaratory Order of Eligibility.

Applicants registering for the NCLEX and applying to the state board for licensure in Texas will be required to submit fingerprint cards for the Department of Public Safety and Federal Bureau of Investigation criminal background checks and must attest to the truth of the statements listed on the licensure application. Disclosing criminal background, mental illness and substance or alcohol abuse is required. If the student submitted to the TBON background check prior to entry into the CON, they will not be required to repeat this process. Failure to meet TBON deadlines or those deadlines from other states will delay the licensure process. Students applying for licensure in other states are responsible for contacting those states' Board of Nursing for an application packet at the beginning of the semester of graduation and fulfilling any necessary requirements. The ADSA will assist currently enrolled pre-licensure students with the licensing application process.

Declaratory Order of License Eligibility

TBON has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the state of Texas. TBON provides individuals the opportunity to petition the Board for a Declaratory Order as to their eligibility in accordance with Article 301.257

of the Nursing Practice Act. A Declaratory Order is required if there is any history related to criminal activity, alcohol/substance abuse, or mental illness. It is the student's responsibility to read and respond, if needed, to the Order. Failure to file the Order with the TBON in a timely manner could prevent the student from being eligible to sit for the NCLEX.

Licensure Disclosure

Professional licensure/certification requirements vary from state to state, which may affect a student's ability to apply for a professional license/certification upon the completion of the program. The U.S. Department of Education regulation, [34 CFR 668.43 \(a\) \(5\) \(v\)](#), requires an institution to disclose whether the program will fulfill educational requirements for licensure or certification for each state. The college will guide students through the Texas licensure process during their last semester. Persons wishing to be employed as an RN in another state should contact the appropriate state licensing agency in their state or the state where they intend to work to seek the most up-to-date information about state licensure/certification requirements before beginning the program.

National Council Licensure Examination (NCLEX-RN)

The NCLEX-RN examination is a computerized national examination designed to test knowledge, skills, and abilities essential to safe and effective practice of nursing at the entry level. Candidates who receive a passing level on the NCLEX may use the legally protected title, Registered Nurse, and are entitled to practice nursing with the scope of practice of the Registered Nurse.

Information on licensure will be given to students in the semester prior to graduation by the Office of Student Affairs.

The NCLEX is administered through Pearson VUE, a third-party vendor who administers the exam. It is recommended that students register with Pearson Vue one (1) month prior to graduation or applying to the Board to take the NCLEX examination. For more information on the NCLEX, please visit the [National Council of State Boards of Nursing \(NCSBN\) NCLEX website](#).

Nursing Jurisprudence Exam (NJE)

Effective September 1, 2008, a passing grade on the Nursing Jurisprudence Exam is required by TBON of all applicants for initial licensure. Under the terms of a recent amendment to Board Rule § 217.17, initial licensure applicants will be tested regarding their knowledge of board statutes, rules, position statements, guidelines, disciplinary sanction policies, frequently asked questions, and other resource documents accessible on the board's web page relating to the regulation, licensure, and practice of nursing under the following categories:

- Nursing Licensure and Regulation in Texas;
- Nursing Ethics;
- Nursing Practice;
- Nursing Peer Review; and
- Disciplinary Action.

Content for the NJE will be presented throughout the nursing curriculum with emphasis in the Management of Care 4: Synthesis of Knowledge, Skills and Attitudes for Professional Success (NURS 435) during which successful completion of the exam will be required. Students may repeat the exam if they do not score a 75 on the first attempt. There is no cost to the student for the exam.

APRN Licensure

To practice as an APRN in the state of Texas after obtaining the Master of Science in Nursing, you must pass a national certification exam. Family Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner candidates may seek certification by exam following graduation from <https://www.aanpcert.org/> either the American Nurses Credentialing Center or the American Academy of Nurse Practitioners Certification Board.

It is recommended that you download from the website the associated Candidate or General Testing Handbook and review it thoroughly. During the last semester, the program coordinator will provide each student with a detailed guide via email regarding on how to complete an application for “Advanced Practice” in Texas.

Certified Nurse Educator

Students who graduate with the MSN in Nursing Education are encouraged to attain the [Certified Nurse Educator \(CNE®\)](#) distinction by successfully completing the CNE exam. The academic nurse educator certification was created to establish nursing education as a specialty area of practice and create a means for faculty to demonstrate their expertise in this role. The certification test plan for this role is based upon the identified competencies of the academic nurse educator and can be found with the [CNE® Handbook](#).

Forensic Nursing & Sexual Assault Nurse Examiner (SANE) Distinction

Students who graduate with the MSN in forensic nursing are encouraged to attain the [Advanced Forensic Nurse—Certified \(AFN-C\)](#) certification by successfully completing the AFN-C examination offered through the Forensic Nursing Certification Board (FNCB). This examination tests their knowledge, skills, and expertise in delivering forensic health care to those who experience trauma and violence throughout the lifespan. The certification test plan is based upon the three pillars of forensic nursing: nursing science, forensic science, and criminal justice. For more information about the certification examination, visit <https://goforensicncb.org/certification-types/>.

CON reserves the right to change without prior notice: admission and degree requirements, curriculum, courses, teaching personnel, rules, regulations, tuition, fees, and any other matter described in this handbook. This handbook does not constitute a contract, expressed or implied, between any student or faculty member and the CON. The CON at all times retains the right to dismiss any student who does not attain and maintain adequate academic performance or who does not exhibit the personal and professional qualifications prerequisite to the practice of nursing.