

ASU DEPARTMENT OF NURSING

UNDERGRADUATE STUDENT HANDBOOK



2011-2012

The *Nursing Program Undergraduate Handbook* contains information specific to RN to BSN students and to nursing pre-licensure students (those enrolled in AASN or Generic BSN courses). It does not supplant information provided in the *Angelo State University Student Handbook* or the *University Bulletin*. Students must know the rules and regulations pertaining to Angelo State University as well as the Nursing Program. All students are expected to adhere to the policies of both.

These policies and statements are subject to continuous review and evaluation. Students will be notified of any changes through announcements and email. Students should refer to the “real-time” version of the *Undergraduate Student Handbook* on the Nursing Program website which reflects the most current information: <http://www.angelo.edu/dept/nursing/>.

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# **COLLEGE OF HEALTH AND HUMAN SERVICES**

## **Mission Statement**

To educate competent health care professionals who will enhance the quality of life of individuals in a dynamic and diverse society.

# **DEPARTMENT OF NURSING AND REHABILITATION SCIENCES**

## **Mission and Philosophy**

The Department of Nursing and Rehabilitation Sciences supports the Mission of Angelo State University by offering undergraduate and graduate programs that prepare nurse professionals to provide high quality, safe care for a multi-cultural society. As nursing faculty members, we use certain beliefs and values as a guide and framework for excellence in teaching and learning. We believe the art and science of nursing involves critical thinking, decision-making, leadership, teamwork, and collaboration to optimize patient outcomes. Advocacy and quality improvement strategies are a foundation for quality care. Nursing requires caring, culturally sensitive, therapeutic partnerships that respect patient values and preferences. We are committed to excellence in nursing education, offering a supportive and caring environment that facilitates personal and professional growth and life-long learning.

The faculty believes the health care needs of the community are best served by multiple levels of nursing practice that produce competent, safe practitioners at the AASN, BSN, and MSN levels. Each level of nursing education builds and expands on prior knowledge and competency. Course experiences at all levels assist students to develop as critical thinkers and ethical decision makers. Our undergraduate degrees prepare students for generalist practice. Both the AASN and BSN undergraduate degrees focus on care of the individuals and families across the life span in various health care settings. Baccalaureate nursing further encompasses health promotion of families, individuals, and communities in a variety of settings. Both undergraduate nursing programs emphasize evidence-based practice, quality improvement, safety, informatics, patient-centered care, teamwork, and collaboration.

The Master of Science in Nursing degree is built upon the foundation of undergraduate nursing educational elements and provides graduate students with advanced skills and knowledge for their professional roles. The graduate program choices are: the Advanced Practice Registered Nurse (FNP and CNS); the Nurse Educator or the RN First Assistant.

Faculty members encourage and support collaborative endeavors with students in a variety of scholarly activities within a wide range of health care settings. These programs position graduates for leadership roles in a broad range of health care and educational settings.

At all levels, nursing faculty members are committed to respecting individual diversity and offering access to quality learning resources. By fostering professionalism, science-based care, and life-long learning, graduates are prepared for practice and leadership in current and future health care environments.

Revised 2011

## NURSING PROGRAM FACULTY AND STAFF

The nursing faculty and staff represent a wide range of professional interests and years of experience. A complete list of nursing faculty including information on educational preparation, clinical expertise, and graduate field of study can be accessed from the link below.

[Nursing Faculty/Staff Webpage](#)

## ACADEMIC DEGREE PROGRAMS

The Nursing Program offers multiple undergraduate nursing programs which lead to two degree options. The undergraduate degree programs include the Associate of Applied Science in Nursing (AASN) and the Bachelor of Science in Nursing (BSN).

Each student's individualized education plan is developed to meet that person's unique circumstances and career goals. Academic advisors assist the entering and ongoing students on a regular (each semester) basis. See the current ASU Bulletin for program specific requirements and admission criteria. Please click on the link below to view program specific information on the Nursing Program website.

<http://www.angelo.edu/dept/nursing/>

## BSN AND AASN PROGRAM OUTCOMES

**BSN Program Outcomes.** Upon completion of the program of study for the Generic BSN and RN-BSN programs, the graduate will be able to:

1. Demonstrate critical thinking, sound judgment, innovation, and problem-solving in a variety of health care settings.
2. Collaborate with interdisciplinary team members to continuously improve systems, enhance quality, and promote safety.
3. Apply data and informatics technology to organize and deliver optimal care based on science and professional standards.
4. Advocate effectively in delivering patient-centered, culturally appropriate care.
5. Incorporate understanding of health disparities and social determinants into professional and public policy actions.
6. Practice nursing according to ethical and professional standards.

**AASN Program Outcomes.** Upon completion of the program of study, the graduate will be able to fulfill three specific roles:

### **Provider of Care**

1. Utilize the nursing process to provide safe, competent nursing care to culturally diverse clients across the lifespan in structured settings.
  - a. Assessing the biophysical, psychological and sociocultural needs of the client through purposeful communication, observational skills, and documentation to formulate nursing diagnoses.
  - b. Formulating goals and planning nursing interventions that will assist the client to promote, maintain, restore health or achieve a peaceful death.

- c. Implementing a plan of care based on priority of needs in collaboration with the client, family, and members of the health care team.
  - d. Evaluating client outcomes and modifying the plan of care accordingly.
2. Apply knowledge and skills derived from nursing, humanities and behavioral and physical sciences as a basis for critical thinking and nursing judgments.
  3. Provide health information in a participatory environment to clients and their families specific to the client's level of knowledge and development to meet their health care needs.
  4. Directly through assignment and/or delegation, provide nursing care for multiple clients and their families in structured settings.

**Coordinator of Care**

5. Manage human and material resources appropriate for the care of clients and their families in a variety of structured health care settings.
6. Collaborate with clients, their families and other health care providers to facilitate optimal client outcomes.
7. Function within the organizational framework of a variety of structured health care settings in planning and providing care for clients within the context of family.
8. Make appropriate client referrals to meet health needs.
9. Utilize effective communication skills in nursing practice.

**Member of a Profession**

10. As a member of the health care team, assume responsibility and accountability for own nursing practice grounded in professional standards and legal-ethical parameters.
11. Demonstrate responsibility for self-direction in the process of lifelong learning by participating in activities that contribute to personal and professional growth.
12. Act as an advocate on behalf of the client to ensure quality of care for a diverse patient population.

**Requirements and Eligibility for AASN Students to take RN-BSN Courses**

Selected second-year AASN students who have completed all of the general academic requirements for the BSN degree may request to take an approved RN-BSN course each semester. The following courses are available in class and are not eligible for AASN students to take online.

- NUR 4403 Research for Nursing Practice: An Evidence-Based Approach
- NUR 3301 Health Policy and Professional Issues
- NUR 3304 Health Assessment

If a student fails a BSN course, they are not eligible to take other BSN courses until they complete the associate program.

In addition, AASN students are not eligible to take NUR 4349 Baccalaureate Nursing as it requires RN licensure.

Only second-year students with a minimum of 60 college credit hours and a 3.0 grade point average are eligible to take one online RN-BSN class per semester. In addition, the following prerequisites are required for AASN students taking RN-BSN courses. Please consult the list below to make sure you have the necessary prerequisite classes.

Interested AASN students who meet the criteria must submit two recommendation letters from AASN faculty. The link to the form is below.

[BSN Recommendation Letter](#)

### RN – BSN Course Prerequisites, effective Summer, 2010

Course	Prerequisite
NUR 4345 Care of the Child with Diabetes	1309 and 1361 (after 1st semester)
Other BSN level electives	1341 and 1363 (after 1st year)
NUR 4403 Research for Nursing Practice: An Evidence-Based Approach	1341 and 1363 (after 1st year)
NUR 4407 Community-Based HP	1341 and 1363 (after 1st year)
NUR 3304 Health Assessment	1341 and 1363 (after 1st year)
NUR 4344 Cultural Aspects of NP	1341 and 1363 (after 1st year)
NUR 4302 Management in NP	2221 (AASN Management)
NUR 3301 Health Policy	1341 and 1363 (after 1st year)
NUR 4349 Baccalaureate Nursing Practice	RN licensure required

### Standards for Progression in Undergraduate Programs

The following standards must be maintained by each nursing student in order to progress in the Associate Degree Nursing Program, Generic BSN Program, and the RN-BSN Program:

- Compliance with all rules and regulations outlined in the Undergraduate Student Handbook and the current Angelo State University Bulletin (catalog).
- Successful completion of each required nursing course with a grade of C or higher.
- An overall grade point average (GPA) of 2.0 or better on the 4.0 scale for (AASN students, Generic BSN students).
- An overall GPA of 2.5 at the completion of each semester in order to register for the next nursing course (RN-BSN students).
- Each student must have an overall, minimum GPA of 2.25 to graduate (RN-BSN students).
- All students must have a grade of C or better in all science and math courses.
- Current American Heart Association CPR certification (provider level).
- Validation of Texas Department of Health immunization requirements for students enrolled in clinical courses must be on file in the departmental office prior to clinical assignments.
- Ability to meet requirements of area health agencies related to criminal background checks and other screenings (e.g. drug) that may be required of specific agencies.
- Demonstration of safe performance in the clinical laboratory at all times.
- Adherence to the *Code of Ethics* of the American Nurses Association.
- Compliance with all rules and regulations of the current Nurse Practice Act of the State of Texas when in the performance of duties in the Nursing Program.
- Compliance with all requirements of the clinical facility while engaged in student clinical experiences. These include, but are not limited to, criminal background checks and drug screening. The student is responsible for all costs associated with these requirements.

- Compliance with the Angelo State University Student Academic Honor Code.

Should a nursing student be dismissed for failure to maintain any of these standards, the student may appeal the dismissal to the Dean of the College of Health and Human Services **after** meeting with the Head of the Department of Nursing and Rehabilitation Sciences.

## Standards for Readmission – Pre-licensure Programs

All requests for readmission must be made no later than two months prior to the first day of the semester in which readmission is requested. The minimum cumulative grade point average is 2.5. A student seeking re-enrollment completes an application showing the expected entry point and a letter of recommendation from their nursing instructor. The appropriate committee reviews all such requests and may take one of the following actions regarding readmission of a student who withdrew in good standing: 1) eligible and admit, 2) eligible pending space available in nursing courses and in sequence to date of action in relation to other readmission applicants, 3) not eligible. The Student Affairs Committee may assign requirements to be met as a condition of enrollment, i.e. successful completion of a comprehensive examination. The Student Affairs committee makes the decision whether to readmit a student who has been dismissed or who withdrew for academic or disciplinary reasons.

The readmission application procedure involves two parts. First, students must complete a skills performance in the lab. Following successful completion of the skills performance, students have an interview with the Student Affairs Committee. This committee carefully considers each student's unique circumstances that led up to a nursing course failure or withdrawal and what changes the student is willing and able to make to ensure success in the nursing program. Students applying for readmission after 2 years will be required to re-take all previously completed nursing courses.

**Skills performance.** Applicants should be prepared to perform skills expected of all students at the program level of readmission and skills acquired during their last successfully completed lab course in the semester preceding course failure. Students applying for readmission are strongly encouraged to utilize nursing lab resources for review and skill practice. The learning lab is open 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 4 p.m. on Fridays.

**Interviews with the Nursing Readmission Committee.** During this interview, students will be asked to verbally articulate their plan to successfully complete the AASN or Generic BSN nursing program and pass the National Council Licensing Examination for RN. For students traveling from out of town, special efforts will be made to schedule the skills demonstration and interview on the same day.

A student is allowed **only one** readmission to the nursing program. Readmission for qualified applicants is approved on a **space available basis**.

## **Standards for Readmission RN-BSN Program**

Students who meet any of the following criteria will no longer be enrolled in the nursing program and must apply for readmission:

- Students who make below a "C" in a nursing course
- Students who receive a "D" or "F" in any science or math course
- Students who have an interruption in the normal progression of their nursing studies as a result of withdrawal from a nursing course(s) in more than one semester

Individuals who request and are approved for readmission to the BSN program may be reinstated only once. Recommendation from the nursing faculty and an overall grade point average of 2.50 or better are required for readmission. Readmission is on a space available basis.

[BSN Readmission Application](#)

## **Transfer Students**

Students requesting to transfer to any ASU pre-licensure program from another nursing program must submit the following information:

1. A letter requesting to be considered for transfer admission, stating the reasons for this transfer AND a completed application to the appropriate pre-licensure program.
2. Transcripts from all colleges/universities attended.
3. Syllabi of nursing courses completed.
4. Examples/copies of course work.
5. Letter of good standing from director of the nursing program.
6. Letter of reference from at least one clinical instructor.

Students must meet admission/progression requirements of the ASU Nursing Program, including:

- a. Cumulative grade point average of 2.50 or above.
- b. Minimum composite ACT score of 20, SAT score of 950, or SAT I (includes writing component) score of 1410
- c. TEAS V Admission Assessment
- d. Grade of "C" or better in all prerequisite sciences and math

Students must meet admission requirements of ASU Admissions Office. Students must complete 30 hours in residence to meet ASU graduation requirements. A Nursing Program committee will review material submitted and make recommendations.

## **Criminal Background Check**

Security screening, including criminal background checks and drug screenings, is required for acceptance into any of ASU's School of Nursing degree-granting programs. The student will pay all costs at the time of testing, and is solely responsible for providing all information necessary to complete the criminal background check and drug screen. Criminal background checks must be valid for the duration of the student's enrollment in the program if the student has not had a break in enrollment. A break in enrollment is defined as withdrawal from a program and subsequent readmission. Drug screens must be completed every semester. A student who has a break in enrollment will be required to have another security screening. Students must notify the Board of Nursing for infractions and possible violations that may occur during the interim between nursing school acceptance and graduation. The School will designate the company(s) approved to conduct the criminal background check and drug screen. Results from any company other those designated will not be accepted.

In addition, if a clinical agency also requires additional drug screens and/or background checks, the student must consent to such screening and pay the cost for testing. Students who do not consent to drug screening/background checks will be barred from clinical participation and may be subject to dismissal. If the student does not pass the clinical agency screening, the Department Head or designee will review those cases and determine if the student will be able to meet program objectives and successful completion of the program.

Upon acceptance into a pre-licensure program, the students' names will be submitted to the Texas Board of Nursing (BON). The BON will conduct their own background check and notify the student of any issues that may impact their eligibility to take the NCLEX exam. The BON also notifies students if they need to apply for a Declaratory Order. If a student feels that he/she may need to complete a Declaratory Order regarding possible violations, it is the student's responsibility to contact the BON.

## **Licensure (RN to BSN and LVN to RN)**

Licensed students must maintain current, unencumbered licensure throughout the length of the program, and is responsible to notify the ASU Department of Nursing of any change in registration status.

## **Eligibility to take NCLEX-RN Examination**

The Board of Nursing (BON) has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse. Students must complete a Petition for Declaratory Order with the BON if any of the statements apply. This Petition should be completed as soon as possible. The review process can take a minimum of three (3) months to two (2) years depending on the petitioner's case.

<http://www.bne.state.tx.us/olv/pdfs/DOapp.pdf>

# **ACADEMIC: CLASSROOM AND ONLINE**

## **Student Attendance**

It is imperative that students attend lecture, clinical, and laboratory experiences as scheduled. A week's worth of cumulative absences in any one course will result in faculty evaluation of the student's ability to meet course objectives. Thus, missing a week's worth of course activities may result in failure of the course. Three tardies (over 5 minutes late for lecture, campus laboratory, or clinical) will equal one hour of absence.

Online: Like face-to-face classes, online classes require weekly attendance. Timely participation in discussion forums or other assigned activities is online classroom attendance. Equivalent weekly attendance is expected and is critical to the successful completion of the course. For example, a three-credit-hour course may require 3 separate days of attendance in on-line forums or other activities. Missing one week is equivalent to missing 3 days of class. Failure to contribute in a timely fashion to any weekly discussion is considered an absence. Just like face-to-face classes, missing a week of class may result in evaluation of the student's ability to meet course objectives and may result in failure of the course.

Two weeks of non-participation in online classes with no communication or explanation to faculty may result in the student being blocked from the class. Any student with a total of three weeks of non-participation, either continuous or episodic, is also subject to withdrawal from class. The faculty member will make at least two attempts to contact the student before removing the student.

## **Classroom Behavior**

Students are expected to observe the following guidelines for classroom behavior:

1. Neither children nor pets may be brought to classes or clinical agencies under any circumstance. Children must not be left unattended in any area of the building.
2. No smoking is allowed in any university buildings.
3. No food or drinks are allowed in classrooms.
4. Students are expected to be seated by the designated starting time for classes.
5. A student deemed disruptive by a faculty member may be asked to leave the classroom.

6. Cell phones must be turned off during class or lab. Pager/beepers, if used, must be set on silence during class or lab. Messages received during lecture may be returned during class breaks.
7. Laptop computers are allowed in classrooms but students found to be on social networks, checking email, or playing games will be asked to shut down their computer for the remainder of that class.
8. Communication in class and in online forums must be respectful and professional.

## Examinations

**Professionalism.** As future nurses, students are expected to demonstrate appropriate moral and ethical behavior. Unless specified otherwise, it is expected that students will work alone and without notes to take online quizzes or tests.

**Test Security.** Students are expected to maintain test security by **NOT** discussing test questions with peers or attempting to copy exams in any way. Discussing test questions or test content with students who have not taken the tests is a violation of test security, and will result in being reported for academic dishonesty.

**WE TAKE TEST SECURITY VERY SERIOUSLY.** *Violations in test security are considered not just academic violations, but ethical violations, which is unacceptable behavior for nursing professionals. If you are found to have violated test security or you are found to have cheated or colluded with other students on an online test, you will be immediately reported to the Office of Student Life for disciplinary action.*

## Classroom Testing Policy

### Day of test information

- Students must take tests during the class section time for which they are registered. Occasionally a student may take a test during a different class time, but only if special permission from the instructor has been granted prior to the time the exam was originally scheduled.
- If there are noises or distractions in a testing environment, it is the responsibility of the student to report this to an exam proctor as soon as possible during the exam so corrective action may be taken.
- All cell phones, pagers, PDAs, and laptop computers must be turned off and placed in cubicles (in the testing lab), or underneath desks (in classrooms). **NO ELECTRONICS MAY BE ON YOUR PERSON.** If an electronic device near you is discovered turned on, points may be deducted from your exam which may result in the failure of the exam or course.
- All books, notes, backpacks, book bags, and purses must be placed in cubicles (in the testing lab) and underneath desks (in the classroom).
- The only items allowed on the desks are pencils. For classroom tests using scantrons, please bring at least one #2 pencil with a good eraser. It is advisable to bring extra pencils. **NO PENS ALLOWED.**
- No eating or drinking is allowed during exams. Lozenges or similar hard candy is allowed but must be noise-free.
- The instructor will answer only questions about exam items that do not give away content.
- Be aware that only filled-in bubbles on scantrons count for a grade. Writings, comments, or answers on the test question packet will not count.
- Brief bathroom breaks are allowed at the discretion of the instructor. If a bathroom break is permitted, the student should bring the entire test packet up to the instructor and retrieve it upon returning. Depending on circumstances, a proctor may need to accompany the student.

- When you have finished the exam, please do not enter the room again until the instructor gives the okay. Please avoid gathering and talking in the hallway outside the testing classroom. The noise can be distracting to the remaining test-takers.
- DO NOT DISCUSS TEST CONTENT ON BLACKBOARD OR IN THE HALLWAYS, AND ESPECIALLY DO NOT DISCUSS TESTS WITH STUDENTS FROM OTHER CLASS SECTIONS WHO HAVE NOT TAKEN THE EXAM YET. Failure to report someone else discussing test content are considered examples of academic dishonesty that are reportable to the Student Affairs Committee.

### **Policies on being late for an exam**

- Please arrive in plenty of time so you are in your seat and ready to take the exam at the beginning of class time.
- If you arrive late for an examination, you will not be given additional time to complete the examination.
- If you arrive late and any students have finished their exam and left the room, you will not be allowed to take the examination.

### **The Vincent Building Testing Center**

The [Computerized Testing Center](#) provides access to a computerized testing system arranged in individualized carrels. Although the Nursing Program has priority when scheduling exams in the Testing Center, other university departments and students will also be utilizing this center.

Pre-licensure nursing courses will utilize the Testing Center for most examinations. High security is maintained at all times. Students will be asked to present a picture ID in order to be admitted to the testing center. Personal items will be stored in storage bins before entering. No electronics, phones, equipment, writing utensils, etc. will be allowed in the center. Scratch paper and pencils are provided during testing times.

### **Online Testing**

Exams in online courses are always considered an independent student activity – NOT a group activity (unless otherwise indicated by your course instructor). Students are expected to take exams alone and not in a study group. This means that you cannot refer to your textbook or any other materials while you are taking the exam. It is inappropriate to share answers with other students and/or talk to other students while you are taking the test. Students who do not follow the honor code will be subject to disciplinary action.

**Exam/Test/Quiz Time Limits.** Since online quizzes and tests are timed, any student exceeding the time limit on a quiz by one minute or more will receive a zero for the quiz. If you are taking the quiz in the classroom, since it is also timed, you will be told to stop testing when the time is up and will not be able to answer any more questions. If you continue writing and answering questions in the classroom, your quiz will be taken, and you will receive a zero.

**Exam/Test/Quiz Re-sets.** Students are responsible for having a reliable Internet connection for quizzes, exams and tests. Typically, the most common problem during online exams is internet server issues with the student's computer, causing the student to lose access to the exam. For students with questionable internet reliability, there are many options to use a reliable computer with a reliable Internet connection, including public libraries and ASU computer labs.

Verifiable ASU Issues: On rare occasions, there may be brief problems with the ASU server or Blackboard. While these issues are rare, they are easy to verify and document. If a verifiable ASU

problem occurs during testing, students will not be penalized. In the event of a testing issue, the student must contact Information Technology (IT) for assistance at that time.

Non-verifiable Issues: For non-verifiable, non-ASU internet problems, test reset requests are subject to administrative evaluation. In the event of a testing issue, the student must contact Information Technology (IT) first for assistance. If allowed, resets will be limited to one per semester. In general, for non-ASU internet or connectivity issues occurring during testing, the following options may occur:

- Students may receive a zero.
- For exams partially completed, faculty may allow students the option of accepting the grade for only the items answered.
- Students may be offered an alternative test form, such as essay or short answer.

**Exam/Test/Quiz Rules.** Students should be aware of the following rules and procedures:

1. All online exams are administered through Respondus Lockdown Browser, available for download through all Blackboard courses and from the IT Help Desk.
2. During an exam, students will be unable to save or print the questions; this is for test security purposes. **ATTEMPTING TO SCREEN CAPTURE IS A VIOLATION OF STUDENT CONDUCT AND ATTEMPTS WILL BE REPORTED.**
3. Students are encouraged to plan ahead and not wait until the last minute to take exams. Students have a window of time when exams are open. Please take exams as soon as possible to avoid last minute glitches and ensure IT help is available.
4. Major online tests (mid-term, final exam, etc.) will be open for a limited time frame, not more than 16 hours. Online final exams are scheduled in accordance with university rules for specific dates and times and these will be adhered to.

## Missed Exam Policy

Major tests (mid-term, final, etc.) will be available for students to take for a timeframe not exceeding 16 hours. Students must arrange their schedules at the beginning of the semester to be available to take major tests as scheduled in the course calendar. Test dates and times are posted at the beginning of the semester so that students with inflexible schedule conflicts can either adjust their schedules or drop the class. Test times and dates will not be changed to accommodate individual students. Make-up exams are generally not allowed, with the exception of specific emergency situations. There are strict criteria, requiring documentation, for make-up exams due to emergency situations. Missed exams count as 0%.

**Exam Make-Up:** A student may be allowed to make-up an examination under the following circumstance:

- a. Absence is due to serious illness/hospitalization of the student or an immediate family member. Documentation by a health care provider will be required at the time the student requests a make-up exam.
- b. Absence is due to a death in the immediate family. Documentation will be required.
- c. An absence the faculty deems as unavoidable.

With the exception of a documented emergency situation, to be eligible for a make-up exam in the above circumstances, the student must notify their instructor prior to the absence, and must make arrangements within 48 hours after the absence for the retake. Faculty have the right to offer an alternative form of the exam and/or to deduct up to 10 points from the exam grade.

If content objectives are not covered in lectures for reasons of time constraint, cancellation of lecture, or other unanticipated obstacles to lecture completion, the content *will still be eligible for inclusion on the test*.

No extra credit is available to raise test, assignment, or final grades. There are no exceptions.

## Exam Review

The goal of exam reviews is threefold:

- Improve student's understanding of critical core concepts
- Improve student test-taking skills
- Maintain exam security

Students will be given an opportunity to review the exam questions and correct responses. Final exams are not reviewed. Faculty will evaluate test questions, analyze results, and identify the most frequently missed concepts.

## Exam Counseling

Pre-licensure students earning a grade of 75 or with a course average of 75 or below will be counseled by faculty within one week after an exam. Students are responsible for making appointments with their instructor for counseling. During this appointment, the student and faculty member will outline a written plan for improvement on the Exam Counseling Statement. Students in jeopardy of non-progression (grade below 70) will be advised regarding their status before the last drop date. Readmission criteria are outlined in the current University Bulletin.

## Exams Preceded by Clinical or Skills Lab Absences

A student who is absent from clinical or skills lab up to 48 hours preceding an assigned nursing examination must present documentation from a health care provider at the time of the exam in order to be eligible to take the test. Students without this documentation will not be allowed to take the exam and thus will receive a grade of zero. The student must see a health care provider on the day of the absence with the excuse dated accordingly. Documentation (excuses) dated after the date of the clinical absence will not be accepted. Faculty have the right to offer an alternate form of the exam and/or to deduct up to 10 points from the exam grade.

## Grading Criteria

**Course grades will be dependent upon meeting the learning objectives and completing the course specific requirements. Each student will receive the actual grade earned based on exam scores and other graded activities according to the evaluation criteria and percentages outlined in the course syllabus. It is a departmental policy that there is no rounding of grades.** (Example 79.9 = 79.9=C). **The following grading scale is used for all courses:**

90 -100 = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D  
59 OR below = F

## Guidelines for Written Work

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

The discipline of nursing uses formatting standards established by the American Psychological Association (APA) to guide clear and precise professional communication. APA format refers to the APA editorial style (grammar, quotations, etc) as well as standards for content and organization of a paper and ways to express ideas clearly while reducing bias in language. Knowledge and use of APA recommendations enhance professional communication.

The official source book for formatting papers is the most current edition of:

*Publication Manual of the American Psychological Association*  
Washington, DC: American Psychological Association

Students are required to purchase and use the most current Publication of the American Psychological Association (APA). Students are expected to follow the guidelines in this manual. While there are online APA websites with abbreviated guidelines, there is no substitute for the detailed information in the book. Papers with an abundance of noticeable errors, including spelling and grammar, will receive a low grade or an Unsatisfactory for the clinical assignment.

## Academic Integrity

Nursing students are expected to maintain an environment of academic integrity. Actions involving academic dishonesty violate the professional code of ethics, are completely unacceptable, and will not be tolerated in any form. Any student found guilty of any form of dishonesty in academic work will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (Regents' Rules and Regulations, Series 50101, Section 2.2).

All assignments submitted by students are subject to review by anti-plagiarism software. Students found guilty of scholastic dishonesty are subject to disciplinary action in accordance with the ASU Academic Honor Code <http://www.angelo.edu/forms/pdf/honorcode5.pdf>. Disciplinary procedure for academic dishonesty are also explained under the section on "Student Services and Activities" in the [Angelo State University Student Handbook](#).

In a case of suspected academic dishonesty, the faculty member may take any or all of the following action in the order as indicated below:

- F on the assignment or
- F in the course
- Refer the case to the Student Affairs Committee
- Report the student to the department head as is outlined for student filing a grade grievance.

Academic dishonesty includes, but is not limited to:

Cheating:

- Copying from another student's exam or other assignment.

- Using or possessing unauthorized materials during a test
- Using, having, or acquiring test answers, test drafts, test copies, etc.
- Discussing or sharing test content with students who have not taken the test

#### Plagiarism:

- Using someone's work in your academic assignments without appropriate acknowledgement
- Copying another student's paper or any portion of it
- Using ideas from or copying a portion of published material (e.g., books or journals) without adequately documenting the source
- If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication, and page number of publication
- If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication
- If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph.
- Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper

Students are encouraged to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/tutorials/Plagiarism> and from the ASU library [http://www.fairfield.edu/library/lib\\_plagiarismcourt.html](http://www.fairfield.edu/library/lib_plagiarismcourt.html).

## | Student Advisement

All students **must** be advised prior to registering for **any** courses in any given semester.

After **initial** acceptance to a nursing program, new students must file a degree plan (see below) and then contact the Nursing Program office to set up an advising appointment.

**Currently enrolled** students will be assigned an advisor prior to the advising period for registration. Students may contact their advisor at any time regarding questions about the curriculum requirements. However, it is ultimately **the responsibility of the student** to be sure requirements for their degree are met.

[Advising Information](#)

## | Degree Plan

All students must file a degree plan upon acceptance into the nursing program. This can be done online at this link: [Degree Plan Application](#).

A correct and updated degree plan allows students to track progression through the program and ensures that students have the necessary courses and credits to graduate. Filing and maintaining a correct degree plan is the student's responsibility.

## | Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making

modifications in courses, labs and clinical experiences. Evaluation of class, laboratory, and clinical teaching effectiveness are used by individual faculty in identifying areas of strength and areas of needed improvement. Course evaluations are also used in faculty tenure and promotion decisions. The faculty value student evaluation of teaching effectiveness as a means of improving teaching skills.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university and has established a policy whereby students can complete course evaluations free from coercion. The classroom or clinical instructor may provide instructions and reminders about the evaluation process. The faculty member is required to leave the room while students are completing the evaluation form. An appointed student collects all of the forms, places them in the envelope, seals the envelope, and returns it to the departmental secretary. Evaluations are tabulated off-campus and results are not available to individual faculty members until the following semester.

Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. In addition, narrative input is welcome. The clinical instructor will also provide a tool for students to evaluate the clinical experience. Online students use an anonymous online IDEA survey to evaluate their online courses. The online survey is sent to students' angelo.edu email address and once completed is returned directly to the tabulation center. Please do not miss this opportunity to provide us valuable input into how this course can better serve future students.

## **Grievance Procedure**

In accordance with the Grievance and Appeal Procedures for Students at Angelo State University, it is the policy of the Nursing Program to receive, process, and resolve student grievances in a fair and prompt manner. The Angelo State University Student Handbook distinguishes between grievances related to discrimination, or an infraction, breach, or misinterpretation of University policies, rules, and regulations **AND** a grade grievance. Therefore, the student handbook outlines two distinct procedures for each of these grievances. Any student with a concern or grievance should follow the applicable procedure in the [Angelo State University Student Handbook](#).

## **Honors Program**

The Department of Nursing supports the ASU philosophy for individualized education for those students that are interested in advanced learning within the basic curriculum. For students who qualify according to the university guidelines, special sections of classes have been developed for using advanced skills and research to meet "Honors" class requirements. Follow the link for more information: <http://www.angelo.edu/dept/honors/>.

## **Online Learning (e-Learning)**

Online Learning is an educational process that takes place when student and instructor are not physically in the same place. Using a computer and an Internet Service Provider (ISP) a student works on coursework when and where it is most convenient. Even though the online class may be more accessible to a student's schedule, the content and workload are the same. It is often more demanding in the online class as in a face-to-face course.

In an online class, the instructor provides instruction and facilitates the learning environment. Students can review course materials online, interact with other students and the instructor via email, threaded discussions, chat rooms, and by participating in virtual classroom meetings. In the online classroom, students are active participants in their own learning. Students must have a high degree of self-motivation and self-discipline to succeed.

Online courses are similar in structure to classroom courses. The courses have a syllabus, required books to purchase, weekly assignments, projects, papers, and tests. Students will do exercises and solve problems either alone or in small groups. Students will interact with classmates and instructors through online communication tools instead of face-to-face interaction.

For online coursework, students must have basic computer skills. These include the ability to:

- Send and receive email
- Attach, send, and open documents from email or internet sites
- Participate in online chats
- Find and access professional internet sources
- Research topics using online library databases
- Use MS Word and PowerPoint programs.

The learning management system (LMS) used by Angelo State University is Blackboard. An LMS is a web-based platform through which instructors can communicate with students, distribute information, and facilitate the exchange of ideas, information, and resources. An LMS offers students easy and immediate access to discussion forums and chats, course materials, assignments and resources, announcements and course calendar.

Most online courses are asynchronous, or designed so that students can conveniently complete their work anywhere via Internet access.

## **Physical/Mental Performance Policy**

In order to accomplish the objectives of the program, students must be able to meet the following performance requirements:

- a. Visual acuity with corrective lenses to identify cyanosis, absence of respiratory movement in patients, and to read small print on medication containers, physician's orders, monitors, and equipment calibrations.
- b. Hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face and to hear monitor alarms, emergency signals, call bells from patients, and stethoscope sounds originating from a patient's blood vessels, heart, lungs, and abdomen.
- c. Physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation, lift patients, and move from room to room or maneuver in limited spaces.
- d. Ability to communicate effectively in verbal and written form. Ability to speak clearly and succinctly when explaining treatment procedures, describing patient conditions, and implementing health teaching. Ability to write legibly and correctly in patient's chart for legal documentation.
- e. Manual dexterity to use sterile techniques and insert catheters.
- f. Ability to prepare and administer IV, PO, and IM medications.
- g. Ability to function safely under stressful conditions, adapting to ever-changing clinical situations involving patient care.

## **Special Accommodations Request**

**Persons with Disabilities.** Students with disabilities must contact the Student Life and Student Services Office to request any necessary academic accommodations. This student request should be made early in the semester to allow time for appropriate arrangements. The request must be repeated every

semester accommodations are needed. For more information on disability services, click [here](#) or contact the Student Life Office: (325) 942-2191; [student.life@angelo.edu](mailto:student.life@angelo.edu)

**Related To Clinical Performance.** Students with a disability who request reasonable accommodations must meet with the Student Life Program Director within the first week of classes. Reasonable accommodations will be provided as authorized by the Office of Student Life as long as course requirements are not compromised. Faculty will provide no accommodations without authorization from the offices of Student Life. Students are responsible for obtaining appropriate documentation, such as from a medical provider to support the need for the accommodation. It is the student's responsibility to be a self-advocate when requesting accommodations. A request must be submitted every semester you will be needing accommodations.

## **Professional Conduct**

Students in the Nursing Program are expected to conduct themselves in a professional manner at all times, not only in interaction with clients and hospital staff, but also with peers, faculty, and university staff. Students represent the Angelo State University Nursing Program and the nursing profession, so students must maintain/demonstrate specific ethical obligations, standards and commitments to patients and society. These professional ethical standards are delineated in the [Code of Ethics for Nurses, American Nurses' Association](#) (ANA), 2011, available to view at the web link below.

<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>

The statements of the code and their interpretation provide guidance for nurses' behavior in relation to carrying out nursing responsibilities within the framework of ethical decision making.

## **Required Equipment, Books, Syllabi, and Supplies**

Students are required to purchase textbooks, equipment, and supplies as outlined in individual course outlines. Students not having the required equipment and supplies will not be able to complete course requirements (lab, clinical or lecture courses).

## **Scholarships & Financial Aid**

All students are encouraged to review financial aid and scholarship information on the Department of Nursing website (see link below). Students needing financial assistance are also encouraged to contact the University Financial Aid Office (see link below).

[Financial Assistance for Undergraduate Nursing Students](#)

[ASU Financial Aid](#)

## **Withdrawal Policy**

The university's policy on dropping courses and/or withdrawal from the university can be found in the current ASU Bulletin (catalog). Deadlines for dropping classes with a W can be found in the University Calendar in the current *Course Schedule*. See links below for more information

[http://www.angelo.edu/services/class\\_schedule/withdrawals.html](http://www.angelo.edu/services/class_schedule/withdrawals.html)

### [ASU Registration and Scheduling](#)

Drop slips are available on the web for on-line courses only at [http://www.angelo.edu/forms/pdf/online\\_drop.pdf](http://www.angelo.edu/forms/pdf/online_drop.pdf)

Students can access the Registrar's webpage and click on forms and it will show the drop slip.

## **Working for Compensation**

Full-time nursing students who work for compensation are at high risk for struggling in classes, failing classes, and failing NCLEX state board exams. For that reason, students are encouraged to limit the amount of time they work for compensation in order to have adequate time for university level study and preparation for course work.

The Nursing Program at Angelo State University assumes no responsibility for the performance and action of the nursing student while in the clinical facility other than during those times specified as a clinical learning experience and when under the direct supervision of a Nursing Program faculty member. If the student chooses to work for compensation, this constitutes a private negotiation and contract between the clinical facility or employer and the student, with the clinical facility/employer assuming the legal responsibility for the action of the student during those times. If an RN student works for compensation while enrolled in the Baccalaureate Nursing program at Angelo State University, this arrangement also constitutes a private negotiation and contract between the chosen facility and the RN student. Under no circumstances should the student identify himself/herself as a nursing student either in writing or by dress, while working for compensation for the clinical facility.

It is the responsibility of the student to regulate his/her outside activities, including working for compensation, in order to insure success in the accomplishment of his/her educational goal. Academic activities (lab, class, clinical practicum and other scheduled learning experiences) take precedence over the student's work schedule. A student's job schedule must accommodate the academic schedule (class, lab, clinical and other scheduled learning experiences). The student is responsible for informing their employer that school activities take priority over work schedule.

## **Clinical Practicum**

### **Pre-Licensure Clinical Experiences**

The primary goal of the initial licensure programs is to prepare the entry level graduate to provide direct nursing care or coordinate care for a limited number of clients in various health care settings using evidence based -skills. Such clients may have predictable or unpredictable health care needs and are identified as individuals and members of families. The clinical sites include acute care, long -term care, rehabilitation, and community based facilities that deal with clients throughout the life span. Educational experiences are sequenced from simple to complex as students progress through the respective course program sequence. The goal of clinical experiences is for the student to develop competence and increasing independence as a practitioner in the delivery of direct patient care, management of multiple clients, and leadership.

Clinical objectives direct the achievements of each course and are the building blocks for progression. In order to maintain the maximum safety of clients in accordance with the [Standards of Professional Nursing](#)

[Practice](#), students receive direct faculty supervision and assistance from facility staff while caring for clients.

Details about clinical expectations and evaluation are provided in the relevant sections related to clinical evaluation.

## Absences

**Pre-Licensure Clinical Practicums.** A week's worth of cumulative absences in any one course will result in faculty evaluation of the student's ability to meet clinical objectives and may result in failure of the course. This means that if you have one clinical day a week, missing ONE clinical practicum places you in jeopardy of course failure.

## Behavior in the Clinical Agency

Students are expected to observe the following guidelines for behavior in the clinical agency:

1. Students are to adhere to the guidelines outlined by the agency during orientation.
2. Students may not bring children to the clinical agency at any time.
3. Students are to park in designated areas only.
4. Students should be in the clinical agency only when supervised or with the permission of their instructor. In these instances, students should adhere strictly to agency guidelines in terms of chart review, visiting with patient, and proper attire.
5. Students may not use cell phones in the clinical setting.
6. Pager/beepers, if used, must be set on silence during clinical.
7. Students are subject to all policies regarding drugs, alcohol, and criminal background checks of assigned clinical facilities, including drug screening prior to starting a clinical rotation, random drug testing, and background checks.

It is expected that students remain at the clinical agency/organization/facility for the entire time period assigned. Students should not expect to run personal errands or otherwise leave the clinical site during scheduled meal times or breaks. Emergency requests are granted at the discretion of the instructor and no student shall leave the clinical site without instructor notification and approval prior to leaving.

## Pre-Licensure Clinical Contract

The university must have a *Contract of Association* with a particular agency **before** students can begin working with a preceptor. The first step is to identify possible clinical agencies in your community that would be appropriate for the course. We encourage students to communicate with the nursing faculty member(s) who will be teaching the course - as students identify potential agencies and preceptors. We can help determine the appropriateness of an agency or preceptor for the specific clinical objectives of each course.

It can take up to 3 months to get a new contract established. Therefore, if a student wants to utilize an agency with which the university **does not** have a contract, please email or fax the following information in writing to:

Mrs. Nancy Grafa  
(325) 486-6873 (phone)  
(325) 942-2236 (fax)  
[Nancy.Grafa@angelo.edu](mailto:Nancy.Grafa@angelo.edu)

- Official name of the agency
- Mailing address, telephone number, and fax number of the agency
- Complete name and title of person authorized to sign the contract for the facility
- Your contact person (if you have one)
- E-mail address of contact person if available
- Name of your preceptor (if you have one)

It is important that students follow up with Mrs. Grafa to check on the progress and status of the contract. Just because we initiate a contract with a particular agency, students should not assume that it will be automatically approved. Sometimes an agency requests changes to a contract, and this will take longer to be reviewed. In some rare cases, we have been unsuccessful at establishing a contract.

## Clinical Performance

Students receive feedback and appropriate disciplinary actions for their conduct and behavior in clinical settings. Clinical assignments are graded as “satisfactory” and “unsatisfactory”.

**Satisfactory Clinical Performance.** The student will be considered “Satisfactory” in the clinical setting when student performance on clinical assignments meet certain course objectives.

**Unsatisfactory Clinical Performance.** A student will be considered “Unsatisfactory” if clinical performance, assignments, appearance, or behaviors do not meet course objectives or professional requirements. This can be from negative performance, lack of preparation, or absence.

- A student with unsatisfactory clinical preparation/performance may be removed from the clinical site and sent to the department’s learning resource lab for further study and preparation, or they may be kept at the hospital with a specific assignment at the discretion of the instructor.
- Inability to calculate medication dosages can result in remediation.
- A pattern of more than two clinical “unsatisfactory” ratings may result in the student failing the clinical portion of the course, and as a result, receiving a failing grade for the course.
- A student with excessive clinical absences (as determined by the faculty team) will be considered unsatisfactory and will result in failure of the clinical portion of the course.

## Unsafe Clinical Practice

The nature of clinical nursing practice is such that students are involved in the direct delivery of patient care services. The primary purpose of any course is to provide education for students. However, when direct patient care is involved in the learning experience, the safety and well-being of patients are of paramount concern. Nursing clinical experiences are structured so that as students progress through the program, they are expected to demonstrate increasing independence and competence in providing nursing care.

Students are expected to demonstrate achievement of clinical objectives by the end of a clinical course. The student will be removed from the clinical setting and receive an "F" in the course if the student is unable to provide safe nursing care to patients as delineated in the Standards of Professional Practice, and cannot remedy the deficit in a given clinical time under the supervision of faculty supervision.

## Clinical Evaluation

Formal evaluations are conducted at mid-semester and at the end of the semester with a formal document of students' performance in clinical. Students are graded upon three levels of achievement for clinical performances: "Meets outcomes," "Needs Practice," and "Unsatisfactory Performance". Throughout the clinical experience the student is evaluated by the instructor and preceptors, and feedback is given to the student to improve or correct deficits. The final grade at the end of the semester is based upon the achievement of each course's essential objectives on the Clinical Evaluation Form for that course.

## **Clinical in Place of Employment**

To ensure a broad range of clinical experiences, the student may not have clinical experiences in the area or unit where he/she is working. The student is obligated to inform the faculty immediately if this conflict occurs. Faculty has the final authority in determining if a clinical agency will enable the student to achieve the clinical objectives. Additionally, the student may not do clinical activities at the same time he/she is performing employer-related work for compensation.

## **Confidentiality Policy**

In accordance with the current Texas Nurse Practice Act on *Unprofessional Conduct [disclosing confidential information or knowledge concerning the client except where required or allowed by law]* and the [HIPAA](#) (Health Insurance Portability and Accountability Act) guidelines - the faculty of the Nursing Program have adopted the following policy:

1. Except within the structured, teaching-learning situation, all aspects of the patient/client's medically related information and/or data shall not be discussed with any other person or persons under any circumstances.
2. Proper identification as stated in ASU Dress Code is required before reading charts/records.
3. Under no circumstances is the student to photo copy or record any part of the patient's chart/records.
4. Students may become privileged to clinical agency or organization information which is considered private. Students who divulge agency or patient information acquired during courses may be immediately dismissed from the Nursing program.
5. Failure to honor this basic ethical right of the patient/client or agency may result in the immediate dismissal of the student from the Nursing Program.

## **Social Media Policy**

The Angelo State University Nursing Program supports the use of social media in personal/non-academic or non-professional contexts. Students may encounter confidential information within the academic or patient care environment during clinical practicum and must demonstrate professional behaviors and communication. Consistent with Code of Ethics for Nurses with Interpretive Statements [ANA, 2001], Nursing: Scope and Standards of Practice [ANA, 2<sup>nd</sup> ed., 2010], Nursing's Social Policy Statement [ANA, 2010] and the ASU Confidentiality Statement all students sign at the beginning of their program, it is the student's responsibility to refrain from the following:

- Uploading images/videos of yourself in a clinical environment or uniform\*
- Discussing patients, visitors, vendors, or organizational partners
- Talking about physicians, hospital/facility/clinical staff

- Discussing clinical events or news stories involving clinical partners
- Giving medical advice online
- 'Friending' or requesting to friend patients (even when they are no longer patients), Department/College faculty, or staff.

\* The only exceptions are individual or group photos of the clinical group and faculty.

ASU nursing faculty reserves the right to order the immediate removal of inappropriate items (HIPPA violations, etc.) that are posted on a student's social media site.

Students preparing to enter the nursing workforce have a professional obligation to understand the nature and consequences of participating in social networking of all types [blogs, Twitter, Facebook, etc.]. Patient privacy is a fundamental ethical and legal obligation of nurses. Although social networking venues offer opportunities for mentoring and sharing needed health related education and information among colleagues and the lay public it also presents risk. The use of privacy settings and the separation of personal from professional information is not guaranteed from being shared or made public in less protected forums. Online content and behavior has the potential to enhance or undermine the individual student's career and/or the academic institution they attend. Students should consider the 'unintended consequences' of any information they share outside the context in which it was learned. [adapted from *Principles: Social Networking and the Nurse* [Draft 25 April 2011], American Nurses Association].

## Dress Code

**Pre-Licensure Students.** Projecting a professional image is a responsibility of all students and faculty. Appearance reflects not only upon the individual, but also upon the Angelo State University Nursing Program and the nursing profession. The following are guidelines for clinical attire. Individual agencies may determine further dress code requirements at their discretion. If a student appears at a clinical agency inappropriately attired, it will be the clinical instructor's or agency representative's prerogative to ask the student to correct the situation.

In addition to the Dress Code for ASU students, as defined by the University, the following is the dress code for the Nursing Program:

1. Uniform Requirements
  - a. Students will wear a "pressed," clean ASU uniform and/or ASU lab coat as designated by agency policy. AASN uniforms are light blue and BSN uniforms are gold. Both have the required "ASU" logo. The lab coat will be white with the required "ASU" logo. The uniforms and lab coats can be purchased at the ASU bookstore or other designated businesses. A dress uniform is not to be worn above the knee and can be special ordered in the bookstore. Shoes must be white, either "nurses shoes" or tennis shoes (sneakers). Shoes must be clean and must cover the toes. White hose (if wearing a dress) or white socks should be worn. If t-shirts are worn under the uniform, they must also be white. Uniforms should be washed after each wearing due to the exposure to pathogens.
  - b. For the male student, no visible chest hair should show above the uniform (this can be addressed by wearing a white undershirt as needed). White socks and clean white shoes are also expected as part of the uniform.
  - c. Color of under garments should not be visible through the uniform.
  - d. The nametag is a required part of the nursing student uniform. Nursing students wear a nametag designating "ASU Nursing Student."
  - e. Nursing student uniforms are not to be worn when at a place of employment. This includes the wearing of the name pin. The uniform is to be worn only during Angelo State University Nursing Program activities.

## 2. General Appearance

- a. Student Hair Styles: These should always appear neat, clean, and well groomed in a conservative style and color. Hair must not hang freely in the face or down the back. When hair is worn long, it must not touch the collar of the uniform. Ribbons, barrettes, or other devices may be worn to contain the hair and keep it off the collar. Wigs meeting these specifications may be worn. Beards, mustaches, and sideburns may be grown, but they must appear neat and trimmed. Beards will not extend more than one inch from the face and under no circumstances are they to touch the collar or the front of the chest.
- b. Jewelry: Jewelry of any kind is not to be worn while in the uniform; wedding bands and engagement rings are the only exception. Engagement rings are hazardous in the clinical setting to both the patient and yourself; therefore, it is recommended that they not be worn. If ears are pierced, one pair of small, stud earrings may be worn with one earring per ear. No other visible body piercing or tongue bars will be allowed.
- c. Chewing gum when in uniform is not permissible.
- d. The use of make-up is a personal item. However, when caring for individuals who are ill, excess is neither becoming nor is it acceptable.
- e. Personal hygiene includes short, clean nails, the use of deodorants, mouthwashes and/or lozenges. No nail polish or artificial nails of any kind may be worn in the hospital.
- f. Excessive perfumes, aftershave lotion, tobacco products, smoke, and other strong odors can be respiratory triggers for some patients. Students may not wear excessive perfume or aftershave lotion and may not have the smell of tobacco products, smoke, or other strong odors on the body or clothing while in the clinical setting. Therefore, students are not allowed to use tobacco products or smoke during clinical hours.

## 3. Special Occasions

- a. Nursing students checking clinical assignments prior to the educational experience and during clinical are to wear the complete uniform, or a clean, pressed white laboratory coat may be worn over street clothes appropriate to entrance into the clinical agency or facility. Name tag is to be worn on the laboratory coat. Blue jeans, sweat pants, shorts, cut-offs, extremely short dresses, tank tops, etc., are not appropriate clothes to enter into a clinical agency or facility.
- b. Nursing students representing Angelo State University Nursing Program at career days, college nights, etc., will be expected to wear the appropriate uniform for clinical experiences, unless otherwise informed.

**Name Badges.** Each student is expected to purchase and wear an approved ASU Nursing student name badge that is to be worn in the clinical area and/or for activities with the Nursing Program. The name badge should follow the following guidelines: white background with blue letter; first initial, last name, and RN on first line; school and program affiliation on second line.

Example:                    J. Doe, RN  
                                  ASU B.S.N. Student

No other degrees, credentials, certifications, or other information can appear on the name badge. The name badge will not be worn in any other activity that is not related to the student's assignment or in any other working capacity. This is strictly prohibited. Identifying oneself as an on-duty ASU nursing student outside of specific ASU- sanctioned clinical experiences warrants immediate course failure and permanent removal from the nursing program.

**Lab Coats.** A basic white lab coat will be worn as designated by individual clinical faculty, the agency, or specific requirements of the clinical setting. Some clinical areas may require a full, traditional nurse uniform; others may require scrub clothes, etc. All clothing should be clean and project an image of a professional nurse.

## **Emergency Messages**

If the Nursing Program office receives a call for a student that is of an emergency nature, the staff will attempt to locate the student to relay the message. This procedure will be used only for emergencies. It is the student's responsibility to maintain accurate phone numbers with the department office and their clinical instructor.

## **Presence of Preceptor**

The student will participate in clinical activities only when the designated preceptor has physical presence in the clinical facility and can provide regular contact with the student throughout that clinical period.

## **Simulation Lab**

The primary objective of the ASU Clinical Simulation Learning Center is to promote a superior level of high fidelity learning/teaching for students and faculty by providing a state-of-the-art environment to evaluate basic and advanced skills/behaviors.

- Students are never to discuss events or scenarios occurring in the simulation lab except in debriefing sessions. This is considered a clinical environment and confidentiality regarding all aspects of scenarios is required and expected. There is zero tolerance for academic dishonesty.
- Students are to dress for simulation lab as if attending clinical. Scrubs, name badges, and uniform policies are enforced.
- Faculty members are responsible for supervising all students brought to the lab for training.
- Universal Precautions are to be followed at all times as are all safety guidelines used in the clinical setting. Sharps and syringes are to be disposed of in appropriate containers. Anyone sustaining an injury must report to the ASU University Clinic.
- Equipment may not be removed from the simulation lab for practice, nor are the simulation labs to be used for practicing clinical skills unless supervised by faculty or staff.
- Students may be digitally recorded during scenarios. Viewing of videos recorded during training are only permitted with faculty members. The videos are the property of the nursing department and students may not possess simulation lab videos or recordings.
- Coats, backpacks, and other personal belongings are not to be brought to simulation lab and should be secured before entering the simulation area.
- All electronic devices are forbidden in the simulation lab (cell phones, pagers, any type of recording device, etc.).
- After a simulation take your personal belongings with you (i.e. papers, pens, stethoscopes, pen lights, etc.).
- Food and drink are not permitted in the labs.
- If you have a latex allergy, inform your instructor before beginning simulation.

## **Standard Precautions**

The Center for Disease Control and Prevention (CDC) Recommended Standard Precautions are outlined below. It is the student's responsibility to maintain compliance with these recommendations in all clinical settings.

Because the potential diseases in a patient's blood and body fluids cannot be known, blood and body fluid and substance precautions recommended by the CDC should be adhered to for all patients and for all specimens submitted to the laboratory. These precautions, called "standard precautions," should be followed regardless of any lack of evidence of the patient's infection status. Students should routinely use barrier protection to prevent skin and mucous membrane contamination with:

- a. secretions and excretions, except sweat, regardless of whether or not they contain visible blood
- b. body fluids of all patients and specimens
- c. non-intact skin
- d. mucous membranes

**Hand Hygiene.** The following guidelines will help prevent contamination:

- a. Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn, and/or immediately wash hands prior to any client interaction or nursing intervention. Perform hand hygiene immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross contamination of different body sites.
- b. Use a plain (non-antimicrobial) soap for routine hand washing.
- c. Use an antimicrobial agent or waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyperendemic infections) as defined by the infection control program.
- d. Wash hands upon entering and exiting a patient room.

**Gloves.** Wear gloves (clean non-sterile gloves are adequate) when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another patient. Perform hand hygiene immediately to avoid transfer of microorganisms to other patients or environments.

**Mask, Eye Protection, Face Shield.** Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.

**Gown.** Wear a gown (a clean non-sterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions or excretions, or cause soiling of clothing. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.

**Patient Care Equipment.** Handle used patient care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been appropriately cleaned and reprocessed. Ensure that single use items are properly discarded.

**Environmental Control.** Follow procedures for the routine care, cleaning, and disinfection of environmental surfaces, beds, bed rails, bedside equipment, and other frequently touched surfaces.

**Linen.** Handle, transport, and process used linen soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures and contamination of clothing, which avoids transfer of microorganisms to other patients and environments.

**Occupational Health and Blood-borne Pathogens.** Take care to prevent injuries when using:

- Needles, scalpels, and other sharp instruments or devices.
- When handling sharp instruments after procedures.
- When cleaning used instruments and when disposing of used needles.

Never recap used needles, manipulate them with both hands, or use any other technique that involves directing the point of a needle toward any part of the body. Instead, use either a one-handed scoop technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand and do not bend, break, or manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in appropriate puncture-resistant containers located as close as practical to the area in which the items were used. Place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.

Use mouthpieces, resuscitation bags, or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

**Patient Placement.** Place a patient who contaminates the environment or who does not (or cannot be expected to) assist in maintaining appropriate hygiene or environmental control in a private room. If a private room is not available, consult with infection control professionals regarding patient placement or other alternatives.

## **Student Occurrence**

Any student involved in a clinical occurrence (e.g. needle stick, patient or student fall/injury, medication error, etc.) must adhere to the following protocol for reporting the occurrence:

1. Notify the nurse responsible for the patient immediately.
2. Notify the clinical instructor, preceptor, and/or faculty member as quickly as possible after the occurrence happens. The clinical instructor, preceptor, and faculty will provide information on appropriate actions to be taken.
3. Notify the charge nurse.
4. Complete the ASU Exposure Incident Report and report to the ASU health clinic.
5. Meet any facility policy regarding occurrences.

### [EXPOSURE INCIDENT REPORT](#)

## **CPR Certification**

All undergraduate nursing students must maintain a current CPR certification throughout the length of their programs. A copy of a current CPR certification must be on file in the nursing office. Students must have successfully completed an American Heart Association program that includes infant, child, and adult 1- and 2- rescuer procedures in order to obtain a *Health Care Provider CPR Card*.

## **Insurance**

**Liability Insurance.** Liability insurance is specialty insurance coverage designed to offer protection against claims arising from student nursing practice. Liability insurance is automatically purchased for all undergraduate nursing students enrolled in clinical courses.

**Health Insurance.** All nursing students are required to have health insurance coverage during their entire tenure as an undergraduate nursing student. Evidence of health insurance coverage is submitted as part of the acceptance packet. Students who do not provide proof of alternate coverage will be required to purchase health insurance through the University Student Health Insurance Plan. A copy of current health insurance coverage must be on file in the nursing office. For more information about university student health insurance please contact Special Events Facilities & Services at (325) 942-2021.

## **Immunizations**

All pre-licensure nursing students must have completed certain immunizations prior to registering for classes. The immunization requirements are mandated by the State of Texas for all students in health-related courses who will have direct patient contact. Evidence of the required immunizations must be submitted to the nursing office upon acceptance. The immunization form must be filled out completely and signed by a health care provider. If the immunization form is not completely filled out or is lacking a health care provider signature, the student will not be able to register. Additional immunizations may be required by the clinical facility. The student is responsible for cost of all required immunizations.

### [Student Immunization Record](#)

**TB Skin Tests.** All students are required to have a tuberculosis skin test done within the calendar year of admission to the nursing program and annually thereafter while enrolled in undergraduate nursing courses. A record of your TB skin test is kept in your permanent file in the Nursing Program office. Students having a positive TB skin test or who have taken anti-tuberculosis medications must submit a physician's letter of clearance prior to the start of clinical.

## **Student Facilities and Resources**

### **Assessment Technologies Institute (ATI)**

The Assessment Technologies Institute (ATI) is an online, comprehensive, testing and review program, designed to provide students with various learning tools that will assist them in learning course content, identifying strengths and weaknesses, reviewing content, improving test-taking abilities, and ultimately successfully passing the NCLEX for professional licensure.

ATI assessments help prepare students more efficiently for the licensure exam and may also lower program attrition by increasing student confidence and familiarity with nursing content. The assessment evaluates knowledge in relation to the nursing process, critical thinking, therapeutic intervention, communication, and competency skills. The assessments are written from the NCLEX blueprint and are at the application level. Students will be involved in taking both non-proctored exams at home and the proctored computer exams on campus throughout the nursing program. These exams are integrated within each of the nursing courses, and are further addressed by the faculty in each of the nursing courses.

The ATI program involves an assessment of critical thinking at the beginning and end of the program, an assessment of nursing knowledge after core nursing courses, and a comprehensive diagnostic predictor examination that is administered in the senior year, prior to graduation. The tests evaluate specific knowledge mastery as students progress in the program and the results help determine readiness to obtain licensure as a registered nurse. The majority of the testing is administered in a computerized format. Each student will receive a study guide and a CD for each of the tests. Feedback about the test results is provided to the students as part of the overall program. This feedback is in the form of a detailed assessment of their individual performance on the designated test and provides scores for

mastery of nursing content areas, nursing process, critical thinking phases, therapeutic intervention, communication skills, and cognitive levels.

All nursing students are **required** to participate in the designated assessment and review program (ATI) – including the designated, proctored exams. Scores on the ATI proctored test will be part of your final course grade (see table below). Failure to participate in the scheduled, proctored exams may result in unsuccessful completion of course requirements. Assessments will be administered throughout each nursing course. Materials will be provided to assess level of mastery of course content.

ACHIEVEMENT on PROCTORED TESTS	POINTS AWARDED for LEVEL of ACHIEVEMENT	TOTAL PERCENTAGE AWARDED 5% OF COURSE GRADE Based on Level of Proficiency
>PROFICIENCY LEVEL 3	100	
>PROFICIENCY LEVEL 2	85	
>PROFICIENCY LEVEL 1	70	
	55	

The Proctored ATI Exam will be administered in the computer labs on campus and scheduled by the course instructor. It is recommended that students take the practice tests several times prior to the proctored exam.

## Nursing Learning Resource Center

The Nursing Learning Resource Center (LRC) is located on the second floor of the Vincent Building. It has one computer lab, one audiovisual room, two nursing skills labs, and a student lounge room. The purpose of the LRC is to assist a nursing student at any level to prepare for class or clinical assignments.

All of the LRC equipment and resources are available for independent study or classroom use. Many items are available for check-out upon request. The Nursing LRC is open Monday through Thursday 8 a.m. to 8 p.m. and Fridays 8 a.m. to 4p.m. during the fall and spring semesters.

## ASU OneCard

All students (including online students) MUST have an ASU OneCard. This student ID serves as your library card, so students cannot use interlibrary loan or check out books without it. The ASU OneCard is the method through which students who receive a refund from ASU will choose their disbursement option.

For those who are not local, an ASU OneCard can be obtained without coming to campus. The OneCard office needs the following from you:

- An enlarged copy of your drivers' license that can be easily read (not too dark).
- A photo of yourself that shows your face
- A valid mailing address

Students can mail a photo via regular mail or email a digital photo. The ASU OneCard staff can crop and enlarge images so that it will only show your face. Students who have access to a scanner can scan their drivers' license and email as an attachment. Students can also mail a photo and a copy of their drivers' license. **Students should ensure that their mailing address is correct because the ASU OneCard cannot be forwarded.**

For more information, go to the [ASU OneCard](http://www.asu.edu/services/asuone/) office web site.  
<http://www.angelo.edu/services/asuone/>

## Porter Henderson Library

The university library provides a variety of resources essential for nursing student projects and formal papers, including an extensive nursing collection of monographs and professional journals, online databases, Tex Share Loan Program, and an Interlibrary Loan program. In order to check out materials from the library, you must have an ASU OneCard.

<http://www.angelo.edu/services/library/>

<http://www.angelo.edu/services/asuone/>

**Nursing Library Tutorial.** It is important that students become familiar with resources available through the university library at the beginning of the semester by completing the Nursing Library Tutorial.

If you are a distance student (not on-campus) and want to know more about how to access library databases from off campus, click [here](#).

If you are a distance student, the TexShare Loan Program (see link below) will assist you in the use of public libraries in your home community. Students may obtain a TexShare card at the Library's Circulation Desk, provided that their Library account is in good standing (e.g. library fines situation). Students will then need to get a borrower's card from the library they visit. Participating libraries' policies vary. Participating libraries and their lending policies can be accessed from the aforementioned URL. Distance nursing students taking online classes who need a TexShare card should contact the Circulation Department at (325) 942-2051 for assistance.

<http://www.tsl.state.tx.us/texshare/>

**Interlibrary Loan.** [This](#) is a library-to-library loan service offered by the Porter Henderson Library to ASU students, faculty, and staff. The primary purpose of ILL is to assist scholarly research by obtaining materials not available locally. For more information on how to submit a request for library materials through this program, follow the link below. Keep in mind that this process can take 10 to 14 days.

<http://www.angelo.edu/services/library/ill/>

## Information Technology

Information Technology manages the university's computer infrastructure and technology needs across campus. An ASU computer-access account will allow students to access a number of technological services across campus. Students can get their computer-access account in any general-access computer lab after showing a valid ASU ID card or showing proof of current enrollment. For more information on student technology services, follow the link below.

<http://www.angelo.edu/services/technology/>

The Information Technology (IT) Help Desk provides phone, e-mail, and walk-in computer support for all faculty, staff and students at Angelo State University. The Help Desk is located in the main computer lab in the Math Computer Science Building Room 111. They offer support at convenient hours for students, either in the lab or by phone. For hours of operation, please check the following website:

[http://www.angelo.edu/services/technology/labs/computer\\_labs.html](http://www.angelo.edu/services/technology/labs/computer_labs.html).

IT Help Desk:  
325-942-2911(local or long distance)  
1-866-942-2911 (toll free)  
[helpdesk@angelo.edu](mailto:helpdesk@angelo.edu)

## Computer Requirements

All students are required to have access to a dependable computer with a reliable Internet Service Provider (ISP or internet connection). Since most nursing courses have online or web-supported components, your computer must meet the minimum requirements listed below. These system requirements will enhance your ability to access and use online course materials as well as review content and lectures presented in class. Students must have a high-speed connection.

Please refer to the ASU IT Department requirements at this link:  
<http://www.angelo.edu/services/technology/support/>

Computer hardware and software that are less than these specifications may cause technical problems.

Faculty often use Microsoft Power Point presentation software to present course content, and students will need the software to read the Power Point files (Microsoft Office 97 or later). A recent version of MS Internet Explorer web browser is also required and can be downloaded free at the Microsoft web page. Many faculty utilize Flash to present online lectures. Students must have Flash Player 7 or higher to view these lectures. Flash Player is a free download at the Adobe Acrobat web page.

Faculty cannot make accommodations in coursework related to inadequate computer requirements.

## Email Accounts

The university provides an email account to all current students. Students are required to use their ASU email address for the purpose of communicating with the program office, faculty, and for Blackboard assignments. The Nursing Program will utilize ASU email addresses exclusively in communicating to students. This is particularly important for students enrolled in online courses.

Students must have an ASU email username and password in order to access online library databases from off campus. Students must also have an email username and password to activate their [ASU OneCard](#), which is the official student identification card for ASU students.

Student email accounts are created in any of the computer labs on campus. For additional information click [here](#).

**Distance Students.** If a distance student needs assistance obtaining a university email username and password, the [Technology Access Account Agreement](#) form must be completed and faxed to the IT Help Desk at (325) 942-2508. After receiving a username and password, students should immediately change their password.

To access email when away from the university students can login to the [RamMail](#) service using a web browser such as Internet Explorer or Netscape.

## RamPort

RamPort is a personalized communication system that provides access to university services and news, as well as outside web media. This innovative online environment for Angelo State University students, faculty, and staff allows access to the ASU Email system, Library, Blackboard, Virtual Calendar, and Course/Departmental Information.

The Nursing Program at Angelo State University utilizes a nursing channel to communicate important announcements, upcoming events, and program information. It is the student's responsibility to sign up for the nursing channel and check it frequently for current news and information.

## References & Resources

1. [Texas Board of Nursing](#) (BON)  
The mission of the Board of Nurse Examiners for the State of Texas *is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely.*  
  
From this web site, you can access several publications including the Nursing Practice Act, Rules and Regulations, information about the RN Examination, and current issues.
2. [Texas Nursing Practice Act, Rules and Regulations & Disciplinary Sanctions](#)  
Every student is required to be familiar and follow all guidelines, rules, and regulations mandated by the Texas Board of Nurse Examiners in the *Texas Nursing Practice Act*. It is the student's professional and legal responsibility to keep current of all BNE regulations.
3. [ANA Code of Ethics for Nurses with Interpretive Statements](#)  
From this web site, you can read the ANA Code of Ethics and order your own copy.
4. [ASU Student Academic Honor Code](#)
5. What is [HIPAA](#)?
6. [Centers for Disease Control – Standard Precautions](#)

## Student Nurses Association

All nursing students are invited and encouraged to join the ASU Student Nurses Association. The Association sponsors a number of activities of interest to student nurses. Dues are nominal and required to join. Membership information is available at the beginning of each semester.

<http://www.angelo.edu/dept/nursing/sna.html>

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