THE UNIVERSITY OF TEXAS AT ARLINGTON

COLLEGE OF NURSING

BSN STUDENT HANDBOOK
For students in undergraduate programs

BSN (campus based & accelerated online)

RN-BSN (campus based & accelerated online)

Table of Contents

Nursing Undergraduate Student Handbook - Updated January 2019

Nursing Undergraduate Student Handbook - Updated January 2019

INTRODUCTION

Academic Calendar
http://www.uta.edu/uta/acadcal.php

Administrative Offices Phone
817-272-2776

Administration Names

Mary E. Mancini, PhD, RN, NE-BC, FAHA, ANEF, FAAN
Sr. Associate Dean
Professor
mancini@uta.edu

Jeanean Boyd, DNP, MSN, RN
Chair, Undergraduate Nursing Programs
jboyd@uta.edu

Dolores Aguilar, RN, MSN
Associate Chair, Undergraduate Nursing Programs
aguilar@uta.edu

Candice Calhoun-Butts, MEd
Assistant Dean – Advising Services, Office of Enrollment and Student Services
candicec@uta.edu

Ceil Flores, PhD, RN, CNE
Director of Student Support
cflores@uta.edu

Patti Plumer, MSN, RN, APRN-BC
Director of Operations, BSN Programs
plumer@uta.edu

Tamara Eades, DNP, MSN, RN
Director of Operations, RN to BSN Programs
eades@uta.edu

College of Nursing & Health Innovation Vision and Mission

Vision
We provide innovative, exceptional education, research and practice opportunities to those committed to advancing health and the human condition.

Mission
Our mission is to advance health and the human condition by working across disciplinary boundaries to prepare diverse populations of students to engage in critical inquiry and high quality practice.

Accreditation

The College of Nursing and Health Innovation is fully accredited by the *Commission on Collegiate Nursing Education (CCNE) and is governed by the Board of Nursing (BON) for the State of Texas. (*CCNE, One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120 www.aacn.nche.edu)

College of Nursing and Health Innovation History

The UT Arlington College of Nursing and Health Innovation was established in 1971 as the U.T. System College of Nursing in Fort Worth and was housed in John Peter Smith Hospital. In 1976, the school became an academic unit of UT Arlington, moving to the campus in 1977. For further information click here.

Two paths to a common goal – BSN

The College of Nursing provides both a pre-licensure BSN and a RN to BSN course of study. Both options are offered in a Campus-Based (CB) and an Accelerated Online (AO) format.

For Registered Nurses who have completed an accredited Associate Degree or Diploma nursing program, the RN to BSN course of study allows full-time students to complete required upper division courses in one academic year. Part time options are also available. Upon successful completion of the program, the student is awarded the Bachelor of Science in Nursing degree.

For students seeking to become Registered Nurses, there is a four-year course of study consisting of nursing courses, university core courses and other prerequisite required courses. Upon successful completion, the student is awarded the Bachelor of Science in Nursing degree and is eligible to take the National Council Licensure Examination (NCLEX) for licensure as a Registered Nurse.

There are some **procedural differences** between these two approaches to acquiring the BSN; orange color coding is used throughout this handbook to indicate those differences.

BSN Program Outcomes

Upon completion of this undergraduate program, students will be able to:
1. Apply the art and science of nursing using current evidence in the delivery of competent, culturally sensitive, developmentally appropriate holistic care. (Cl competency and Holism)
2. Utilize analytical, systematic, and critical reasoning for clinical judgment and nursing decision-making. (Critical thinking)
3. Demonstrate accountability and responsibility for: optimal nursing care, legal and ethical standards, lifelong learning, professional development, promoting the nursing profession, and participating as a citizen in society. (Professionalism)
4. Collaborate and communicate respectfully and effectively with persons/clients and interdisciplinary teams using oral, nonverbal, written, and electronic communication to promote and maintain optimal health outcomes to persons/clients. (Communication)
5. Demonstrate ethical behaviors and conflict management skills that inspire others and create effective working relationships to shape and implement change. (Leadership)
6. Coordinate human and material resources in providing comprehensive, efficient, and cost-effective care to persons/clients. (Resource Management)
7. Articulate the importance of active and intentional lifelong learning that includes self-reflection and awareness. (Teaching/Learning)
8. Utilize standards of practice to provide safe nursing care in all patient care settings with an awareness of one's role in preventing errors and promoting quality improvement. (Safety/Quality)
9. Access and utilize information and computer sciences to perform nursing functions. (Technology)

General Information

Student Contact Information/Official Means of Communication

Students are required to maintain a current mailing address and telephone contact with the University. A change to this information may be completed online via MyMav. This is essential in order that schedules, official correspondence, scholarship notification and emergency messages will not be delayed or lost. Per UTA policy, MavMail is the official communication for all CONHI and university-wide employees to communicate pertinent information and students will be held responsible for all communication distributed in this manner. Students may not claim indulgence on the plea of having moved their lodgings and, therefore of not having received the communication.

It is expected that UT Arlington e-mails and Learning Management System (Blackboard/Canvas) accounts required by many courses will be accessed by all students at least weekly during the semester. Students will be held responsible for information distributed in this manner. Students MUST check their clutter, spam and junk folders, regularly as many emails end up in these files.

Americans with Disabilities Act (ADA)

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. More information earlier in handbook Reasonable Accommodations

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. For information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to campus all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: uta.edu/eos The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates.

A student or prospective student is not obligated to disclose a disability unless he or she requests an accommodation.

Student Success

The Student Success program uses peer mentors, tutoring services and specialized faculty support to enhance the students' learning experiences. A course, Learning Professional Nursing and Life Skills (NURS 2232), is offered to assist students who experience challenges with testing, time management, clinical practice, and/or professional behavior.

Working Students

- It is recommended that a BSN student's combined employment and semester-hour load not exceed 16-20 hours per week in either regular or summer semesters.
- Students employed in an agency have responsibility, personally and professionally, to engage in only those activities which fall within their job description as non-professional workers (i.e. nursing technician). They have a responsibility to refuse to participate in activities, which they have not been legally licensed to perform (i.e. giving medication, assuming total responsibility for a division, etc.)
- Students should be aware that the College of Nursing assumes no responsibility for their activities as an employee of an agency. Students are personally responsible and liable for any activity in which they participate while employed. Individuals who practice illegally (i.e. outside the scope of their job) may jeopardize their future since persons who are convicted of a violation of the Nurse Practice Act may not be eligible to write the NCLEX examination and subsequently receive licensure.
- Professional liability insurance purchased by students through the College of Nursing and Health Innovation is only valid in their student role, not their employment role. Information on insurance requirements is available elsewhere in this handbook.
- Students may be employed as nursing technicians, performing functions for which they have been trained by the institution and for which the institution has a clearly discernible policy either in writing or precedent, defining the scope of these functions. Any individual not licensed in the State of Texas to practice professional nursing, and who engages in such practice, is doing so illegally and may be prosecuted accordingly.
- Supervision by a professional licensed nurse does not provide protection to the student or make the student's actions legal.

Gift Policy

In accordance with *Regents Rules and Regulations* and the *UTA Standards of Conduct*, the College of Nursing has a "no gift" policy. A donation to the UTA College of Nursing and Health Innovation Scholarship Fund would be an appropriate way to recognize a faculty member's contribution to your learning. For information regarding the Scholarship Fund, please contact the Dean's office or go to

University Catalog

The University Catalog is available online. It does not contain all regulations that relate to students. However, it contains helpful information, course descriptions, program information, admission requirements, etc.

College of Nursing Policy & Handbook Library

The College of Nursing Policy & Handbook Library can be found at:
http://www.uta.edu/conhi/students/policy/index.php

ACADEMIC EXPECTATIONS/REQUIREMENTS

Maintaining Good Standards
Each student is required to:
- Keep apprised of and adhere to the rules and regulations of the most current UTACON Undergraduate Student Handbook and the UT Arlington College of Nursing Catalog.
- Devote adequate time and preparation to the class and clinical activities to meet the stated objectives.
- Demonstrate academic integrity in each element of their performance.
- Apply ethical behavior appropriate to the standards of a developing professional at all times and particularly in relation to maintaining the confidentiality of information regarding clients.
- Maintain personal health to accomplish the Core Performance Standards as defined.
- Participate in evaluating the College of Nursing, its faculty, courses and program of study.

Academic and Professional Integrity
All students entering the College of Nursing must subscribe to the standards and codes of the profession. Patients and society as a whole expect College of Nursing students, as nursing professionals to adhere to the:
- Texas Board of Nursing Unprofessional Conduct Rules
- American Nurses Association (ANA) Code of Ethics for Nurses
- UT Arlington College of Nursing Student Code of Ethics
- University of Texas at Arlington Honor Code
- College of Nursing Honor Code

Computer Requirements
All students enrolled in the College of Nursing must have internet access and a laptop computer meeting minimum computing recommendations: A list of computer specifications is outlined on the College of Nursing website. Students may be asked to purchase and download software to meet course and/or program requirements.

Learning Environment Behavior
- Faculty have a commitment to the nursing profession and the next generation of nurses and expect professional demeanor and accountability in student development. Thus, we believe that classroom behavior is as important as clinical behavior and we have expectations that students will demonstrate professional behavior in interactions with faculty, staff, peers and agencies.
- Students are representatives of the College of Nursing and Health Innovation and the nursing profession. Classroom dress is expected to project an image of professionalism.
- Students are responsible for all content presented in lecture, lab and required readings whether in attendance or not. It is expected that students will utilize textbooks and other reference materials to fulfill course objectives.
- Taping is **not allowed** unless permission has been obtained from the instructor.
- Students who need taping as an accommodation for a disability must go through the UT Arlington Office for Students with Disabilities and have the permission of the course faculty.
- Programmable devices (e.g. calculators and smart watches) are not allowed during testing, except when approved by the instructor.

Learning Management System (LMS) Blackboard/Canvas

- The LMS is considered an extension of the classroom, thus respect of peers and faculty is expected.
- No use of profanity is allowed on the LMS, and may result in loss of online course communication.
- No political messages of any kind may be posted on the LMS.
- Depending on the course, the LMS should be checked a minimum of once daily. Refer to individual syllabi for further information.
- Messages of a sexually suggestive or harassing nature may not be posted on the LMS or any e-mail in the University system.

Pre-licensure Testing Policy

Exam scheduling and administration procedures are standardized among all pre-nursing and upper-division courses in the pre-licensure nursing program. The policy includes information on Exam Development, Scheduling, Post-Exam Procedures and Administration including unexcused absence and exam tardiness. As well as Testing Environment information including the check-in procedure, unauthorized devices, cheating behaviors and distractions or disruptive behavior

- **Exam development**: Exam questions are written at the level of application (or higher) and may resemble a variety of alternate formats, including but not limited to: multiple choice, essay, short answer, fill-in-the-blank, multiple response or hotspot. Blueprints will be provided prior to exams. See full policy for further details
    - For SafeMedicate and course exams, students in Pre-Nursing, Junior 1 and Junior 2 semester will be allotted 1.5 minutes per question.
    - Students in the Senior 1 and Senior 2 semester will be allotted 1.3 minutes per question.
    - For other standardized exams not created by UTA faculty, the time per question is at the discretion of the vendor. For ATI exams, students will receive 1 minute per question.

- **Exam Scheduling**
    - Students, enrolled in a course section, are required to test together. Students are not permitted to take exams with students enrolled in another section of the course. If an Accelerated Online student tests at an approved alternate site, it is the student's responsibility to forward the test schedule to the site coordinator and schedule date and time for the exam. The student is required to test at the same time as their group. Alternate test times must be approved by the Lead Teacher. See full policy for further details.
    - ADA testing accommodations:
        - All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Only those students who have officially documented a need for an accommodation will have their request honored.
        - Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD) within the first week of the semester or as immediately after receipt whether they intend to use their accommodations or not. Accommodations will not be considered without this documentation.
        - Students must schedule their exams in the ARC no later than 5 business days prior to the scheduled exam date and time and forward their individual ARC Test Request Forms to course faculty. More information about scheduling exams in the Adaptive Resource Center can be found at: http://www.uta.edu/disability/arc/testing/index.php.

9

- Students who do not schedule exams and submit Test Request Forms to course faculty within 5 business days prior to the scheduled exam date and time will not receive accommodations.
- AO students who qualify for testing accommodations through the OSD will be assigned testing site at no additional cost to the student. Students whose official testing site would normally be designated as UTA may use the ARC. See full policy for further details.

- **Exam Administration**
  Students are expected to arrive on time and prepared to test at the scheduled exam administration time. Students must have passwords and access to required software and will not be allotted additional testing time if they arrive unprepared to test. Faculty and staff will not assist with password changes and log-in retrievals. Additional time on exams will not be allowed due to password or access issues. Students are responsible for notifying faculty and rescheduling exams in the event of an excused or unexcused absence.
  1. Excused Absences: legal obligation, military obligations, pre-approved university-sponsored events, emergency situations, religious holy days, death of family member, or illness
     - Requirements: To be considered for a re-scheduled exam, the student must notify faculty prior to exam start date and time; documentation of incident is required and must be provided within 48 hours following exam due date and time. Documentation for illness requires proof of a visit to a healthcare provider. There are no exceptions to this rule.
     - The make-up exam may include alternative questions and/or test format. There will be no point deductions for an excused exam absence.
  2. Unexcused Absences: oversleeping, exam date oversight, computer / technical issues, or other reasons not listed under excused absences
     - Requirements: To be considered for a re-scheduled exam, the student must notify faculty with their request within 48 hours of the exam due date and time. The exam must be scheduled within 7 days of the original exam due date and time.
     - The make-up exam may include alternative questions and/or test format and will have a point penalty of 20 points.
     - A student may only have one unexcused absence per course. Subsequent unexcused absences will result in a '0' on the exam.
     - Students will not be allowed to take exam in another section without penalty due to an unexcused absence.
  3. Exam Tardy:
     - Proctored Exams: If a student arrives late to a proctored exam, they are only allowed the remaining time to complete the exam. For example, for a 60-minute exam, if a student arrives and has only 13 minutes left, that is all the time they will be given to complete their exam.
     - Online Proctored Exams (if applicable):
       - If a student submits an online exam after the due date and time, they will receive a 20 point penalty on their grade the first time it occurs.
       - If the student submits an online exam after the due date and time for a second time in the course, they will receive a zero for that exam.
       - The Learning Management System will not auto-submit an exam at the due date and time of the exam. The student is responsible for submitting their exam by the assigned due date and time.
  4. Students will only be allowed one 20 point penalty per course, whether it is the result of an unexcused absence or a late submission.

10

- **Testing Room/Environment**
  Faculty and exam proctors are responsible for ensuring a secure testing environment with minimal distractions. Students who do not adhere to these procedures will be referred to the Office of Student Conduct and/or the Lead Teacher for Performance Improvement Plan implementation. Faculty may assign seats in the testing room. See full policy for further details.
    o *Check-In Procedures* Students are expected to arrive 15 minutes prior to the start of the exam. To be admitted into the testing room, students must provide a MavID or a government-issued photo ID. See full policy for further details
    o *During the Exam* Once the exam has started and log-in sheets have been passed out, students are expected to remain in the testing room and complete the test…. Faculty and staff will not answer questions related to exam content during exams. Once students have finished the exam, all materials distributed before the exam must be returned. Students who leave the testing room with exam-related documents or materials will be referred to the Office of Student Conduct for academic dishonesty. See full policy for further details
    o *Unauthorized Devices and Materials* Students are prohibited from having unauthorized devices and materials the immediate testing area. Unauthorized devices include, but are not limited to: cell phones, smart watches, smart glasses, tablets, alarms, cameras. Unauthorized materials include, but are not limited to: cheat sheets and notes written on clothing, skin, and personal items. Faculty and staff will conduct visual inspection of clothing and personal items brought to the immediate testing area prior to testing. Any student found with an unauthorized device or material in the immediate testing area will be referred to the Office of Student Conduct for an Honor Code Violation.
    o *Cheating Behaviors* Cheating behaviors will not be tolerated in the testing environment. Behaviors may include: looking at others papers or screens, copying answers from other students, allowing students to copy or look at answers, using unauthorized devices or material in the testing environment. Any suspicious behaviors will be documented by the proctor and reported to the Lead Faculty for follow up. Students referred to the Office of Student Conduct for cheating will be placed on a Performance Improvement Plan or Counseling Record /Incident Report (Pre-Nursing students). The exam grade will be a "0". For upper division courses, students who cheat will not be eligible to receive a Clinical Excellence Award or Letter of Recommendation for the specified course and will complete a written assignment that includes references to American Nurse Association (ANA) and National League for Nurse (NLN) Standards and core values regarding professional integrity.
    o *Distractions and Disruptive Behavior* Faculty and staff will make every effort possible to provide a testing environment that is free from distractions and disruptions. Any student behavior that may cause a distraction is considered inappropriate for the testing environment. Distractions and disruptive behavior include, but are not limited to: audible sound from a cell phone or electronic device that is secured in a bag in a designated area for personal items in the testing environment; reading or talking aloud; excessive bodily movements; frequent and excessive coughing; creating noises, such as tapping sounds; or causing a disturbance. In certain testing locations, electronic devices may be allowed to be stored in a designated area of the testing environment and must be turned off so as not to cause a distraction. If a distraction or disruption is due to an audible sound from a cell phone or electronic device, the student will be placed on a Performance Improvement Plan (or if Pre-Nursing, "Counseling Record /Incident Report"). There will be an automatic point deduction penalty of 20 points from the exam grade. All distractions and disruption will be documented on the "Proctor Exam Report" and provided to the Lead Teacher or designated course faculty.

- **Post-Exam Procedures**
  Once all students enrolled in the course have completed testing, faculty will conduct reviews of exam statistics and make subsequent adjustments to ensure exams are valid measures of student learning. Students wishing to review their exam must follow faculty-designated processes. Students may have an opportunity to provide feedback on exam at the exam site. However, discussing exam items and taking written materials from the testing site will result in referral for academic dishonesty. After any and all exams, there must be no electronic or face-to-face discussion with students from other sections of the course or with students who have not taken the exam. Discussion of exam questions outside the classroom is considered collusion to cheat and will be referred to the Office of Student Conduct. Students who are aware of other students discussing exam questions are expected to report and failure to do so is also considered collusion and scholastic dishonesty.

Full policy at: http://www.uta.edu/conhi/_doc/unurs/UNURS-PRELIC-TestingPolicy.pdf

Professional Writing/APA
APA style manual will be used by the UT Arlington College of Nursing with some specific requirements for the undergraduate courses. There is an additional document that will be helpful for BSN students using the 6th Edition prepared by the UT Arlington librarian. There is also a tutorial available online.

College of Nursing Requirements
Academic Requirements

Advisement
Students are required to meet with an undergraduate nursing advisor during their preparation for admittance to the nursing program. Enrolled campus-based students must meet with an advisor **each** semester in order to be cleared for enrollment. In some cases, group advisement may take place.

AO BSN & RN-BSN students may meet in person with an advisor, but are not required to do so as most advising takes place via e-mail. Most advising takes place online; however, students may request a campus based advising appointment.

There are two options available to meet with your advisor:
1. Scheduled appointment
2. Walk-In-Wednesday – Every Wednesday from 9:00 a.m. to 3:00 p.m. is a walk-in day where an appointment is not required. Current UT Arlington students (those students with a UT Arlington student ID number), pre-nursing, and nursing students can elect to attend advising on Walk-In-Wednesday without an appointment.

Group advising is available to Campus Based RN-BSN students.

BSN Advisors: bsnadvising@uta.edu
RN-BSN Advisors: rnadvising@uta.edu

Core Performance Standards (CORE) Overview
All applicants to and students of the University of Texas at Arlington College of Nursing Program (UTA CON) must be able to adhere to and perform the essential skills included in this document either with or without ADA accommodations. Please see complete policy for more detailed information.

Element	Description	Examples (not all inclusive)
Communication	Communication abilities sufficient for interaction with others in verbal and written form. Communication is understandable to others.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.	Establish rapport and maintain professional demeanor with patient/client, family, and colleagues.
Critical Thinking Cognitive Ability	Critical thinking sufficient for clinical judgment.	Ability to handle multiple tasks and problem solve simultaneously. Identify cause-effect relationships in clinical situations; utilize the nursing process in developing nursing care plans; and perform dosage calculations in a time frame to deliver safe care.

13

Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Assess and observe patient/client responses; able to identify and distinguish colors and shades of the same color.
Tactile	Tactile ability sufficient for physical assessment.	Finger dexterity to perform palpation and percussion functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter. Perceives attributes of object such as size, shape, temperature, or texture.
Hearing	Auditory ability sufficient to provide safe and effective nursing care.	Hears, with and without background noises, monitor alarms, emergency signals, ausculatory sounds, and cries for help.
Smell	Ability to detect variety of smells, including noxious odors.	Identify distinct body odors or body fluids, such as C. diff and alcohol breath. Detect gas smells.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Moves around in patient's rooms, work spaces, and treatment areas and can administer cardiopulmonary procedures. Able to coordinate eyes and hands or fingers rapidly an accurately in making precise movements with speed when providing patient care.
Academic Integrity	Cite resources using APA format; Avoid collusion;	Any act of academic dishonesty, including cheating in the classroom or clinical setting violates standard.
Ethical Practice	Abide by Code of Ethics for Nursing Students. Comply with all legal requirements regarding the privacy of patient records	Protect client privacy and comply with all legal requirements r/t patient records. Avoid fabrication of reports or records of interactions with clients, social networking violations.
Professional Character	Truthfulness, caring, equality, respect. professional attire	Accountable for behavior; self-disclose errors. Show respect and compassion for all clients without regard to gender, age, race, ethnicity, sexual orientation, religious background, and social status. Adhere to dress code; Arriving on-time to class and the clinical setting.
Emotional stability	Emotional stability is the capacity to maintain emotional balance and a stable mood when faced with psychological stressors.	Adapt to and make sound clinical judgments in stressful situations. Remain calm, think clearly and stay focused in a pressured and distracting environment. Cope with environmental changes. Ability to regulate and suppress negative emotions. Perceive and appraise challenges with resilience. Display effective coping mechanisms. Effectively deal with strong personal emotions.
Professional boundaries	Professional Boundaries are the lines within which a client's best interests are consistently served.	Recognize the need for vigilance in maintaining professionalism and boundaries in diverse practice settings. Behaviors are consistent with the duty to always act in the best Interest of clients. Set limits to the nurse-client relationship that ensure a safe, therapeutic relationship.

Empathy	Empathy is the use of emotional resonance to understand a client's experience of distress.	Use of cognitive skills to evaluate a client's experience. Attentive to client's emotional cues, identify their emotional state and reflect understanding of that experience. Demonstrate an understanding of what a client is communicating, feeling and needing.
Compassion	Compassion is an awareness of another's suffering accompanied by the desire to alleviate it.	Provide a safe and comforting environment. Respect clients' rights, dignity and their involvement in decision making. Focus on client's needs and focus the emotion generated by their circumstance into an active response.

Accommodations

The CON is committed to ensuring that qualified students with disabilities are given equal access to its programs through reasonable accommodations. The CON is not required to provide requested accommodations that would fundamentally alter the program, including patient and/or student safety in the clinical setting. Students who desire more information or wish to request reasonable accommodations may contact the UTA Office of Students with Disabilities (OSD).

Upon BSN program acceptance, students must attest to their ability to meet these standards with or without an accommodation. If at that time a student requests an accommodation, the OSD and the CON must determine if the accommodation is reasonable PRIOR to the student beginning upper division coursework.

If a student requires an accommodation to meet these standards, then within five (5) business days of being accepted into the BSN Program, and in order to prevent a delay in the start of their programs, the student must contact OSD to initiate the review process. Students are responsible for obtaining the necessary testing to document the existence of the disability and to what extent the disability substantially limits a major life activity. The OSD will require the student to provide sufficient documentation in this regard, including requiring additional evaluations if necessary.
Once received, students should immediately provide their accommodation letter to the CONHI course lead teacher.

Unexpected Health Care Changes Occurring During Program

Conditions that result in the inability to complete a clinical rotation include acute illness, physical injury, mental health issue, or complications due to pregnancy, surgery, or chronic illness. Changes in a student's physical or mental condition that require activity limitations or the inability to participate in clinical or lab will require documentation from the student's healthcare provider. Documentation must be on facility letterhead and signed by the healthcare provider or designate.

Students must receive a full release with no limitations to return to clinical. Limitations or restrictions may result in the need to withdraw from or take an incomplete in a clinical course.

Licensure/Ineligibility

An individual planning to enroll in a nursing program must be eligible for licensure as a Registered Nurse following graduation. A previous history of the following may make you ineligible for licensure:
- Criminal conviction (includes DWI)
- Mental illness
- Chemical dependence

If you have reason to believe you may be ineligible to take the licensure exam and need to petition the Texas BON for a Declaratory Order (DO), the process must be complete prior to enrolling in any upper-division nursing course at UT Arlington College of Nursing.

15

Students with a positive background check will not be admitted to the nursing program without a DO documenting that they can take the NCLEX exam upon completion of the nursing program. If you need to submit a DO while in the program, you are ineligible to participate in clinical until the DO is received.   More detailed information on other ineligibility issues is available on the Board of Nursing website.

A DO Request form is available at the Texas BON website.

Licensure Ineligibility After Starting the Program

Student who answer yes to any of the four eligibility questions on the Texas BON license application are required to complete a paper application. Students are encouraged to submit a paper application 120 days prior to graduation.

Attendance

Completion of orientation for students accepted to the BSN programs is mandatory. There are two components to the orientation – online through the Learning Management System (Blackboard/Canvas) and on campus orientation – both components must be completed in order to start the program. Acceptance offer will be rescinded if students do not meet the orientation deadlines or are not clinically compliant.

Coursework demands classroom/online attendance and active participation by students for program success. Attendance policies are outlined in the course syllabus. Attendance may be taken during class.

See University Undergraduate Catalog title: *Class Attendance, Tardiness & Make-Up Work*

Clinical/Lab Requirements

Students must meet all **clinical eligibility requirements** to participate in clinical. Failure to meet the deadlines may result in revocation of acceptance or program delay.

Clinical Eligibility/Clearance

Junior 1/transfer students are required to complete all vaccine and/or titer documentation and BON Background Check at application. Junior 1/transfer students must submit this documentation within 10 working days after acceptance letters/emails are sent as follows:
- Fall admissions: acceptance letters/emails will be sent Friday the first full week of March; deadline for students to respond is Friday the second full week of March; Immunization requirements due the third full week of March; Learning Management System Orientation will open by the last Wednesday of March
- Spring admissions: acceptance letters/emails will be sent Friday the first full week of September; deadline for students to respond is Friday the second full week of September; Immunization requirements due to InPlace Friday the third full week of September; Learning Management System Orientation will open by the last Wednesday of September.

Continuing BSN Students are required to obtain clinical clearance prior to direct patient care contact and scheduled clinical hours. Clinical clearance requires written documentation provided by the student to the Program Coordinator for the campus based or AO programs by
- Campus based continuing students
  - Friday of Fall Finals week for spring semester
  - Friday after Spring Finals week for fall semester
- AO BSN Continuing Students -- 45 days before the next term begins.

Students will not be cleared for registration if they are lacking clinical clearance for the **ENTIRE** semester. *Students will be ineligible to participate in clinical if they have not met this requirement.* ***Therefore, students who are not clear by the due date may be required to sit out for a semester.***

Clinical clearance includes:

- Immunizations
- Criminal Background Check
    - o   BON
    - o   GroupOne
- Negative Drug Screen (See policy)
- CPR: American Heart Association: BLS Provider
- Proof of current health insurance coverage
- Copy of Driver's License
- DFW Hospital Council Standard Student Clinical Orientation and Post-test (annually)

Immunization Providers

Students may obtain the required immunizations and/or immunity titers from:
- UT Arlington Student Health Center,
- County health departments, or
- Private health care providers and/or employers

Students are expected to provide a signed release of clinical requirement documentation to requesting clinical facilities.
Exemptions/waivers of vaccines are not widely accepted at clinical facilities. If a clinical agency does not accept exemptions/waivers you may not be able to complete that clinical course. If you have objections or allergies to vaccines you should speak to your doctor before starting the program. For concerns regarding a medical exemption contact the Undergraduate Clinical Coordinator

Important Note for Working Students: Students must adhere to the academic calendar for UT Arlington College of Nursing clinical clearance for the entire semester, rather than employment calendar for CPR, TB, Tdap Booster, etc. renewals. *Students will be ineligible to participate in clinical if they have not met this requirement*

Criminal Background Checks

Accepted students complete two criminal background checks (CBC): Texas Board of Nursing (BON) and GroupOne.

Students should complete the Texas BON CBC prior to program application. Students who have completed NURS 2300, Introduction to Professional Nursing, or are currently enrolled in NURS 2300, should submit their BON CBC (complete fingerprints) during that course. Students, who have not taken NURS 2300 by the application deadline, should email CONHIadmin@uta.edu or call 817-272-2776 ext. 24797 to provide the necessary information and give permission to send the information to the BON. Students must schedule the fingerprinting appointment within one month of the application deadline.

A second background check, GroupOne, is completed after acceptance to the BSN Program.

17

A student with a <mark>positive criminal background screen</mark> will not be admitted into the program without a Declaratory Order from the Texas Board of Nursing stating that the individual has been granted permission to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN Examination) upon completion of the requirements for graduation and payment of any required fees. Eligibility to take the NCLEX-RN Examination may be affected by any inaccuracies in the petition, and any subsequent violations of the Nursing Practice Act that may affect eligibility to sit for the examination or the later revocation of a license obtained through misrepresentation.

Drug Screening

All students accepted to the BSN AO or CB programs will complete a drug screen.

At any time if there is a confirmation of a positive drug screening, the student will be removed from clinical courses for a period of one calendar year. Upon returning to the program, random drug screenings will be conducted throughout the program. A second positive test will result in immediate dismissal from the nursing program.

Students, with a positive background check that involves alcohol or drug use, are required to submit a random urine drug screen once a semester. Students will incur screening fee. Failure to complete the screen will result in a program progression delay or program dismissal.

Random and / or for cause drug screens are at the student's expense and must be completed as required. Failure/refusal to undergo a drug screen on the designated day will result in immediate dismissal from the nursing program. http://www.uta.edu/conhi/students/policy/index.php

Annual Clinical Orientation

Dallas Fort Worth Hospital Council (DFWHC) Standard Student Clinical Orientation requirements are valid for 12 months. All students are required to complete Clinical Orientation ANNUALLY while enrolled in JR I – SR II clinical courses.

Contact the Program Coordinator for your program or the Undergraduate Clinical Coordinator for questions/clarification. Documentation of completion must be submitted by the Clinical Requirement due date.

Students are responsible to meet clinical agency specific student clinical requirements in addition to obtaining Clinical Clearance from the UT Arlington College of Nursing. Examples: Signed Confidentiality Agreement, Evidence of Medical Insurance Coverage, Facility Provided Health History, etc.

Students scheduled for clinical are required to attend the *facility specific site orientation.*

Failure to obtain the complete series (3 injections), according to the CDC established timeframe, may result in students not meeting clinical requirements.

Failure to meet clinical requirements may result in clinical ineligibility and course failure.
(Refer to Texas Education Code, Sections 2.09 and 2.09A)

Medical Insurance

All UT Arlington Nursing Students are required to provide Verification of Medical Insurance coverage that includes Emergency Department coverage and follow-up treatment for needle sticks and bloodborne diseases starting with Junior I admission. This mandatory requirement has been approved by the UT System Board of Regents and must be updated if policy changes.

Clinical Attendance

It is expected that students will attend all assigned clinical activities. In the case of illness, remember to take appropriate health precautions. Students should **not attend clinical experiences if they are febrile or have any potential communicable disease.** Students are expected to notify clinical faculty immediately if they if they will be late or absent to the clinical site. No call No show is defined as not calling or being present in clinical as scheduled. No call No show may result in a clinical failure unless there was a documented emergency. Notification will not necessarily prevent a performance improvement plan from being generated and placed in the student file. Acceptable methods of notification to clinical faculty will be either phone or text. E-mail is not acceptable. Acceptable methods of notification to clinical agency will be phone unless the student is with a preceptor, then they may reach them by phone or text.

Tardiness: defined as greater than 0 minutes of the assigned clinical time.
- The first tardy will result in a verbal warning (verbal warnings are written at the top of the Performance Improvement Plan (PIP) form.
- Students with two (2) tardies will be placed on a PIP with Penalty (i.e. Review two articles and discuss implications for patient safety, collegial relations, etc. or Reflect on impact of this behavior for, patients, peers and as a professional responsibility, or penalty is up to the lead teacher, etc.) which will be kept in the student's permanent file. Students who are placed on a PIP are ineligible for a clinical award and faculty may not write a letter of recommendation.
- Students with 3 tardies may receive a clinical failure.
- Time will count towards the total or direct patient care clinical time missed and students will be required to make up the time missed.

Clinical Absence: Clinical is defined as any direct patient care within a healthcare setting and laboratory or simulation as outlined in the clinical supplement. All clinical experiences as defined above will be considered when determining absences.
- Student will be placed on a performance improvement plan (PIP) after first clinical missed.
- Students MUST make up clinical. Where feasible the clinical will be made up with an equivalent experience (simulation with simulation, direct patient care with direct patient care, etc.)
- When a comparable experience is not feasible simulation, case studies or other appropriate make-up experiences may be assigned. The experience will be equivalent to actual clinical hours missed; however, it may take longer for some students to complete the assignment.
- In order to adequately evaluate a student, (regardless of the reason for missing clinical) a student with total clinical absences of equal to or greater than 15% of the total clinical time will not be allowed to progress. Students may choose to drop if the clinical absences occur before the drop date. If a student is not eligible to drop the course (i.e. after the drop date), the absences will result in a clinical failure. In extraordinary non-academic circumstances with appropriate documentation, a late drop may ONLY be considered.

Absence of any part of a clinical day will require make-up in the simulation lab or another alternative at the clinical faculty's discretion. Medical illnesses/emergencies or other dire circumstance may be an acceptable reason to miss an assigned clinical. If a clinical experience is missed due to illness, a medical release will be required prior to returning to the classroom/clinical setting. In the case of other dire circumstance, you will be **required** to show acceptable proof of the extenuating circumstances that kept you from clinical. Elective medical procedures, work, childcare or travel issues are not an excused absence from clinical and will be considered an unexcused absence. Unexcused absences may result in clinical failure. The first tardy will result in a verbal warning. Students with two (2) tardies will be placed on a Performance Improvement Plan (PIP) which will be kept in the student's permanent file. Students who are placed on a PIP are ineligible for a clinical award and faculty may not write a letter of recommendation. After 3 (three) tardies, the student may receive a clinical failure.

Technical Skill Performance

Only technical skills learned and validated by clinical faculty in the lab setting and prior to clinical experience (or as approved by the clinical faculty) may be performed in the clinical setting. Students should verify with their faculty their readiness to perform a skill.

Authorized Patient Care Clinical Experiences

Students are to provide nursing care to patients at clinical facilities ONLY when authorized by their UT Arlington College of Nursing instructor and when their clinical instructor and/or preceptor are present on site.

Administering Medications and Patient Safety

Students **may not give** medications until they have been checked off by their faculty and have achieved the minimum score requirements on Medication Administration Competency Assessment. After checkoff student may only give medications if supervised by their clinical instructor, GTA (Graduate Teaching Assistant), preceptor, or unit registered nurse. *Failure to adhere to this policy may result in clinical failure.*

Students are expected to know and utilize the facility designated two (2) positive patient identifiers prior to medication administration, procedures, and/or specimen collection.

Dress Code

The College of Nursing expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical/lab setting. Students must adhere to the Dress Code Policy.

Undergraduate, pre-licensure student nurses should wear their UT Arlington College of Nursing uniform and UT Arlington College of Nursing insignia patch ONLY when in simulation, clinical, lab, or other learning experiences authorized by UT Arlington College of Nursing faculty. When in uniform students should adhere to all dress code standards.

Student Identification

The Mav ID is to be worn above the waist and in clear view when in uniform. It must be worn in all clinical and lab settings. NURSING must be printed on the Mav ID.
Only facility ID, if required, indicating student status are allowed to be worn with the Mav ID.
The Mav ID must not be worn in settings other than clinical or lab.

Clinical Performance Requirements & Evidence of Clinical Competence

Clinical courses are classified as PASS/FAIL courses. In order to progress in the College of Nursing, students must receive a passing grade in the lecture component as well as satisfactorily meet the clinical course requirements.
Nursing is a practice profession in which patient and family safety must be protected (Texas Board of Nursing). **If clinical performance has been deemed unsafe, students may not drop or withdraw from any clinical course. They will be immediately removed from the clinical setting, forfeit further clinical experiences, and receive a grade of F.** The following Clinical Failing Behaviors will result in a clinical failure regardless of the drop or withdrawal date and are based on professional nursing standards set forth by the Nurse Practice Act, the Texas Board of Nurse Examiners, and program policy related to patient safety in the clinical setting:

Clinical Failing Behaviors	Matched to NPA
1. Performance is unsafe.	1,2,3,5,6,7,9,10,11,12,13,14
2. Questionable decisions are often made.	1,2,3,4,5,6,7,8,9,10,11,12,13,14
3. Lacks insight into own behaviors and that of others.	1,2,3,4,5,6,8,9,10,11,12,13,14
4. Continues to need additional guidance and direction.	1,2,3,5,6,7,8,9,10,11,14

Standards of Professional Nursing Practice (BON 213.27, 217.11, 217.12)

1. Knows rationale for side effects of medications and treatments, and correctly administers same 217.00 (1) (C).
2. Documents nursing care accurately and completely, including signs and symptoms, nursing care rendered medication administration. Contacts health care team concerning significant events in patient health 217.11 (1) (D).
3. Implements a safe environment for patients and/or others, i.e., bed rails up, universal precautions 217.11 (1) (B).
4. Respects client confidentiality 217.11 (1) (E).
5. Accepts assignments commensurate with educational level, preparation, experience and knowledge 217.11(1) (T).
6. Obtains instruction and supervision as necessary when implementing nursing procedures or practices 217.11(1) (H).
7. Notifies the appropriate supervisor when leaving an assignment 217.11(1) (I).
8. Recognizes and maintains professional boundaries of the nurse/patient relationship 217.11(1) (J).
9. Clarifies orders, treatments, that nurse has reason to believe are inaccurate, non-effective or contraindicated 217.11(1) (N).
10. Able to distinguish right from wrong 213.27(b) (2) (A).
11. Able to think and act rationally 213.27(b) (2) (B).
12. Able to keep promises and honor obligations 213.27(b) (2) (C).
13. Accountable for own behavior 213.27(b) (2) (D).
14. Able to promptly and fully self-disclose facts, circumstances, events, errors and omissions when these disclosures will enhance health status of patients or protect patients from unnecessary risk or harm 213.27(b) (2)(G).

Refer to the Board of Nursing at www.BON.state.tx.us for any additional information regarding the Texas Nursing Practice Act.

In addition to professional standards of nursing practice, the following program requirements are associated with patient safety and will result in clinical failure without regard to drop or withdrawal time frames:

- Failure to meet minimum medication competency standards: Student fails to score 100% on essential medication administration skills assessment or 90% on advanced medication administration skills with a maximum of three attempts. Students enrolled in **NURS 3632: CLINICAL NURSING FOUNDATIONS must score at least 90% on essential medication administration skills with a maximum of three attempts.**
- Non-compliance with clinical clearance requirements
- Non-compliance with Drug and Alcohol Screening policy
- Unlawful behavior prohibiting sufficient background check required for clinical participation

These clinical failures will be reviewed and approved by the Associate Chair/Chair of Undergraduate Nursing Programs

Inclement Weather/School Closing

In case of inclement weather, students may call *University's Emergency Information Hotline at 1-866-258-4913* for closing inquiries. Information will also be posted on the UT Arlington website, the UT Arlington Facebook page, and distributed to your UT Arlington e-mail account.

AO BSN students at distance sites must contact their clinical instructors for closures. (Check your course syllabus --- specific information may be included in the course syllabus regarding clinical sites.)

Exposure to Bloodborne Pathogens

In the event of injury, needle stick, and/or exposure of the nursing student to blood or body fluids, the nursing student should immediately notify the nursing clinical faculty. The faculty will follow the Exposure to Bloodborne Pathogens Procedure in place at the facility. Any expense or treatment required is the responsibility of the student.

Academic Policies

Prenursing Policies
https://www.uta.edu/conhi/_doc/unurs/BSN_Pre-Lic_LDiv_Prereq-and-Eligiblity-Policies.pdf

Progression in the Nursing Program
Students in the BSN program will not be permitted to continue in the nursing program nor to enroll for additional nursing courses if they:
- receive a grade of D or F in more than one required nursing or pre-nursing course, or
- receive any combination of grades of D or F on two attempts of the same course
- score less an 70% on weighted exam or assignment average
- do not meet requirements of the Comprehensive Assessment and Preparation Program
- do not achieve minimum score requirements on Medication Administration Competency Assessment
- Clinical Failure

Students in the RN-BSN program will not be permitted to continue in the nursing program nor to enroll for additional nursing courses if they:
- receive a grade of D or F in a third nursing course, student is dropped from the program

Students are responsible for confirming whether they are eligible to continue in the College of Nursing. An ineligible student who nevertheless registers in the College shall be dropped, and the student shall not receive special considerations on a plea of lack of knowledge of scholastic status.

70% Rule
Exams/*Individual written assignments for progression and rounding policy*
In order to successfully complete an undergraduate nursing course, the following criteria must be met:
- *70% weighted average on proctored exams*
- *70% weighted average on major written assignments*
- *70% overall course grade*

On all tests, the grades are rounded to two decimal places (i.e., 85.679=85.68)
- For the final course grade there will be no rounding (i.e., 89.67=B, 69.99=D)
- A final course grade of C or better is required in all nursing courses to pass

Academic Withdrawal From Nursing Courses

Students within the pre-licensure BSN program, enrolled in an upper-division NURS course are permitted to drop the course one time. Upon attempting the course for the second time, the earned grade is retained. Students who retake a course after earning a grade of W and who are unable to meet the course requirements will receive a non-passing grade. Students may drop no more than three upper-division NURS courses during their undergraduate career. Students are required to meet with the assistant dean for enrollment and student services before dropping/withdrawing.

Exceptions to this policy may be entertained because of extraordinary non-academic circumstances.

Students wishing to drop a course or withdraw from UTA must meet with the Director of Student Support. Elective and pre-nursing courses are exempt from this policy.

Comprehensive Assessment and Preparation Program (CAPP)

All students enrolled in this course must participate in the Course Content Mastery Assessment, which is a component of the program's Comprehensive Assessment and Preparation Program. The Course Content Mastery Assessment is worth 10% of the total course grade and consists of practice assessments, proctored assessments, focused reviews, and active learning exercises. **Students must complete all components of Phase 1 and Phase 2 to pass the course.** After each proctored assessment, students are categorized into one of four proficiency levels:

> LEVEL <1: Scores in the <1 category do not meet minimum expectations for performance in this content area.
> LEVEL 1: Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area.
> LEVEL 2: Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area.
> LEVEL 3: Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area.

Phase 1 of the Course Content Mastery Assessment is worth 4% of the course grade. All students complete a Practice Assessment and submit three critical points for 5 Major Content Areas based on Topics to Review (for a total of 15 critical points). Critical Points must be handwritten, legible and accessible to receive credit. Students who do not complete all components of Phase 1 by the due date will not be eligible to take the Content Mastery Assessment (proctored exam) in Phase 2 and will fail the course.

Phase 2 of the Course Content Mastery Assessment is worth 6% of the course grade and is based on the score received for the proficiency level achieved. All eligible students must complete the Proctored Assessment. Students scoring <1 will receive an Incomplete for the course and will complete the Focused Review and hand-written Active Learning Templates for all Topics to Review listed on the Individual Performance Profile. Active Learning Templates must be handwritten, legible and accessible to receive credit. A learning contract from course faculty will include a due date for completion of the Focused Review and Active Learning Templates during the Incomplete period. Students who complete Focused Review and Active Learning Templates by the assigned deadline in the Incomplete period will receive full credit for Phase 2 based on the score received for the Level achieved and progress in the program. Students scoring <1 who do not satisfactorily complete Focused Review and Active Learning Templates by the assigned deadline will not receive a passing grade in the course regardless of course grade and will not progress to their next clinical course. The complete Comprehensive Assessment and Preparation Procedure can be found here:
http://www.uta.edu/conhi/_doc/unurs/capp_procedure.pdf

Criteria for Readmission of Upper Division Students

Students who withdraw in good standing from the UT Arlington College of Nursing Program for more than one semester who wish to return to complete the program must submit a written request for readmission to the Office of Enrollment and Student Services (OESS) by the following deadlines:

      a. Returning spring – September 1st
      b. Returning fall – March 1st

- Readmission is *dependent upon space availability.*
- Normally a student is eligible for readmission to the program only once.
- If a clinical course is to be repeated, the student must repeat both the theory and clinical components of the course.
- Student must repeat the drug screening process.

Criteria for Readmission:

A. One semester:
- All requirements listed above plus:
- Completion of a clinical assessment. This assessment will be completed no later than three weeks prior to the start of the semester in which the student is planning to return. The assessment will focus on the requirements associated with the last clinical course completed. Input related to requirements to be assessed may be sought from faculty in the previous course(s) completed. Should clinical deficiencies be identified faculty will remediate clinical areas that are questionable or inadequate and provide the results to the lead teacher of the course the student is scheduled to enter. Failing to demonstrate adequate clinical requirements after three attempts will result in the student being required to retake the last clinical course to re-establish clinical competency.
- Students in the AO BSN program will be required to come to the UT Arlington campus to complete the special skills assessment.

B. Two-Semesters:
- All of requirements listed above plus:
- Repeat criminal background check.

C. More than two long semesters:
- Not eligible for readmission. Student must apply for admission as a beginning student.

NOTE: The two-semester rule (see C above) also applies to students requesting to transfer to UT Arlington from another school of nursing. Reviewed and Updated/April 2017

Dispute and Grievance Procedures

Introduction

In an attempt to resolve a complaint, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated.

Faculty of the course has the primary responsibility for assigning grades. Appeals of the official grade assigned to a student for a course will not, therefore, be considered at levels above the faculty unless a student offers evidence of:

- **Differential treatment** – examples might be providing benefits such as extra time for assignments to some but not all students in the class; excluding some students from attendance or other course requirements, OR
- **Procedural irregularities** – examples might be adding a new requirement that was not listed in the class syllabus; using criteria for grades not made available to the student ahead of time.

Responsibilities of the Faculty

At the outset of a course, the faculty will provide students an overview of the expectations related to the course (e.g., assignments, grading, absences and academic dishonesty). The faculty will ensure that the grading policies are uniformly applied to all students in the class.

Responsibilities of the Student

Step 1. The student must first discuss the issue or grade with the faculty involved. (If a clinical grade, this would be the Clinical Faculty. If the issue cannot be successfully resolved, then the student will discuss the matter with the Lead Teacher/Faculty of Record).

Step 2. In the event the student and the faculty are unable to reach agreement or the faculty is unavailable, the student may request a meeting with the Lead Teacher/Faculty of Record's supervisor. (Associate Chair of the Department/Program Director as an example.) At this meeting, the student must present evidence of either **Differential treatment** or **Procedural irregularities**. Disagreement with the faculty's assignment of a grade is not grievable.

Step 3. In the event the student and the Associate Chair/Program Director are unable to reach agreement, the student must complete the **Student Academic Grievance Form. The form is available in the Dean's Office.**

Procedure

1. Before a student appeals to the Department Chair/Associate Dean of the Department, the student must have attempted to resolve the complaint with the Program Director or Associate Chair.
2. An appointment with the Department Chair of the involved Undergraduate or Graduate program may be scheduled to review the grievance procedures. This is not an interview to review the details of the grievance.
3. Complete the Student Academic Grievance Form using additional sheets of paper is necessary. Return the completed form to the Office of the Chair/Associate Dean of the Department.
4. The Chair/Associate Dean will appoint a committee of neutral faculty from within the Department to review the Appeal. The Committee shall be composed of at least 3 faculty who are unrelated to the issues or persons involved. The Chair of the Committee will be designated by the Chair/Associate Dean at the time of appointment. The Chair of the Committee will contact all members and provide information and establish a meeting within 5 business days.
5. The Committee will review the appeal and all supporting documentation that has been submitted. The Committee may request an interview with the faculty and/or the student. The student may request the opportunity to meet with the Committee.
6. The Committee's recommendations will be provided to the Chair/Associate Dean within 10 business days of completion of deliberation.
7. Following review, the Chair/Associate Dean will inform the student of the decision in writing. The decision will be mailed to the student at the address provided on the Student Academic Grievance Form.
8. The Chair/Associate Dean will notify the Dean of the decision and the Dean will notify the Provost.

Dropping Course(s)/Resignation from the University

See University Catalog and information in this handbook. If you are withdrawing from a nursing course, please see this information. AO BSN Students

Grade Exclusion

The University grade replacement/exclusion/forgiveness policy does not apply to nursing courses. ***The College of Nursing policy takes precedence over the UT Arlington policy.***

Honors College

Contact Dr. Adegbola, the Honors Coordinator.
AO BSN students are not eligible for Honors College.

Incomplete as Course Grade

Students cannot move to the next course if an "incomplete" is the recorded course grade on a pre-requisite course.

Learning Professional Nursing and Life Skills: NURS 2232 (campus based), NURS-SS 2232 (AO BSN)

Course required for the following students:
- Any student, who has a nursing course failure, including pre-nursing courses, pathophysiology or pharmacology

Requirements of the course:
- Students must take the course during their next semester.
- Students who are required to take the course, but do not earn a passing grade, will be required to complete the course again and earn a passing grade.

Course recommended for the following students:
- Any student who wishes to improve test taking strategies, time management skills, and clinical skills.
- Students who scored 75% or less in any nursing course are strongly encouraged to enroll in this course.
- Any student who has dropped a nursing course because of potential failure.

Policy effective summer 2012
Updated: May 2015

Pre-Licensure BSN Students Who Drop or Fail a Course

BSN students who withdraw or fail a course can repeat the course the next available time the course is offered.

AO Students:
- Students who seek readmission after failing or withdrawing for any reason must meet with the Director of Student Support to discuss clinical and course options.
- Clinical placement will depend upon the space available within the next cohort. Students may be placed at a site different than their original site, based on availability.
- Students must be clinically compliant by the prescribed deadline in order to be considered for re-entry.
- If no sites are available, the student will be delayed until a seat is available at a future admission date.

*If there are more students than seats available, the students will be placed in the order in which they request the move (first come, first placed).

Priority Course/Clinical Placement with Limited Available Space
(Continuing, Returning, Transfer Students)
Priorities: (order of preference for clinical placement)

1. A full-time, continuing student who is eligible to progress to the requested course.
2. A part-time, continuing student who is eligible to progress to the requested course.
3. A full-time student who seeks readmission after withdrawing for any reason.*
4. A part-time student who seeks readmission after withdrawing for any reason.*
5. A full-time, continuing student who has failed the requested course but is eligible to repeat the course based on the UT Arlington College of Nursing progression policy (i.e., a student who has failed the course the previous semester).
6. A part-time, continuing student who is eligible to repeat the course based on the UT Arlington College of Nursing progression policy (i.e., a student who has failed the course the previous semester).
7. A student transferring from between programs.
8. An eligible student transferring from another University.

*Priority based on date of request for readmission.
Effective 2009; Updated 9/2016

Medication Administration Competency Assessment

Safe and effective medication administration is crucial for optimal patient outcomes. Best practices for student achievement of safety in medication dosage calculation and administration include ongoing assessment of these skills. A proctored, standardized electronic medication administration competency assessment is required of students at the beginning of each clinical course in which students administer medications. It is designed to assess competency in calculating drug dosages and safe medication administration. Proctored assessments are part of the clinical PASS/FAIL requirements and are not factored in the course didactic grade.

All students must meet minimum score requirements on the Medication Administration Competency Assessment to pass the clinical component of the course and administer medications in the clinical setting. The minimum score requirements include:
-100% on ESSENTIAL Medication Administration Skills Assessment (90% minimum for students enrolled in Students enrolled in NURS 3632: CLINICAL NURSING FOUNDATIONS)
-90% on ADVANCED Medication Administration Skills Assessment
Students will be allowed three (3) attempts to meet the minimum score requirements on the Essential and Advanced assessments in each course. If a student is not successful on the third attempt, they will **not** have met the required clinical outcome and will receive an **Unsatisfactory,** resulting in a clinical and course failure. Students **MAY NOT** drop or withdraw from the course if this failure occurs prior to the drop date.

Program/Student Recognition

Award for Excellence in Clinical Nursing

Each semester, students in clinical courses are eligible for consideration. Nominations are made by the clinical faculty in each course with a clinical component. Students are honored at an end-of-the-semester awards ceremony.

Guidelines:
- The award is a faculty selection; it is not a student or group selection.
- The course team (Lead Teacher and all Clinical Faculty) will consider nominations from clinical faculty with a maximum of 5% of students in the course or one (1) group award(s) per course, per semester. Each member of a nominated group must meet the criteria.

Criteria for Selection:
- Consistently exceeds clinical performance standards in the application of theoretical concepts, evidence based practice, and communication (written and verbal).
- Demonstrates exemplary performance in the use of critical thinking and problem solving skills.
- Demonstrates exemplary performance in the application of leadership principles and professionalism.

Graduation

All requirements for graduation eligibility must be met in order to walk the stage for graduation.

Students, who have been unsuccessful in completing all UT Arlington College of Nursing courses and/or other graduation requirements, will not be permitted to walk at the graduation ceremony.   This includes courses in which an incomplete has been assigned.

Students who complete Capstone prior to graduation but are concurrently enrolled in a general course that does not complete or post final grades prior to graduation, **may** participate in commencement and pinning **if** they provide documentation on College of Nursing letterhead from the professor in the course stating that they have passed the course.

Eligibility for graduating with Latin Honors is outlined in the UT Arlington catalog and detailed on the UT Arlington graduation website.

Information about the commencement ceremony and links to other information about graduation are available on the nursing website as available.

Pinning Ceremony

Students who have successfully completed all UT Arlington College of Nursing and/or other graduation requirements will be permitted to participate in the pinning ceremony. Pinning is scheduled the week of graduation each fall and spring – AO BSN, Campus Based BSN and RN to BSN students have separate events. See additional information above regarding participation in Graduation and Pinning.

Nightingale Pledge*

Recited at all pinning ceremonies:

>With full knowledge of the responsibilities I am undertaking, I pledge to care for my patients with all of the knowledge, skills, and understanding that I possess, without regard to race, color, creed, politics, or social status.
>
>I will spare no effort to conserve meaningful life, to alleviate suffering, and to promote health.
>
>I will refrain from any action, which might be harmful to the quality of life or health of those I care for.
>
>I will respect, at all times, the dignity and religious beliefs of the patients under my care, and hold in professional confidence all personal information entrusted to me.
>
>I will endeavor to keep my professional knowledge and skills at the highest level and give my support and cooperation to all members of the health team.
>
>With full awareness of my qualifications and limitations, I will do my utmost to maximize the potential of the nursing profession and to uphold and advance its standards.

*Adopted by UT Arlington College of Nursing Undergraduate Nursing Students: