

**Prairie View A&M University**

**College of Nursing**

*Bachelor of Science Degree Program*

# **STUDENT HANDBOOK**



6436 Fannin Street  
Houston, Texas 77030  
(713) 797-7000 • FAX (713) 797-7092  
Email: [hnursing@pvamu.edu](mailto:hnursing@pvamu.edu)

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## PREFACE

This document is the official student handbook of Prairie View A&M University College of Nursing (CON). Its primary purpose is to provide a guide for students in clinical studies (upper division undergraduates). Policies and procedures applicable to the program of study leading to the Bachelor of Science Degree in Nursing are contained within. It is to be used in conjunction with the *Prairie View A&M University Catalog* ([www.pvamu.edu](http://www.pvamu.edu)) and the official Prairie View A&M University Student Conduct Code and Handbook, 2009-2010.

Entering a professional program is often perplexing and confusing to students. By providing readily available information about the program, this document aims to facilitate the progression and success of students in the nursing major.

Students acquaintance with this handbook and compliance with guidelines supports the smooth operation of the organization and promotes a positive learning environment. The College of Nursing is accredited by the Texas Board of Nursing, the National League for Nursing Accrediting Commission and the Commission on Collegiate Nursing Education.

National League for Nursing  
Accrediting Commission (NLNAC)  
3343 Peachtree Road NE  
Suite 500  
Atlanta, GA 30326  
(404) 975-5000  
[www.nlnac.org/home/htm](http://www.nlnac.org/home/htm)

Commission on Collegiate Nursing  
Education (CCNE)  
One Dupont Circle, NW  
Suite 530  
Washington, DC 20036-1120  
(202) 463-6930  
[www.aacn.nche.edu](http://www.aacn.nche.edu)

Texas Board of Nursing (BON)  
(Approval: Advanced Practice  
Nursing-Family Nurse Practitioner  
Program)  
333 Guadalupe, Ste. 3-460  
Austin, TX 78701-3944  
[www.bon.state.tx.us](http://www.bon.state.tx.us)

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This document is revised annually as a result of policy changes and input from administration, faculty, and students.  
All policies have been reviewed and/or revised: Publication Date: Fiscal Year 2010

# DEAN'S WELCOME

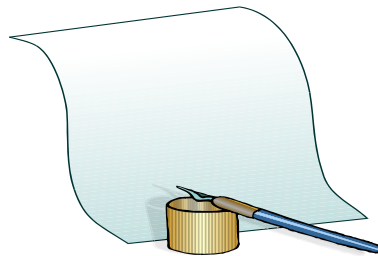
Prairie View A&M University College of Nursing continues to stand out as a fervent exemplar in educating professional nurses for now and the future. This year, the College celebrates 91 years of making a difference in defining and actualizing a positive experience for many fine women and men who choose nursing as their career. Transcending the challenge of time, there have been nursing graduates who have extensively contributed to the quality and excellence in the nursing and health care delivery throughout Texas and the world.

Located in the Texas Medical Center, the College remains competitive in the quality and variety of programs offered inclusive with the advances of technology, smart classrooms, transforming laboratories, study rooms and mutual partnerships. The College continues to celebrate its growth and enhancement through expansion of programs and a twenty-four access to online libraries and other electronic programs.

**WELCOME!** Enjoy your educational adventure in one of three outstanding offerings for the Bachelor of Science degree: Basic Generic, LVN-BSN, and RN-BSN. We look forward to your graduation, and high caring performance as professional nurses; and, most of all the great satisfaction of being a Prairie View graduate.

*Respectfully yours,*

*Betty N. Adams, PhD, RN*  
Professor and Dean  
College of Nursing



**Prairie View A&M University  
College of Nursing  
Administrative Offices**

**Office of the Dean**

Dr. Betty N. Adams, Dean  
6436 Fannin Street  
Suite 1224  
Houston, Texas 77030  
Email: [bnadams@pvamu.edu](mailto:bnadams@pvamu.edu)  
Tel: (713) 797-7009  
Fax: (713) 797-7013

**Office of Admissions & Student Services**

Dr. Forest Smith, Director of Admissions & Student Services  
6436 Fannin Street  
Suite 102  
Houston, Texas 77030  
Email: [fdsmith@pvamu.edu](mailto:fdsmith@pvamu.edu)  
Tel: (713) 797-7000  
Fax: (713) 797-7092

**Office of Transcript Audit**

Ms. Priscilla Rounds, Senior Secretary  
6436 Fannin Street  
Suite 1158  
Houston, Texas 77030  
Email: [prounds@pvamu.edu](mailto:prounds@pvamu.edu)  
Tel: (713) 797-7037  
Fax: (713) 797-7075  
Fax: (713) 797-7092

**Office of Student Financial Aid**

Ms. Verlicia Pope  
6436 Fannin Street  
Suite 102  
Houston, Texas 77030  
Email: [vm pope@pvamu.edu](mailto:vm pope@pvamu.edu)  
Tel: (713) 797-7095

# STATEMENT OF POLICY ON DISCRIMINATION AND HARASSMENT

## **Rules and Procedures on Discrimination, Harassment, and Privacy**

Prairie View A&M University is a member of the Texas A&M University System. The A&M System is committed to equal employment, educational programs and activities, and a discrimination free workplace and learning environment. As such, the University complies with all applicable state and federal laws and regulations on discrimination, harassment and privacy. These laws and regulations include Title V of the Rehabilitation Act of 1973; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; and the Family Educational Rights and Privacy Act of 1974. For more details, please consult the Office of Equal Opportunity or the Office of Human Resources, Prairie View A&M University.

### ***Equal Opportunity Policy Statement Title VI & VII of The Civil Rights Act of 1964***

Prairie View A&M University is fully committed to and promotes equal opportunity for all. This commitment by the University includes equal employment and educational opportunity, affirmative action, and program accessibility. The Office of Equal Opportunity is responsible for the Equal Opportunity Programs of the University.

### ***Program Accessibility Title VI of The Civil Rights Act of 1964***

No otherwise qualified individual shall, on the basis of race, color, sex, religion, national origin, age, disability or veteran status, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity provided by the University in accordance with applicable laws and regulations. The University Office of Equal Opportunity is responsible for the Title VI Program of the University.

### ***Title IX of The Education Amendment Act of 1972***

Prairie View A&M University does not discriminate against persons on the basis of sex. Individuals will not be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of sex under any educational program, service or activity offered by the University. The University Office of Equal Opportunity is responsible for the Title IX Program of the University. (Prairie View A&M University E Catalogue 2008-2009, p.26)

In the public interest, and in compliance with Title VII of the Civil Rights Act of 1964, Executive Order 11245, as amended, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and State and Federal regulations and guidelines, Prairie View A&M University is an Equal Opportunity/Affirmative Action University, and pledges to permit no discrimination or harassment for or against an individual or group of students, prospective students, employees, or prospective employees on the basis of race, color, religion, sex, disabilities, age, national or ethnic origin.

Inquiries concerning application of this policy should be directed to:

Dr. Laurretta Byars  
Vice President, Student Affairs and  
Institutional Relations  
Prairie View A&M University  
P.O. Box 519, MS 1100  
Prairie View, Texas 77446  
(936) 261-2130

Ms. Renee Williams  
Equal Opportunity Officer/Title IX Coordinator  
A.I. Thomas Building, Suite 102  
Prairie View A&M University  
P.O. Box 519, MS 1107  
Prairie View A&M University  
(936) 261-2123



## “WORDS OF WISDOM”

You hold in your hands the camel's hair brush of a painter of life. You stand before the vast white canvas of time. The paints are your thoughts, emotions, and acts.

You select the colors of your thoughts, drab or bright, weak or strong, good or bad.

You select the colors of your emotions, discordant or harmonious, harsh or quiet, weak or strong.

You select the colors of your acts, cold or warm, fearful or daring, small or big.

Through the power of your creative imagination, you catch a vision... you dream a dream.

You visualize yourself as a triumphant personality striding toward far horizons of constructive accomplishment.

You see yourself as a master servant of the race ministering to human needs, radiating happiness.

You see yourself as a builder making a creative contribution of the evolution of modern civilization.

You strive to make the idea in your mind become a reality on this canvas of time.

You select and mix the positive colors of heart, mind, and spirit into the qualities of effective living, patience, determination, endurance, self-discipline, work, love, and faith.

Each moment of your life is a brush stroke in the paintings of your growing career in nursing.

Today, you make a bold, sweeping stroke of one increasing dynamic purpose - being a nurse.

There are the lights and shadows that make your life deep and strong. There are the little touches that add the stamp of character and worth.

The art of achievement is the art of making life - your life - a masterpiece.

Copied from Wilfred A. Peterson, Art of Living (1961).



## **HISTORICAL BACKGROUND of the COLLEGE OF NURSING**

The Prairie View A&M University College of Nursing Baccalaureate Program evolved from a limited two-year curriculum in 1918 and today is accredited by the Texas Board of Nursing (BON), National League of Nursing Accrediting Commission (NLNAC) and the Commission on Collegiate Nursing Education (CCNE).

In 1928 the program was lengthened to three years, and the first “off-campus” affiliation was begun two years later at Jefferson Davis Hospital, Houston, Texas. As the school developed, increased demands were made on the curriculum, and in 1952 the University received approval to commence a collegiate nursing program. The new baccalaureate degree program and the three year diploma program operated concurrently until the termination of the latter in 1960. At that time the University had awarded 431 diplomas in nursing.

In 1968 the Clinical Division of the College of Nursing was established in Houston, Texas. This action improved the coordination of clinical experiences in the professional phase of the program. Students gained access to the clinical learning experiences in health care agencies in the Greater Metropolitan Houston Community. Pre-clinical courses continued to be offered on the University campus at Prairie View, Texas.

In 1982 the College of Nursing upper division clinical studies moved to the renowned Texas Medical Center (TMC) in Houston and became a participating member of the Texas Medical Center institutions. The move improved the ambience of the overall learning environment for both students and faculty. In Spring 2006, the College moved into a newly constructed facility in its original location in the TMC.

The prescribed nursing curriculum for the generic program consists of four years and one semester of study leading to a Bachelor of Science degree in Nursing. Pre-clinical study consists of two years of study in the liberal arts, humanities, and natural and behavioral sciences. Professional courses, which consist of theoretical and clinical learning experiences, occupy the remaining years of the academic program. Admission of students to upper division clinical studies is based on the completion of all required University core curriculum and nursing support area pre-requisite courses. The College of Nursing also offers programs via distance education for licensed vocational and registered nurses: The LVN-BSN Program and the RN-BSN Program respectively. These programs are available at the following campuses: Houston Center, 6436 Fannin; Bryan/College Station Center, Moore Communication Building, Texas A&M University campus; The University Center, 3232 College Park Drive, The Woodlands.

The College of Nursing supports the mission of the University and strives for excellence in teaching, research and service. The administration, faculty, staff, and students embrace the College of Nursing’s history and are proud of its graduates and will continue to produce quality professional nurses from our Baccalaureate and Master’s prepared programs to serve the healthcare needs of the citizens of Texas, the nation, and beyond.

## **MISSION OF THE COLLEGE OF NURSING**

The faculty of the College of Nursing at Prairie View A&M University embraces the University's mission of excellence in education, research and service. The purpose of the College of Nursing is to prepare beginning professionals as nurse generalists and advanced practice nurses who have a foundation for continuing personal, professional and educational growth. Graduates are prepared to practice in a variety of settings and to assume leadership roles in response to the health needs of a rapidly changing, technologically complex society.

## **PHILOSOPHY**

The philosophy of the Prairie View A&M University College of Nursing reflects the beliefs of the faculty and provides the foundation for the curriculum. While striving to maintain effective teaching and a strong curriculum, the faculty believes our role should include the fostering of academic excellence and intellectual curiosity in our students. The faculty believes in educating students of diverse ethnic, academic and socio-economic backgrounds through professional role-modeling, mentoring relationships and the development of culturally sensitive paradigms for clinical practice. The faculty strives to foster commitment to values believed to be inherent in professional nursing: altruism, human dignity, truth, justice, freedom, equality and esthetics.

The faculty believes that learning is a life-long process which progresses along a continuum from simple recall of information, through comprehension, application, and synthesis of concepts, toward the creative use of new information and technology. Each student brings to the learning environment knowledge, values, attitudes and beliefs. Although the faculty facilitates learning by providing a receptive environment for students to use and expand their body of knowledge, the student must assume responsibility for the interactive learning process, which requires active participation of both the student and faculty.

Health is culturally and individually defined. The faculty believes that health is a dynamic state of integrated functioning/balance and purposeful direction within the internal and external environment to maximize one's potential. The faculty believes that all human beings have a right to health care, including the increasing vulnerable populations who do not have complete access to health care.

In this rapidly changing society, health care delivery must also change to meet changing needs of consumers. The faculty believes that consumers are not merely passive recipients of health care services, but active participants in the decision-making process affecting their health. The faculty espouses a primary health care strategy, which encourages advocacy and partnerships with consumers in systematic efforts to identify and address major health needs. The faculty empowers consumers to be self-reliant and competent in managing the health aspects of their lives.

Nursing has a caring and holistic role in the promotion, protection, and restoration of health for culturally diverse individuals, families, aggregates, communities, and society. The nurse in collaboration with clients and other health care providers, functions in a variety of roles and settings to provide effective care based upon a planned, deliberate decision making process. The nursing process serves as the method by which therapeutic interventions and decisions are implemented.

The faculty believes that community service is a vital component of nursing practice. Community service involves providing culturally sensitive primary health care, direct services, and educational information designed to promote and maintain healthy communities in rural and urban settings.

The faculty believes that research provides a foundation for analytical thinking and guides nursing practice. The baccalaureate graduate uses the research process in clinical problem solving and incorporates research findings into practice. Research at the undergraduate level provides a basis for continued study at the graduate level.

Professional nursing education is based upon a general liberal arts education with an emphasis on the behavioral and natural sciences. The ability to process information, problem-solve, make informed decisions and think critically are desired outcomes of nursing education. The professional nurse who can communicate effectively, intervene therapeutically, think critically and is technologically competent will be uniquely valuable in the present and future health care system.

The outcome of baccalaureate education is to empower graduates to continually develop as contributing members of the nursing profession and of the larger society to practice in a variety of settings, to assume leadership roles in response to the health needs of a rapidly changing, complex society, and to practice nursing within a framework that encompasses legal, ethical, and professional standards. The graduates are prepared for entry into graduate nursing education to further develop their professional roles.

Building upon the broad generalist foundation of baccalaureate education in nursing, the faculty believes that graduate education in nursing consists of an advanced research-based specialized body of knowledge which is required to deliver high quality consumer-focused health care. The advanced practice nurse has specialized knowledge and skills sets in leadership and health care management. Also, there is understanding and appreciation of curriculum theory and development, and the ethical responsibility and accountability for safety, best practices, and competencies as evidenced for effectiveness in teaching and management of health care delivery.

The faculty further believes graduate education in nursing to be the most effective means of preparing nurses to deliver advanced culturally sensitive health care to diverse and vulnerable populations; to advance nursing's research base by linking nursing theory to advanced clinical practice; and to advocate for continuous improvement in health care through the formulation and implementation of consumer-focused health policy and health legislation.

## Baccalaureate Program Objectives

The objectives of the baccalaureate nursing program are to prepare graduates to:

1. Integrate knowledge and theories from nursing, the sciences, and the humanities to guide nursing practice.
2. Use the nursing process in a variety of nursing roles and settings to promote, maintain, and restore health for individuals, families, groups and communities.
3. Integrate critical thinking, problem-solving, communication and leadership skills within the professional nursing practice setting.
4. Apply information and health care technology in the delivery of innovative, cost-effective nursing care for diverse populations.
5. Collaborate with individuals, families, groups, communities and health care providers in the coordination and provision of health care.
6. Incorporate research findings in nursing practice.
7. Assume ethical responsibility and accountability for nursing practice, community service, and professional growth and development.



**Bachelor of Science Degree in Nursing (BSN)  
Generic Program  
Lower Division**

**PROGRAM OF STUDY**

**FRESHMAN YEAR**

<i><b>First Semester</b></i>	<i><b>Hours</b></i>	<i><b>Second Semester</b></i>	<i><b>Hours</b></i>
ENGL 1123	3	ENGL 1133	3
MATH 1113	3	PSYC 1113	3
BIOL 1054	4	BIOL 1064	4
SPCH 1003	3	COMP 1003	3
HIST 1313	3	HIST 1323	3
			3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

**SOPHOMORE YEAR**

<i><b>First Semester</b></i>	<i><b>Hours</b></i>	<i><b>Second Semester</b></i>	<i><b>Hours</b></i>
POSC 1113	3	POSC 1123	3
SOCG 1013	3	PHIL 2013	3
	3	HUSC 1343	3
HDFM 2553	3	PSYC 2613	3
CHEM 1053	3	BIOL 1073	3
CHEM 1051	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>

<b>Total SCHs = 63 Lower Division</b>
---

## **Admissions Requirements (Clinical Studies Upper Division)**

Admission to the Clinical Studies (upper division) may be considered when the applicant satisfies the undergraduate admission requirements of the University and the College of Nursing as a continuing Prairie View A&M University pre-nursing major or as a transfer student. The requirements for admission are the same for all applicants.

Students seeking admission to clinical studies must meet the following criteria:

1. Complete the Pre-Nursing Program (lower division) with a minimum 2.75 overall cumulative grade point average (GPA), and a minimum 2.75 GPA in support courses) in the following areas: microbiology, anatomy and physiology, chemistry, sociology, psychology, nutrition, human development life span and statistics.
  - a. Completion of all natural science courses within the last 5 years of admission with a minimum grade of “C”: anatomy and physiology, microbiology, and chemistry and completion of all support courses within 10 years of admission: sociology, psychology, nutrition, human development life span, and statistics.
  - b. The assessment of dated credits and courses requiring updating is made upon receipt of a completed application to the College of Nursing.
  - c. All lower division (core and support courses) classified as Pre-Nursing and the natural science courses may not be repeated more than once to achieve a passing grade of “C”. Also, no more than two Pre-Nursing (lower division) courses may be repeated.
2. Perform satisfactorily on a faculty selected pre-nursing standardized admission test. The pre-nursing test must be taken at the College of Nursing and may not be taken more than two times.

**Bachelor of Science Degree in Nursing (BSN)  
Generic Program  
Clinical Studies Upper Division**

**PROGRAM OF STUDY**

**JUNIOR YEAR**

<i><b>First Semester</b></i>	<i><b>Hours</b></i>	<i><b>Second Semester</b></i>	<i><b>Hours</b></i>
NURS 3023	3	NURS 3003	3
Basic Pathophysiology		Pharmacology	
NURS 3013	3	NURS 3174	4
Individual Health Assessment		Adult Health Nurs I	
NURS 3164	4	NURS 3273	3
Basic Concepts of Nursing		Adult Health Nurs I Pract	
NURS 3263	3	Nursing Elective	3
Basic Concepts of Nurs Pract			
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>13</b>

**SENIOR YEAR**

<i><b>Third Semester</b></i>	<i><b>Hours</b></i>	<i><b>Fourth Semester</b></i>	<i><b>Hours</b></i>
NURS 3185	5	NURS 4163	3
Family Health Nursing		Mental Health Nursing	
NURS 3284	4	NURS 4262	2
Family Health Nursing Pract		Mental Health Pract	
NURS 4013	3	NURS 4183	3
Intro Nursing Research		Adult Health Nurs II	
		NURS 4282	2
		Adult Health Nurs I Pract	
		Nursing Elective	3
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>13</b>

<i><b>Fifth Semester</b></i>	<i><b>Hours</b></i>
NURS 4173	3
Community Health Nursing	
NURS 4272	2
Community Health Pract	
NURS 4193	3
Leadership/Management	
NURS 4292	2
Leadership/Management Pract	
NURS 4403	3
Nursing Process Seminar	
<b>Total</b>	<b>13</b>

<b>Total SCHs = 64 Upper Division</b>
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## **LVN-BSN DISTANCE EDUCATION PROGRAM**

### **Licensed Vocational Nurses (LVN)**

Licensed Vocational Nurses (LVNs) who seek admission to the LVN-BSN Program must meet the same lower division prerequisites and degree requirements as generic students. Applicants are evaluated on an individual basis and must complete the upper division clinical studies within five years of the initial admission date.

#### **Admission Requirements:**

1. Be a graduate of an accredited Texas or out-of-state vocational technical school or a community college program with a 3.0 GPA.
2. Current licensure as a licensed vocational nurse in the State of Texas or application for licensure in progress.
3. Completion of lower division requisite courses (63 credit hours), including core and support courses with a minimum grade of "C" per course and a cumulative grade point average (GPA) of 3.0.
4. A minimum passing score on the pre-nursing standardized admission test, which may not be taken more than twice.
5. Attend orientation for professional nursing education preparation.
6. Documentation of recent nursing practice experience, a minimum of one year, fulltime employment as an LVN.
7. Two letters of recommendation: one from a faculty member or administrator of the LVN nursing program and one from the supervisor at the agency of employment.
8. Official documentation of negative criminal background check and drug screening test.

#### **Process for Advanced Placement**

1. Upon admission to the LVN-BSN Program, students may qualify for seven (7) hours of advanced placement through credit by examinations.
2. Advanced placement is achieved by obtaining a satisfactory performance score on the National League for Nursing Acceleration Challenge Exams (ACEs):
  - A. Care of the Adult Client
  - B. Clinical Pharmacology
3. Upon successful completion of the above (NLN-ACEs) challenge exams, the student is eligible to enroll in the first semester of the program. After satisfactory completion of the first 10 credit hours of the program (First Semester) and continuation of LVN licensure, the student is awarded 17 nursing credit hours in congruence with the Texas Articulation Model.

**Bachelor of Science Degree in Nursing Program  
LVN-BSN Program  
Clinical Studies Upper Division**

**PROGRAM OF STUDY**

**Advanced Standing Credits** 10  
**Credits by Examination** 7

<u>Advanced Standing Credits</u>			<u>Credit by Examination</u>		
NURS 3003	Intro to Pharmacology	3	NURS 3164	Basic Concepts Nurs	4
NURS 3174	Adult Health Nurs I	4	NURS 3263	Basic Concepts Pract	3
NURS 3273	Adult Health I Pract	3			
<b>Total</b>		<b>10</b>	<b>Total</b>		<b>7</b>

**JUNIOR YEAR**

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
NURS 3023	3	NURS 3185	5
Basic Pathophysiology		Family Health Nursing	
NURS 3013	3	NURS 3284	4
Individual Health Assessment		Family Health Nurs Pract	
NURS 3005	5	NURS 4013	3
Transitions to Prof Nursing		Intro to Nursing Research	
<b>Total</b>	<b>11</b>	<b>Total</b>	<b>12</b>

**SENIOR YEAR**

<i>Third Semester</i>	<i>Hours</i>	<i>Fourth Semester</i>	<i>Hours</i>
NURS 4163	3	NURS 4173	3
Mental Health Nursing		Community Health Nursing	
NURS 4262	2	NURS 4272	2
Mental Health Practicum		Community Health Pract	
NURS 4183	3	NURS 4193	3
Adult Health Nursing II		Leadership/Management	
NURS 4282	2	NURS 4292	2
Adult Health Nursing I Pract		Leadership/Management	
Nursing Elective	3	NURS 4403	3
		Nursing Process Seminar	
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>13</b>

TOTAL SCHs = 66 Upper Division
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## **RN-BSN DISTANCE EDUCATION PROGRAM**

### **Diploma or Associate Degree Nurses (RN)**

Registered nurses who seek admission to the RN-BSN Program must meet the same lower division prerequisites as generic students. Applicants are evaluated on an individual basis and must complete the upper division within five years of the initial admission date.

These programs are available at the following campuses: Houston Center, 6436 Fannin; Bryan/College Station Center, Moore Communication Building, Texas A&M University campus; The University Center, 3232 College Park Drive, The Woodlands.

### **Other Requirements:**

1. Be a graduate of a nursing diploma or associate degree program, which is accredited by the NLNAC for preparing registered nurses.
2. Current license as a registered nurse in the state of Texas or application for licensure in progress.
3. Completion of prerequisite lower division courses (63 credit hours), including core and support courses with a minimum grade of "C" per course and a cumulative grade point-average of 2.75.
4. Documentation of recent nursing practice experience of at least 6 months full-time or one year part-time or a refresher course with a clinical component within the last two years.
5. Official documentation of a negative criminal background check and a drug screening test.

Thirty-six (36) semester credit hours in nursing will be awarded matriculation toward the Bachelor of Science degree in Nursing. The RN-BSN student must be licensed to practice nursing in Texas and be in good standing with the Texas Board of Nursing.

**Bachelor of Science Degree in Nursing  
RN-BSN Program  
Clinical Studies Upper Division**

**PROGRAM OF STUDY**

Course/credits to be awarded as certification for advanced placement (articulation),  
RN-BSN Program:

		<i>Hours</i>
NURS 3164	Basic Concepts Nurs	4
NURS 3263	Basic Concepts Pract	3
NURS 3003	Intro to Pharmacology	3
NURS 3174	Adult Health Nurs I	4
NURS 3273	Adult Health Nurs Pract	3
NURS 3185	Family Health Nurs	5
NURS 3284	Family Health Nurs Pract	4
NURS 4163	Mental Health Nurs	3
NURS 4262	Mental Health Pract	2
NURS 4183	Adult Health Nurs II	3
NURS 4282	Adult Health Nurs Pract II	2
<b>Total</b>		<b>36</b>

**JUNIOR YEAR**

	<i>Hours</i>		<i>Hours</i>
<b>First Semester</b>		<b>Second Semester</b>	
NURS 3004	4	NURS 4173	3
Concepts of Prof Nursing Practice		Community Health Nursing	
NURS 3013	3	NURS 4272	2
Indiv Health Assessment		Comm Hlth Nursing Pract	
NURS 3023	3	NURS 4013	3
Basic Pathophysiology		Intro to Nursing Research	
		Nursing Elective	3
<b>Total</b>	<b>10</b>	<b>Total</b>	<b>11</b>

**SENIOR YEAR**

	<i>Hours</i>
<b>Third Semester</b>	
NURS 4193	3
Leadership/Mgt in Nursing	
NURS 4292	2
Leadership/Mgt Practicum	
NURS 4032	2
Seminar IV	
Nursing Elective	3
<b>Total</b>	<b>10</b>

<b>TOTAL SCHs = 67 Upper Division</b>
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## Office of Admissions and Student Services (Suite 102)

### **Mission**

The purpose of the Office of Admissions and Student Services is to assist and enhance the mission and development of students as they proceed through their academic and professional pathway at the College of Nursing. A full range of services is offered to students who wish to enrich their experience or gain assistance in a variety of areas related to their educational and personal pursuits. Student success is conceptualized as broadly conceived-intellectual growth, personal, professional and career development. Issues related to student education, health, social, psychological and/or financial concerns are addressed with interventions, that are reasonably possible and may include (but are not limited to) simply answering questions, providing advice or making referrals to appropriate individuals or to main campus services. The Admissions and Student Support Services Office also works closely with the student associations and acts as a liaison between students, the College of Nursing and other sectors of the University.

### **Services**

#### **Liaison for University/College Services/Personal Counseling**

<b><u>Counseling:</u></b>	<b><u>Educational Functions:</u></b>	<b><u>Support Functions:</u></b>
Enrollment Management Recruitment Admissions Information and Records Financial Aid including: Scholarships Housing Information Health Referrals Parking Use of Building Student lockers Careers	Personal/Professional Development Workshops Study Skills, Financial Planning, Stress Reduction Orientation and Graduation Assistance Student Organizations Student /Leadership Development Student Ambassadors Student Advisory Committee Student Information List Serve	Disability Referrals Learning Adaptability Access Learning Resource Center Recreations/Fitness Center Special Events - As announced

**Note:** A suggestion box for sharing of ideas to enhance student services is located in Suite 102.

### **Housing:**

Students are responsible for securing their own housing arrangements. A list of some of the apartments in the Texas Medical Center area can be obtained through the College of Nursing Admissions and Student Services Office.

## Parking/Building Access/Use



### ***Parking:***

Parking is available to students on a first come, first serve basis in the designated Student/Visitor Parking on floors two through seven, College of Nursing Parking Garage.

There are two parking options which students may purchase. *Option One:* \$160.00 for the academic year - Mon-Sun from 6 a.m. to 12 a.m. *Option Two:* \$40.00 per semester-Mon-Fri from 3 p.m. to 12 a.m.; all day Saturday and Sunday

Students may purchase parking cards during the College of Nursing registration days or from the Parking Office located on the 2<sup>nd</sup> floor of the garage 713-790-7294.

Note: Parking Costs/Options are subject to change per academic year.

Students utilizing the Metro rail to travel to the College of Nursing should use the Memorial Hermann/Hermann Zoo rail stop located approximately one block north of the College of Nursing building. For additional information related to the Texas Medical Center parking, students may visit the web site at: <http://www.texmedctr.tmc>.

**Students using garage parking are expected to follow the designated guidelines related to safety and card use as per policy received upon purchase of parking.**

### ***Building Use***

#### **Badges:**



All students, faculty, and staff members must have a building access badge to enter the College of Nursing. Badges are made during the week of registration and other times as designated. Should a badge need to be replaced, submit a request in the Office of Admissions and Student Services.

#### **Security Desk:**



- Students who do not have their badges will be required to sign in at the Security Desk, first floor.
- Visitors to the College of Nursing must also sign in at the security desk and wait for approval to proceed beyond the first floor.

#### **Building Hours:**

Students may use the College of Nursing student areas from 6 a.m. to 12 midnight. After 6 p.m. and prior to 8 a.m. students must use their building access card to enter the building and other designated areas. Students must use access badges individually and **must not** use their badges to allow other students, visitors, etc. to enter building.

**Note: In order to protect the integrity and extensive wiring in each classroom and the computer labs, these areas have been designated as NON EATING/DRINKING areas. This includes the space directly outside of each classroom as well. The 9<sup>th</sup> floor student lounge area is designed to accommodate eating/drinking.**

**Posting of Announcements:**



No posting of announcements is allowed on the elevators, walls, doors or hallways of the buildings. Bulletin board areas are provided in the student lounge areas for posting and the electronic monitor on the first floor. Announcements should be approved prior to posting by Office of Admissions and Student Services.

**Student Areas:**

*Overview:*

The College of Nursing building is to be used by students only for the purposes of classroom instruction, lab and study activities. It is open for student use from 6 a.m. until 12 midnight. The nonclassroom areas designed for students are as follows:

9<sup>th</sup> Floor:

Room 983 Student Lounge (equipped with lockers, laptop areas, kitchenette with vending machines, microwave, and refrigerator), big screen TV and lounge chairs and couches. Additional snacks can be purchased in the College of Nursing bookstore on the first floor.

Room 991 Wellness Center - Exercise Room and Hygiene Suite



Room 942 Learning Resource Center - PVAMU  
College of Nursing students only.

Rooms 987, 991  
Room 1008  
Room 1112 **UNDERGRADUATE STUDY AREAS. CLASSROOMS ARE NOT PERMITTED FOR USE AS STUDY AREAS (PRIVATE GROUPS, ETC.)**

Restrooms: Male and female restrooms are located on 1<sup>st</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> floors.

Children: Children are permitted to attend only approved College of Nursing public programs with supervision of parents. Children are not allowed to accompany students to class, computer labs or any learning activity.

**Classrooms:**



Student classrooms are located on the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> floors. Classrooms are assigned to each lecture section at the beginning of the semester. Some of the features of the classrooms to enhance students learning are:

- Laptop ready desks
- Overhead LCD projections
- Extensive white board space (use white board markers only)

**LRC (Learning Resources Center):** (Self-Serving and for Scheduled Testing)

- Located in Rooms 942 (undergraduates); 928 (graduate students)
- Orientation provided at new student orientations
- Contains a fax machine, photo copier, printers
  - Copier - requires use of a copy card that can be purchased from Ms. Brown, Sr. Business Specialist (Office #1274) or Ms. Lindsay, Librarian (Office # 1274) for \$5.00.
  - Printer - The school allows each student the use of 1 ream of paper per semester. Students are encouraged to use printing efficiently and to pick up their materials from the printers.

**Note: No one is permitted to photocopy copyright protected audio/visual and computer software materials.**

**Library:** 

The Houston Academy of Medicine Texas Medical Center Library (HAM-TMC) provides the information materials and services that are needed to support the research and educational program of the College of Nursing. Students who are new to the CON will be provided with a required orientation program. The library is located across the street from the CON at 1133 John Freeman Blvd or can be accessed through the website <http://www.library.tmc.edu/>

Also, library services are available through Prairie View A&M University, John Coleman Library and Texas A&M University Library. In addition, for students enrolled in distance education, library services are accessible at The University Center - The Woodlands, TX. For assistance in library services, contact the College of Nursing's Librarian, Ms. Gayle Lindsay, Learning Resource Center, Room 931, 713-707-7038.

**Smoking Policy:**

**SMOKE FREE**



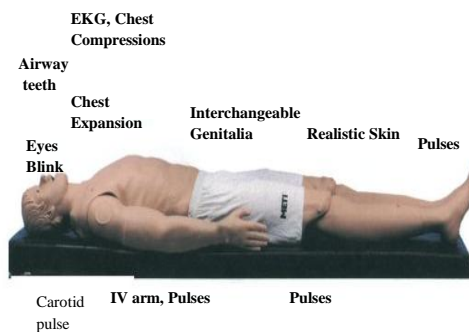
To protect the rights of people who smoke and people who do not smoke, the College of Nursing building has been designated “**smoke free**”. Study rooms, lounges, classrooms, faculty and staff offices, and outside the building (including sidewalks, north and south drive through lanes, east and west (front and back) are non-smoking areas. Violators to the above will receive citations and fines.

# HUMAN SIMULATION TECHNOLOGY CENTER

## HUMAN PATIENT SIMULATION: STRATEGY FOR TEACHING/LEARNING AT PRAIRIE VIEW A&M UNIVERSITY COLLEGE OF NURSING

Nursing education meets technology at Prairie View A&M University (PVAMU) College of Nursing with the utilization of Human Patient Simulators as teaching tools in the undergraduate and graduate nursing programs. The Human Patient Simulator (HPS) Labs have been in full operation since September, 2003. The HPS is a lifelike, computer driven mannequin that closely imitates real situations and physiological responses. The HPS has a heartbeat, breath sounds, reactive pupils and also responds to simulated drugs. Simulation experience is rapidly becoming a necessity for nursing education and has been embraced as leading teaching strategy at the College of Nursing. The Human Patient Simulator provides cutting-edge technology for comprehensive, objective measurement of the student's knowledge, technical skills and critical thinking abilities.

Simulation technology has become a very valuable teaching/learning strategy in higher education. This technology is rapidly being embraced by various health care disciplines. The PVAMU College of Nursing HPS Labs have the state of the art equipment and professional staff to operate with a faculty team for facilitation of learning experiences. Educational objectives and training scenarios are developed by a faculty team. Nursing students appreciate the opportunity to practice simple, complex and high stress scenarios in a safe setting and receive immediate feedback.



### HUMAN PATIENT SIMULATOR

A variety of skills labs are available for student learning throughout the College. Students have access to the laboratories per designated learning and scheduled tutorial activities. The faculty will identify the labs and the specific guidelines for student learning throughout the semester.

**The HPS Lab** is high technology with cameras and microphones to capture the student's participation in the scenarios. There is a microphone hanging over the bed to record the simulation along with a speaker, which is used to communicate with the instructor in the control room. There is an AMX controller in the control room that is used to operate the cameras. Each camera is connected to a media point recorder with a third media point

connected to the simulator to capture the waveforms from the simulator. The recording is activated when the student or students log into the B-Line system using a log provided at the bedside. Room 1191 is a tiered classroom adjacent to the HPS Lab. It serves as an amphitheater for observing simulations and faculty facilitated debriefing post-simulations, including distance sites.

**The ICU** has three METI simulators, two HPS and an ECS. There are two cameras on each bed, one at the foot and one at the head of each bed. There are two more cameras in a crash cart and medication cart area. There is a microphone above each bed for audio capture and an AMX controller for camera control. These cameras are connected to a V-Brick for video storage. Students log in and out of the laptop at the bedside to activate the cameras. The cameras are connected to V-Brick recorders for video capture.

**The Adult Health Lab** has two basic Laerdal Simulators, twelve beds, six microphones, six cameras (one per two beds), an AMX controller for the cameras and six laptops to log in and start recording. The cameras are connected to a V-Brick for video storage. There is also a DVD player, VCR, document reader and projector for teaching purposes.

**The Family Health Lab** has four cameras, four microphones, four laptops to start and stop recordings and an AMX controller for the cameras. These cameras are also connected to a V-Brick to capture videos. The cameras project on two birthing beds, one of which contains the Noelle Birthing Simulator, which actually gives birth. One camera points to an area where a baby warmer is the centerpiece and the last camera focuses on a three bed recovery area. Also, for teaching, the lab contains a VCR, DVD player, document reader and a projector.

**The Child Health Lab** has three cameras, three microphones, three laptops and an AMX controller for camera control, which also uses V-Bricks to capture video. These cameras focus on a three bed child recovery area, a high-risk incubator area and a crib area. There is also a VCR, DVD player, document reader and projector for teaching.

The exam rooms are set up differently from skills labs because they are individual rooms. There are ten exam rooms, five on the 10<sup>th</sup> floor and five on the 11<sup>th</sup> floor, where one is a Pedi exam room. Each room contains a microphone, one camera and a speaker so that the control room can communicate with exam rooms. Each floor has a control room with six PCs, five for viewing in the five exam rooms. PC for controlling the whole experience. There is also a PC in each exam room for the student to complete checklist and for the Standardized Patient Assessment after the simulation.

### Laptop Computer Program:



Students in Semesters II-V are issued a laptop computer to use for learning and scheduled testing. Students are to return the laptop after graduation from the nursing program or following disruption of enrollment due to dismissal or suspension from the program.

### Lockers:

Students are assigned the use of a locker for convenience. Lockers are constructed to accommodate large rolling backpacks.

***Students are expected to leave all personal materials and books in their locker before reporting to the classroom or LRC for exams.***

### Student Decorum:

All students are expected to follow the rules of the building, classrooms and parking. Excessive or loud talking should be avoided near classroom areas and in public areas. Also, utilizing the parking garage for purposes other than entering, parking and exiting the garage is prohibited. **NOTE: ANY STUDENT WHO PLACES OTHER STUDENTS OR PROPERTY AT RISK WILL BE IMMEDIATELY DISCIPLINED THROUGH THE DEAN'S OFFICE AND SUBJECT TO DISMISSAL FROM THE NURSING PROGRAM.**

### Counseling Services:



Initial counseling services for students with personal concerns are available through the Office of Admissions and Student Support Services. Ongoing counseling needs may result in a referral to the University of Texas Employee Assistance Program (UT-EAP). The 24-hour service is available for emergency situations as well. The 24-hour service, located in the Texas Medical Center can be reached by calling 1-800-346-3549.

## **FINANCIAL SUPPORT**

### Financial Aid:



Financial aid counseling is offered at the College of Nursing two days per week (Tuesday and Thursday) in the Office of Admissions and Student Support Services. Appointments can be scheduled on site in Suite 102 and by email: [ympope@pvamu.edu](mailto:ympope@pvamu.edu) and telephone: 713-797-7095.

### **Scholarships (College of Nursing):**

Scholarships are gifts that do not have to be repaid. A limited number of scholarships are available to nursing students as per criteria for award. Information on applying can be obtained through the Office of Admissions and Student and Services.

- Ora Nell Pryor Memorial Scholarship
- Professional Nursing Scholarship Program
- VNA Endowed Nursing Scholarship
- Roseanne Wendell Endowment Memorial
- Mattie M. Nickson Scholarship
- A.J. Jones Graduate Nursing Endowment (***Graduate Students only***)
- Charlotte Cameron Scholarship
- Rebecca E. Wright Scholarship

### **Office of Financial Aid:**

- Maida's Brannon Nursing Scholarship

### **College of Nursing Bookstore:**



A full service bookstore is located on the first floor of the College of Nursing next to the security desk. A variety of school supplies, reference books, uniforms, clothing, nursing pin, gift items, and snack foods are available for purchase in the bookstore.

### **Wellness Program:**

Students are encouraged to use the exercise room and to participate in various wellness programs (e.g. aerobic classes). A large area with showers is available for convenience and hygiene.

### **Convocation Program:**

Each semester, the College of Nursing begins with a Convocation Program in which the graduating class is honored. Additionally, new students are welcomed, College of Nursing updates are announced, and students have the opportunity to hear “helpful hints” from each level of the program. **All students are required to attend.** The expected dress code is dressy casual. ➤See Appendix Q for Convocation Program.

### **Pinning Ceremony:**



Each semester, a Pinning Ceremony is held for graduating seniors. At that time students graduating from the undergraduate programs receive the College of Nursing pin. Also, selected students are nominated to receive the Faculty Award and Dean's Award. All students are invited to attend this program. ➤See Appendix P for protocol on Pinning Ceremony.

# RECOGNIZED STUDENT ORGANIZATIONS

Membership in student organizations can be an especially enriching aspect of the collegiate experience. Working with others to achieve common goals and programs and developing one's individual potential are important benefits of participating in out-of-class activities. The College of Nursing has the following student organizations:

- National Student Nurses Association
- Chi Eta Phi Sorority
- Sigma Theta Tau Honor Society
- American Red Cross
- American Association of Men in Nursing
- The Prairie View International Student Nurses Organization

## ***National Student Nurses Association (NSNA)***

Membership is open to pre-nursing (lower division) and nursing majors (upper division). The Prairie View A&M University College of Nursing Chapter of the Texas Nursing Students Association is comprised of students from schools of nursing in the state of Texas and affords opportunities to meet other student nurses, promote inter-school affairs, promote interest and awareness of professional nursing organizations, and prepare for participation in these organizations. The chapter is a member of the Texas State Nursing Students Association and the National Student Nurses Association (NSNA). For information on NSNA and how to become a member, go to the website at <http://www.nsna.org>. Local chapter information can be found at [www.pvamu.edu](http://www.pvamu.edu). Click on College of Nursing.

## ***Chi Eta Phi Sorority***

Students, based on selected criteria, are invited to join Zeta Chi Beta Chapter of Chi Eta Phi Sorority during the second semester. The principal goal of the sorority is to promote scholarship, leadership, and the delivery of health care through participation in civic, community, and health-related activities. Local chapter information can be found at [www.pvamu.edu](http://www.pvamu.edu). Click on College of Nursing.

## ***Sigma Theta Tau International Honor Society***

Eta Delta is the chartered Prairie View A&M University chapter of Sigma Theta Tau International Honor Society for Nursing. The honor society recognizes superior achievement, leadership, innovation, and professional students. Qualified students are invited to join upon completion of 50% of clinical nursing program. Local chapter information can be found at [www.pvamu.edu](http://www.pvamu.edu). Click on College of Nursing.

## ***American Red Cross Student Nurses Volunteer Committee***

Membership is open to all students enrolled in clinical studies. This committee serves as an extension of the Houston Chapter of the American Red Cross; provides volunteer nursing and health service to the College of Nursing, university, and community-at-large; provides an auxiliary source of training for student nurses; and promotes professional development and commitment to community service. Local chapter information can be found at [www.pvamu.edu](http://www.pvamu.edu). Click on College of Nursing.

***American Association of Men in Nursing (AAMN)***

Membership is open to men at the Prairie View A&M University College of Nursing enrolled in the upper division. The focus of the association is to expose the membership to activities to enhance their professional growth and development career in nursing.

***The Prairie View International Student Nurses Organization (PVISNO)***

This is a College of Nursing Organization of international students; however PVISNO is open to all enrolled students, and is governed by its members through officers elected by students. Members are encouraged to be active members of Prairie View Student Nursing Association. Faculty serves as advisors.

Prairie View International Student Nurses Organization (PVISNO) promotes participation in social activities and cultural diversity through group sponsored events. The group also participates in mentoring of students who need help in different academic areas.

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## **Code of Ethics for Nurses**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

**2005**

American Nurses  
Association, Inc.

## **Student Dress and Decorum Expectations:**

The College of Nursing is a professional learning environment; students are expected to dress and behave in a manner that promotes learning and professional development.

### **Student Dress:**



### **Classrooms:**

Student dress for classrooms should be conservative and in good taste. This would include, but not limited to:

- Men: Jeans/pants and shirts should not be “baggy” in style, no shorts.
- Women: Avoid the use of low cut blouses, slacks, shorts, as well as backless strapless shirt styles or skin exposed waistlines.

Men and Women: Use of jeans is acceptable; however, they should not be baggy, low cut, and must not have the currently stylish holes. All pants, including jeans should have the tailored cuff or hem at the ankles.

The use of excessive jewelry and fragrances in the classroom should be avoided.

### **Clinical:**



### **Uniform Policy:**

Students are expected to be neat and well-groomed at all times. Good personal hygiene is a necessity. A minimum of two uniforms is strongly recommended. In some clinical settings, the uniform policy is based on specific client care needs. Uniforms may only be purchased through the College of Nursing bookstore. Students who are new to the College of Nursing must order and purchase uniforms by the end of the first week of school. Shoes (white duty shoes NOT tennis shoes) are required and must be purchased through an outside vendor.

#### **A. General:**

Only the College’s uniform shall be worn in all clinical practice settings, except when an alternate attire is designated. **Personally selected scrubs or white clothing are not acceptable substitutes.**

1. Shoes are to be white, clean, closed-in, standard uniform type with no more than 1 inch heels. No clogs, sandals or sneakers are allowed anytime.
2. Full or 3/4 length white laboratory coat with a Prairie View A&M University insignia sewn (not pinned) on the left sleeve, 2 inches below the shoulder is worn to and from the clinical areas and the College simulation laboratories. It is NOT worn during the clinical time period.
3. A standard Prairie View A&M University College of Nursing name pin and the College of Nursing ID badge must be worn with the uniform and/or laboratory coat at all times. (In some cases an ID

badge from the institution is required as well).

4. The laboratory coat, name pin and picture identification are to be worn for hospital and other clinical learning activities. Blue jeans, shorts, halter tops, sweaters, and open toed shoes are not to be worn to clinical agencies. Attire under the lab coat should be business casual street clothes in good taste. Shoe heels should not be higher than 1 inch. Under no circumstances are the flip flop type shoes to be worn in the clinical agencies.
5. Colognes, perfumes, after shave or other fragrances are to be omitted when in uniform. This includes fragrant hair spray. Under arm deodorant is a necessity for maintaining hygiene and is required.
6. Rings are to be restricted to wedding bands. Fingernails must be trimmed short at all times. Only clear fingernail polish may be worn. Absolutely, no acrylic nails are allowed in any of the clinical areas.
7. Standard equipment for clinical settings:
  - a. Wrist watch with a metal band and a second hand that is water proof or water resistant
  - b. Bandage scissors
  - c. Stethoscope with bell and diaphragm
  - d. Black and red ball point pens; pencil
  - e. Penlight
8. Students may not show exposed body rings (eyebrows, tongue, etc), tattoos or body art in the classrooms and all clinical settings. Body art must be covered with sleeves or use of bandage.
9. No necklaces of any type are to be worn with the clinical uniform.

**B. Women:**

1. Uniforms shall have short or 3/4 length sleeves and pockets. The fit of the skirt must be at least at the knee in length.
2. Pantsuit tops shall be a tunic type (over the hips, short or 3/4 length sleeves) with pockets. Pants length shall be at the top of the shoe.
3. White hose (support hosiery recommended) and neutral to skin color undergarments shall be worn.
4. Earrings, if worn, must be located on the ear lobe only and be conservative studs. Only one earring in each ear may be worn.
5. Hair shall be clean, neat, non-oily and worn up if longer than shoulder length. Hair color should be mainstream colors. Extreme streaking of hair should be avoided. Make-up shall be minimally applied and not apparent on lab coats or uniforms.

C. **Men:**

1. Tops shall be tunic type that fasten at the shoulder with stand-up collar and short sleeves (dentist-barber type) or zipper-front top with short sleeves as purchased through the College of Nursing bookstore.
2. Pant length shall be at the top of the shoe. The standard pant is also purchased through the College of Nursing bookstore.
3. No earrings are to be worn.
4. Hair shall be neatly groomed, non-oily, and no longer than shoulder length. Facial hair should be at a minimum and shaven.

**Uniform Management:** Uniforms are expected to be laundered and ironed AT HOME or dry cleaned prior to wearing them to the clinical area. The College of Nursing does not have provision for ironing uniforms or any other clothing. Do not bring or utilize an iron on furniture, hospital bed, or any object, floor, etc. of the College facility.

**Use of laundry irons, hair irons, or other electrical items other than laptop computers are not permitted for use anywhere in the College of Nursing building. Students found using these types of items will be immediately referred to the Dean's Office for disciplinary counseling and academic misconduct.**

**Labs:** Dress for the labs (which includes skills related labs and human simulation labs) is the College of Nursing lab coat and/or uniform or as directed by faculty. Additionally, nails should be cut short; and only low heeled, closed toe shoes with rubber soles should be worn. Students who are not dressed properly for lab will not be allowed to participate in the activity and subject to a negative grading.

# PROFESSIONAL CONDUCT POLICY

## Professionalism

As a beginning professional, the student is expected to develop and practice high standards of achievement and conduct defined as professional behavior. The behavior of the professional student extends beyond the College of Nursing and the clinical laboratory facility. Appropriate or inappropriate personal behavior and/or attire represents self as well as one's identified school, Prairie View A&M University College of Nursing.

Students are expected to conduct themselves in a professional manner at all times. This includes showing discretion with respect to grooming and appropriate dress; punctuality; respect for self and others; positive relations with faculty, staff and peers; avoidance of disruptive classroom behavior; avoidance of threatening, non verbal behavior and loss of self control; and, restraint from the use of abusive and/or profane language either verbally or nonverbally or by electronic media.

## Professional Conduct, Accountability and Honesty

The faculty and administration of the College of Nursing expect quality work and self-directed behavior from students. Each student is regarded as an adult and responsible for his/her own learning. The student who consistently demonstrates inappropriate or "non-professional" behavior will be counseled and subject to disciplinary action. It is expected that each student will come to class and clinical practice prepared and present oneself as a sincere and motivated learner.

The College of Nursing student conduct codes reflect congruency with the *Prairie View A&M University Student Conduct Code and Handbook (2009-2010)*.

Acts of academic misconduct will be subject to disciplinary action ranging from a warning to dismissal from the nursing course, College of Nursing, or the University. Any act of dishonesty in academic work constitutes academic misconduct. Some specific examples of academic misconduct, but are not mutually exclusive are:

1. Giving or receiving unauthorized aid on tests, examinations or other assigned work.
2. Submitting work other than one's own. (Plagiarism)
3. Charting false or non-observed data (falsification or records) on client records.
4. Administering unsafe clinical practice performance.
5. Cheating or stealing.
6. Abuse of drugs and/or alcoholic beverages.
7. Willful lying or deceit.
8. Altering legal documents.
9. Falsification of credentials.
10. Destruction of furniture and any facility properties.
11. Utilizing the facility, parking garage, or building surrounding for activities exclusive of instruction and learning.
12. **Plagiarism** – defined by the American Heritage Dictionary of the English Language (p.540) as stealing or using the ideas of another writer and using it as one's own. Plagiarism is recognized as a form of cheating. Copying from books or journals without documentation, or copying another student's term paper or theme will result in the maximum penalty from the faculty. Students dismissed for any of the above stated reasons are not eligible for reinstatement in the program.

13. Conduct unbecoming to a student as described in *Prairie View A&M University Student Conduct Code and Handbook (2009-2010)*.

### **University Class Attendance, Absenteeism**

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive television (video). Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or an assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

### **Excused Absences**

Absences due to illness, attendance at university approved activities, and family or other emergencies constitute excused absences and must be supported by documentation presented to the instructor prior to or immediately upon the student's return to class. Students are always responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports) and must comply with the respective faculty member's course protocol (syllabus, outlines, etc).

### **Excessive Absences**

Accumulation of one week of unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student's absence is unexcused.

### **Absences on Religious Holy Days**

In accordance with Texas Education Code, Section 51.925, subchapter (Z), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the professor of the planned absence in writing and receipt of the notice has been acknowledged by the professor in writing. "A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation" under the Texas Tax Code, Section 11.20.

### **Written Assignments**

Students are cautioned to read and adhere to format guidelines for written assignments. Students are to use the format prescribed by the American Psychological Association (APA) (5<sup>th</sup> edition). All formal papers are to be typed and submitted on regular 8.5 x 11 bond paper, unless otherwise indicated by the course faculty. Higher levels of conceptualization, documentation, and writing mechanics are expected as students progress in the program. Appointments for conferences to clarify written assignments with the faculty should be made well in advance of the due date of the assignment.

### **Examinations**

Policy and procedures related to examinations are explained by the faculty and delineated in each course syllabus. Students are referred to each course faculty for further explanation of these procedures.

## STUDENT RIGHTS

1. Representation on the College of Nursing standing committees as designated:
  - A. Information Technology
  - B. Recruitment
  - C. Program Evaluation
  - D. Curriculum
- \*2. Representation on the Student Advisory Council to the Dean through elected semester presidents.
- \*3. Participation in the formulation and application of policies affecting academic life and student affairs.
- \*4. Access to and the release of personal academic records through the University registrar and College of Nursing as appropriate.
- \*5. Reasoned exception to the data or views offered in any course of study; reserve judgment about matters of opinion; and be responsible for learning the content of any course of study for which enrolled.

*\*Items 2-5 adapted from the updated Student Bill of Rights; NSNA House of Delegates in Baltimore, Maryland (2006); Student Conduct Code and Handbook, 2009-2010.*

## Student Disability



**Americans With Disabilities Act:** Students requiring accommodations in a class related to a disability, should make an appointment with course faculty member during the first week of classes.

## CLASS/CLINICAL DECORUM

### Absenteeism and Tardiness

The College of Nursing enforces the University policies on absenteeism and tardiness. Students are expected to report to class regularly and on time. The course syllabus will provide information on attendance, and the faculty may impose penalties for absenteeism and tardiness in classroom and clinical courses.

### Classroom Safety: Unauthorized Visitors and Children

All visitors must have prior consent from the administration and faculty member to visit in a class. Children are not allowed in the classroom, laboratories or any College facilities.

#### Texas A&M University System Regulation 24.01

Unsupervised minor children, unauthorized and unaccompanied visitors who are not officially enrolled at the University in regular or special programs are specifically excluded from entering (at any time) classrooms, laboratories, study areas, work areas and student or employee lounges unless such persons are chaperoned or escorted while in such areas by a responsible university employee or student who has been duly authorized to function as a chaperone or escort for a group or an individual visitor.

# POLICY ON UNSAFE NURSING PRACTICE

## Background Statement

The faculty believes that the standard of care for the student nurse requires the student to perform as any other student with similar background and experience. The student is held to the same standards as a graduate professional nurse consistent with their educational level of preparation. In order to protect the patient rights, the faculty assumes the right to remove any student who demonstrates behaviors deemed as unsafe practice from the clinical area.

## Policy Statement

Demonstration of unsafe practice by a student nurse constitutes grounds for removal of the student from the clinical setting pending an investigation of the incident.

## Procedure

1. When an incident occurs which demonstrates unsafe practice, the faculty member will complete a written report and review it with the student.
2. The clinical incident report is to be completed and signed by the faculty and student to include versions of incident, remedial plans, follow-up, and recommendation for continuance.
3. The unsafe incident report is submitted initially to the Semester Coordinator and College (Director/Dean).
4. The unsafe incident report is filed in the student's permanent folder and a copy is filed in the Dean's Office.
5. When the faculty's recommendation is that the student not return to clinical practicum, the student has the right to request an investigation through the College of Nursing Administrative Office (Director or Dean). The request of investigation must be scheduled within one week of the incident. The investigation will be conducted following the protocol in the Student Grievance Policy.
6. When a student is allowed to continue in the program, post incident, an accumulation of subsequent incident reports will mandate a review by the Academic Standards Committee, and may result in dismissal from the program.

Examples of unsafe clinical practice include, but are not limited to the following:

- a. Failing to monitor the patient as ordered
- b. Failing to communicate a change in patient status
- c. Failing to administer medications accurately or without designated supervision.
- d. Failing to question an inappropriate medical order
- e. Failing to provide patient education
- f. Failing to provide for the patient's safety
- g. Failing to report another health care provider's incompetence

(Adapted from Texas Occupations Code and Rules Regulating the Practice of Nursing (2008), 217.11 Standards of Nursing Practice)

Additionally:

- h. Failure to arrive in the clinical areas without preclinical assignments
- i. Failure to report to the faculty member and assigned licensed nurse request to leave the clinical area
- j. Reporting to clinical after staying up all night (example - outside employment) up to time of reporting to clinical
- k. Falsification of student records, documents, etc. for clinical practice
- l. Falsification of patient's record via charting or utilization of said records for inappropriate actions
- m. Removal of patient's records from clinical agency or any type of paper with patient identification information

## **CHEATING AND DISHONESTY POLICY**

The faculty believes nursing is an ethical profession, which is based on a foundation of honesty and trust. Any violation of the respect for truth in all forms, whether it is cheating on an examination, plagiarism, a purposeful dishonest act of omission or commission regarding nursing responsibilities, or any other form of dishonesty/academic dishonesty, cannot be tolerated in a professional nursing program.

### **Policy:**

Any student who demonstrates any form of cheating or dishonesty in the College of Nursing may receive a grade of "F" or the course and/or may be dismissed or suspended from the College of Nursing.

**Note:** College of Nursing policies are congruent with the *Prairie View A&M University Student Conduct Code and Handbook (2009-2010)*.

### **Procedure:**

1. A faculty member, who observes a student cheating or engaging in academic dishonesty, will meet with the accused student as soon as possible and advise the student of the evidence presented.
2. The faculty must report the incident in writing with appropriate documentation of evidence to the Semester Coordinator with copies to the Undergraduate Director/Dean.
3. The Semester Coordinator will schedule a meeting with the faculty to discuss disposition of the student.
4. The Semester Coordinator will report the decision of the faculty in writing to the student with copies to the Director/Dean.

# PROFESSIONAL NURSING AND NURSING STUDENTS PERFORMANCE

## PEER REVIEW COMMITTEE

### Background: (Regarding Texas Board of Nursing Standards)

The faculty and **students** of the College of Nursing must be held to the standards set forth in the Texas Nurse Practice Act for Professional Nursing Practice (Chapter 303. Nursing Peer Review, Texas Statutes Regulating the Practice of Professional Nursing).

Any known incident involving an employee or **nursing student** of the College of Nursing who is suspected to have exposed or is likely to expose a patient or other person unnecessarily to a risk of harm, has engaged in unprofessional conduct, has failed to care adequately for a patient or has failed to conform to the minimum standards of acceptable professional nursing practice, or whose practice is or is likely to be impaired by chemical dependency, must be evaluated and reported to the Texas Board of Nursing.

### POLICY:

A Professional Nursing performance Peer Review Committee will receive complaints, evaluate and report to the Board of Nursing any incident regarding the conduct of any registered nurse employee or nursing student who is suspected to have exposed or is likely to expose a patient or other person unnecessarily to a risk of harm, has engaged in unprofessional conduct, has failed to care adequately for a patient or has failed to conform to the minimum standards of acceptable professional nursing practice, or whose practice is or is likely to be impaired by chemical dependency.

### PROCEDURE:

#### A. Formation of Committee

A Professional Nursing Performance Peer Review Committee will consist of three (3) elected faculty members. Two members will be elected by the faculty each even-numbered year at the annual meeting, and one member will be elected in each odd-numbered year. Members will serve for a two-year term. The committee will annually select a chairperson from its membership. If a **nursing student** is involved or is to be reviewed, a **student representative** will be appointed to serve on the committee. If a complaint is made regarding a committee member, the Dean of the College of Nursing will appoint a third committee member to replace the elected member during the review process.

#### B. Complaints to the Committee

Any registered nurse having reasonable cause to suspect that any College of Nursing registered nurse employee or **nursing student** has exposed or is likely to expose a patient or other person unnecessarily to a risk of harm, has engaged in unprofessional conduct, has failed to care adequately for a patient, or has failed to conform to the minimum standards of acceptable professional nursing practice, or that an registered nurse employee **student nurse** practice is or is likely to be impaired by chemical dependency shall report in a signed, written report to the Committee the identity of the nurse or **student nurse** and other pertinent information as the committee may require.

### C. **Reports Regarding Nursing Students**

Prairie View A&M University College of Nursing administration and faculty or a registered nurse who has reasonable cause to suspect that the ability of a professional **nursing student** to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency shall report in a signed, written report to the Board of Nursing the identity of the **student** and any additional information required for such a report by the Board.

### D. **Committee Procedure**

1. Upon receipt of a written complaint, the committee will begin review of the complaint and will notify the named RN employee or **nursing student** of the complaint of wrongful conduct within three days.
2. The registered nurse or **student nurse** who is reported will be offered an opportunity to respond in writing within 21 days to the charges.
3. If the complaint involves the registered nurse or **student nurse** practice in a facility other than the College of Nursing, the committee may share information with, and contract with the committee of that facility to determine which entity will conduct the peer review.
4. A formal review will be held at the end of the 21 days or within one week after receipt of a response from the registered nurse employee or **student nurse**. The employee or **student nurse** may present oral testimony, and the committee may request testimony from persons initiating the complaint.
5. The committee must determine whether the nurse or **student nurse** undergoing the review has engaged in conduct that has exposed or is likely to expose a patient or other person unnecessarily to a risk of harm, has engaged in unprofessional conduct, has failed to care adequately for a patient, or has failed to conform to the minimum standards of acceptable professional nursing practice, or that the employee's practice is or is likely to be impaired by chemical dependency.
6. If the committee makes a determination, which could result in disciplinary action, the committee must present a written report to the Board of Nursing. The committee shall provide the employee or **student nurse** with a detailed summary of the information disclosed and shall inform the employee or **student nurse** of his/her right to file a rebuttal statement, which will become a part of the report.
7. Review by the Professional Nursing Performance Peer Review Committee is advisory and does not limit what administrative action may be taken by Prairie View A&M University or the College of Nursing.
8. All peer review proceedings are confidential. Disclosure of any information shall be only as provided in Article 4525b, Texas Nurse Practice Act.

9. If the registered nurse or **student nurse's** conduct relates to a problem with chemical dependency or mental illness, the registered nurse or **student nurse** may be directly reported to a Board of Nurse Examiners approved peer assistance program.
10. Documentation of the proceedings of this committee will be maintained in a locked file in the Office of the Dean.

**E. Disclosure of Recommendations**

The committee shall disclose its recommendations on request to:

1. The Texas Board of Nursing or the State Board of Registration or Licensure of any state.
2. A law enforcement authority investigating a criminal matter.
3. Other entities as provided in Article 4525b, Section 3(b) of the Texas Nurse Practice Act.
4. Prairie View A&M University administrative officers and Department of Public Safety (Chief of Police).

## I. ACADEMIC ADVISEMENT

### A. **Background:**

The faculty of the College of Nursing believes that the process of student advisement represents an essential component of the educational program. Each student has an assigned faculty advisor with whom a working relationship is established through personal awareness of the student's overall needs and goals. The faculty advisor is charged with the responsibility of being fully informed of the student's academic status, individual rights, and responsibilities in the program. The student has the ultimate responsibility for knowing and utilizing his/her advisor to facilitate progression in the program.

### B. **Policy:**

Each student, upon progression in the clinical studies of the College of Nursing will be assigned a faculty academic advisor. The student must meet with the assigned faculty advisor a minimum of twice each semester.

### C. **Procedure:**

1. Each semester the faculty advisor and student will review the student's progress in the program of study.
2. When student policies are revised or new policies are generated, copies will be distributed by the faculty advisor to the assigned advisee. The student will sign the form documenting receipt of the policy.
3. Each student must meet with his/her faculty advisor to pre-register for courses for the following semester.
4. Each student must contact and schedule an appointment with his/her assigned faculty advisor prior to adding/dropping or with impending jeopardy status in enrolled course(s). All course changes are to be signed by the faculty advisor on designated University forms.
5. Upon completion of each semester, the student must schedule an appointment with the assigned faculty advisor prior to registration for **the subsequent semester courses to review the plan of study and required credits for graduation.** The student and faculty advisor will review both University and College of Nursing requirements and document the current status of the student. If the student has any deficiencies of required courses and credits, progression to the next semester **may be deferred** until evidence is provided by an official transcript of satisfied requirements met.

## II. GOOD ACADEMIC STANDING

To remain in good academic standing in clinical studies, the following criteria must be met:

1. Achieve a grade of “C” (minimum 75%) in all nursing courses
2. Achieve satisfactory performance on semester medication proficiency examination with a minimum of ninety four per cent (94%)
3. Achieve satisfactory performance on standardized tests
4. Demonstrate professional and academic integrity

## III. REQUIREMENTS FOR PRACTICE COURSES

### A. Student Health

#### Policy:

Upon admission to the program, students are required to provide documentation of health history, a physical exam, immunizations, and CPR certification. Forms to document the following requirements are listed in Appendices.

During the matriculation through the curriculum, a student is requested to meet with the faculty advisor or semester coordinator when there is any personal change that may interfere with the student’s successful completion of the course.

1. An **annual** physical examination and TB skin test, Mantoux (PPD), or chest x-ray where indicated are required of each student.
2. Immunizations and tests that are required upon registration and throughout matriculation in the nursing program are:
  - a. Negative TB skin test (Chest x-ray if skin test is positive)
  - b. Immunity by **titer or evidence of immunizations** for:
    - Measles, mumps or rubella - titer or series of 2 immunizations.
    - Hepatitis B - titer or series of 3 injections.
    - Varicella (chickenpox) - titer or series of 2 immunizations
    - Tetanus booster within the past 10 years.
  - c. Seasonal vaccines as determined by the University or College of Nursing
3. An original CPR card documenting certification to perform CPR (cardiopulmonary resuscitation) is due upon initial enrollment in the nursing program (Semester I) and upon each renewal certification for CPR.
4. If a student is injured or exposed to a communicable disease while engaged in clinical assignment, the faculty member is to be notified immediately. The student is responsible for the costs for any emergency care or treatment.

**Procedure:**

**Semester I:** Turn in completed records described above at orientation, including documentation of CPR certification.

**Semester II through V:** Turn in updated annual physicals, TB skin test or chest x-ray documentation, and updated immunizations, along with original CPR card (if renewed).

Note:

- (a) Submit the **original** physician forms and statements and **copies** of immunizations as designated above. Keep a personal file of copies of all forms and documentation that are turned in.
- (b) Upon initial enrollment in Semester I, turn in the original CPR card to the Lab I Coordinator or designated person.
- (c) Turn in **original** CPR card to Semester Coordinator or designated representative upon each renewal.
- (d) Preclinical students must turn in updated physical exam statement if there has been any change in health status. Document to be submitted to the College of Nursing Laboratory Coordinator.

**Failure to supply required medical records and CPR certifications will result in the student not being able to matriculate in the nursing program. NO EXCEPTIONS!**

**B. Criminal Background Checks and Drug Screening**

**Policy:**

Prairie View A&M University College of Nursing requires all students entering the clinical nursing program to submit to a criminal background check and drug screening following admission and prior to enrollment in upper division clinical studies. Failure to submit to the criminal background check and drug screening will immediately nullify admission and enrollment in the nursing program.

The screening will be honored for the duration of the student's matriculation Except: (a) when the student has a break in enrollment or (b) the student engages in acts of academic misconduct as illustrated in the *College of Nursing Student Handbook* and The Prairie View A&M University Student Conduct Code and Handbook 2009-2010.

**Procedures:**

Instructions for the **CRIMINAL BACKGROUND CHECK** and the **DRUG SCREENING** will be sent to the student with the provisional acceptance letter.

## Drug Screening

1. The student will report to a Lab Corp collection site with a chain of custody form and a money order for \$35.00 (cost is subject to change).
2. Lab Corp will draw the specimen and complete the analysis.
3. If the results are negative, Lab Corp will immediately notify the College of Nursing's agent.
4. If the results are positive, Lab Corp will counsel the student using a Medical Review Organization. The MRO provider will contact the student, determine the cause of the positive result and report their conclusion to the school.

## PROCEDURES FOR OBTAINING A CRIMINAL BACKGROUND REPORT

### **OPTION 1: TO REQUEST REPORT IN PERSON:**

Go to:

**Harris County Criminal Justice Center  
1201 Franklin Street, Room 3138  
Houston, TX 77002**

(Hours of operation: Monday - Friday 8 A.M - 5 P.M.)

1. Complete form and pay applicable fees (\$6.00)
2. Receive Certified Copy of Report

### **\*OPTION 2: TO REQUEST REPORT VIA PHONE (TO BE MAILED):**

1. Call the following toll-free number **1-888-545-5577**.
2. Follow the prompt for Criminal Background Check (Press option #2)
3. Provide necessary information for the Background Check
4. The report (**Certified Copy**) will be mailed within 3-5 business days

### **\*OPTION 3: TO REQUEST REPORT VIA COMPUTER (TO BE MAILED):**

1. Go to Harris County District Clerk homepage [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com)
2. From homepage click **Forms** under **Quick Links** (on left)
3. Choose **Civil Fax Express Order Form** under **General Forms**
4. Print, complete and fax or mail as directed
5. For questions call **1-888-545-5577**

\*For **OPTIONS #2 and #3** (a Debit or Credit Card Number **must be provided** for processing). If form is mailed in and there is no debit or credit card available, a \$6.00 money order or cashier's check made payable to HCDC may be enclosed (cost is subject to change).

**NOTE:**

The Admission Packet will not be processed without the original Certified Copy of the report from the County Clerk (retain a copy for your records).

It is advisable to request the report timely in order to meet admission packet deadlines.

**Significant Findings**

Students who do not pass the required **CRIMINAL BACKGROUND CHECK** will be referred to the Texas Board of Nursing (BON) to obtain a Declaratory Order. A copy of the Declaratory Order form is in the Appendix I or it can be accessed from the web at [www.bne.state.tx.us/olv/pdfs/DOapp.pdf](http://www.bne.state.tx.us/olv/pdfs/DOapp.pdf). The student will be allowed to enroll when official documentation is received from the BON confirming eligibility to sit for the NCLEX-RN. A denial of eligibility to sit for the NCLEX-RN, will immediately nullify the student's admission and enrollment in the Prairie View A&M University College of Nursing.

Students (accepted applicants) who do not pass the required **DRUG SCREENING** test will be denied admission and enrollment in Prairie View A&M University College of Nursing.

**C. Nursing Liability Insurance**

1. All basic generic students and students enrolled in the LVN-BSN and RN-BSN programs are required to purchase annually, group liability insurance facilitated through Prairie View A&M University. Liability insurance policies purchased outside the College of Nursing by individuals are not acceptable. The liability insurance coverage is applicable only during supervised clinical practice experiences associated with the nursing program of study at Prairie View A&M University. The cost of the liability insurance is included within the course fees.

**D. CPR Certification**

Students must present evidence of current certification for Adult, Infant and Child by turning in an original CPR card upon admission to the College of Nursing and upon renewals thereafter. American Heart Association Healthcare Provider is the preferred course.

**E. Dosage Calculation Proficiency Policy**

**Background Statement**

The faculty believes that the ability of the nurse to make accurate calculations is essential for the administration of correct dosages of drugs to patients. Demonstration of dosage calculation proficiency is an essential prerequisite for safe clinical practice. Since dosage calculation affects each student's ability to safely administer drugs, documentation of dosage calculation proficiency is required prior to entry into each practicum component of the clinical course.

## **Policy Statement**

Demonstration of dosage calculation proficiency as evidenced by achievement of a score of ninety-four percent (94%) on a proficiency examination will be required prior to beginning in the clinical area of clinical courses. Three opportunities for achieving the required proficiency score of 94% will be given at Semester I. Two opportunities for achieving the required proficiency score of 94% will be given at Semester II, III, IV and V. (Generic Program; LVN-BSN Program)

## **Procedure**

### **Instruction for Dosage Calculation Content**

1. All students enrolled in NURS 3263 Basic Concepts Practicum during Semester I will receive classroom and laboratory instruction on the following content: abbreviations, equivalents, conversions, administration of P.O., topical and parenteral medications, reconstitution of powdered drugs and dosage calculations.
2. All students enrolled in a clinical practicum during Semester II will receive classroom and laboratory instruction on the following content: administration of IV solutions and medications, infusion pumps, insulin and heparin calculations and measurements, and calculation of IV flow rates reconstitution of powdered medications.
3. All students enrolled in a clinical practicum during Semester III will receive classroom and laboratory instruction on the following content: determining safe dosages using body weight, and calculating caloric intake and formula requirements.
4. All students enrolled in a clinical practicum during Semester IV will receive classroom and laboratory instruction on the following content: titrating intravenous drugs and determining dosages based on body weight.
5. Proficiency examinations during Semester V will test all content areas of instruction related to dosage calculation.

### **F. Content of Drug Calculation Proficiency Examination**

1. The faculty will develop a blueprint to delineate the content area covered in the test to facilitate uniformity and progression of the examinations. The blueprint will be approved by the curriculum committee prior to administration.
2. All new content for a dosage calculation proficiency examination must be critiqued and approved by the curriculum committee.
3. Content tested for proficiency in each course will be limited to content learned in preceding courses.

4. Course exams may also include dosage calculation material.
5. Each examination in subsequent semesters will include content relating to abbreviations, conversions and dosage calculation. The distribution of weights and content areas will vary according to the requirements of the designated clinical course.

**G. Procedure for Implementation of Drug Calculation Proficiency on Semester I**

All Semester I students enrolled in NURS 3263 Basic Concept of Nursing Practicum must pass a dosage calculation proficiency examination with a 94% grade in order to progress into clinical area. Students will receive instruction and practice on the calculation of dosages and solutions. There will be three (3) opportunities to take and pass the exam prior to beginning in the clinical area. There will be **mandatory** review sessions between exams for students not successful on Exam 1 or 2.

Failure to achieve a 94% within the 3 allotted opportunities will demonstrate unsafe clinical practice resulting in students being administratively withdrawn from NURS 3263 and NURS 3164 (a concurrent course). Students may remain in electives and support courses (i.e. Individual Health Assessment and Basic Pathophysiology). Student will be advised to participate in tutorials on drug dosage calculations.

**H. Procedure for Implementation of Drug Calculation Proficiency for Semesters II through V**

1. A Proficiency Drug Calculation Examination will be administered within the first two weeks in the clinical nursing course. Prior to administration of the exam, students will be offered study materials and a review session by the faculty.
2. A student must achieve a score of 94% for success on the proficiency examination and is allowed two attempts to pass.
3. Students will have two attempts to pass the dosage calculation exams. Failure to achieve a 94% by the second opportunity, will demonstrate unsafe clinical practice. Therefore, students will not be eligible to remain in the clinical courses or the co-requisite nursing courses and will be administratively withdrawn from them. Students may remain in electives and support courses, and also will be advised to participate in tutorials on dosage calculation.

**I. Conduct**

A student may be suspended (or expelled) from clinical studies for any of the following reasons associated with academic misconduct (but not limited to):

1. Failure to follow HIPAA Guidelines (Health Insurance Portability and Accountability Act (maintenance of confidentiality of patient information and records)
2. An act of dishonesty involving academic work
3. Unsafe clinical practice performance
4. Falsification of credentials
5. Conduct unbecoming to a student as described in the PVAMU Student Conduct Code and Handbook 2009-2010.

J. **Activities Prohibited in the Clinical Settings**

Students are not permitted to participate in any of the following activities during assigned clinical experiences (but not limited to):

- a. Administering experimental drugs
- b. Administering any medication to which a client has a stated allergy
- c. Serving as a witness on consent forms
- d. Completing incident reports of any kind without faculty assistance
- e. Breaching client confidentiality (in cafeteria, lounge, elevator, etc.)
- f. Taking verbal/telephone orders from physicians
- g. Transcribing orders (except in NURS 4292 – Leadership and Management Practicum)
- h. Administration of any medication without supervision (level of supervision to be determined by clinical faculty member)
- i. Administration of self medication during the clinical experience

Failure to comply will result in the student's dismissal from the clinical area and an automatic grade of "F" for the practicum course.

*Other restrictions may apply to specific clinical rotations or clinical facilities.*

K. **Employment**

Students who engage in personal outside employment must not wear a uniform which **embosses** the Prairie View A&M University College of Nursing school patch, pin, or insignia. Nursing liability insurance for students does not provide coverage for personal outside employment.

#### IV. **GRADUATION REQUIREMENTS**

The College of Nursing adheres to all general requirements and procedures of the University for graduation. In addition, a student is eligible to apply for graduation when the following conditions are met:

- A. Submission of an application for graduation at the beginning of the semester or summer term in which they expect to complete all requirements for the degree. **Only completed applications received will be submitted to the Office of the Registrar.** Information/Application related to applying for graduation may be found on the PVAMU website, Office of the Registrar.
- B. Achievement of a 2.00 cumulative GPA and completion of all clinical studies courses within five years of the initial admission to upper division

clinical studies.

- C. Satisfactory performance on the comprehensive examination (exit) designated by the faculty. ***(This policy is not applicable to students enrolled in the RN-BSN Program).***

### **Comprehensive Examination**

#### **Policy:**

Satisfactory performance on comprehensive examinations designated by the College of Nursing is required for generic and LVN to BSN students to be eligible for program completion and graduation.

#### **Procedure:**

1. Prior to the final semester, students will be administered a comprehensive diagnostic examination in nursing. Students will receive a report of their performance on the examination, which will outline the content areas they have mastered and the other areas that need to be improved.
2. Students will be administered a comprehensive examination (exit examination) at the beginning of the final semester of the program.
  - 2.1 Satisfactory performance on the examination will result in meeting one requirement for the BSN and graduation.
  - 2.2 Failure on the examination will require a retake of the examination during the said semester.
3. Students who have not passed the comprehensive examination after the second attempt are eligible to enroll in additional course work (three (3) credit hours), during the following academic semester. The course will be designed to meet students' individual needs, strengths, and weaknesses.
  - 3.1 Students will be administered a comprehensive examination (exit examination) at the end of the course during the said semester. This would represent the third attempt in taking the examination.
  - 3.2 Students who pass the examination will have satisfied one of the requirements for the BSN graduation.

- 3.3 Students who fail the comprehensive examination (exit) on the third attempt, may request permission to enroll in other prescribed courses within the curriculum related to their identified weaknesses. Upon completion of these prescribed courses and obtaining passing performance on the comprehensive exam, the student will be eligible for graduation and the BSN.

## V. ACADEMIC PROBATION

- A. A student who fails to meet the requirements for good academic standing will be placed on academic probation for one semester in the College of Nursing.
- B. A student on probation will receive notification of his/her academic probationary status through written communication. A report of the student's academic status will be sent to the student's program coordinator for follow through in counseling.

### **Failure Policy:**

- C. A student is allowed one failure and one opportunity to retake a nursing course. A student will be dismissed from the nursing major and the College of Nursing if there is failure in two or more nursing courses.

### **Withdrawal Policy:**

- D. Students are allowed only two (2) withdrawals (W) from required nursing courses. For example, a withdrawal from one course twice constitutes two (2) withdrawals. Withdrawal from a course that is a companion to a co-requisite course will constitute one (1) withdrawal if the grade is passing in one of the co-requisite courses. A third withdrawal from any one or more courses will result in dismissal from the nursing program.

## VI. DISMISSAL

A student will be dismissed from the nursing major and the College of Nursing for any of the following reasons, but may not be limited to:

- A. Failure in a second nursing course
- B. Failure to achieve a minimum grade of "C" after repeating a required nursing course
- C. Third withdrawal from nursing courses
- C.1 Upon third withdrawal from a required nursing course, academic dismissals become effective with the term following the infraction of the policy
- D. Unsafe clinical practice performance
- E. Falsification of credentials

- F. Code of conduct unbecoming to a student as described in the College of Nursing and University Student Handbooks
- G. An act of academic dishonesty

## VII. **CONSIDERATION FOR READMISSION AFTER DISMISSAL**

Students desiring future readmission should contact the Office of Student Admissions and Support Services for information and application.

## VIII. **ACADEMIC APPEAL**

### A. **GRADE DISPUTE**

College of Nursing students may:

1. Meet with individual course faculty to clarify or discuss any problems regarding grades received for course or clinical work and action to be taken. If the issue is not resolved with the involved course faculty to the student's satisfaction, the student may appeal to seek further clarification or resolution.

### B. **ACADEMIC APPEAL POLICY**

Any student who has a dispute over a grade and who has followed the procedures in attempting to resolve the dispute first with course faculty may request an appeal through the Academic Standards Committee (ASC). The student must show evidence that a grading error, or that capricious, arbitrary or prejudiced academic action has occurred, which resulted in the failing grade.

### C. **Procedure:**

#### 1. **Initiation of Appeal**

Academic appeals are carried out in accordance with the Prairie View A&M University Student Handbook and the College of Nursing academic policies and the academic appeals process. A student who wishes to initiate an appeal may schedule a preliminary conference with the Coordinator. At this time, the student will be interviewed regarding the nature of the appeal and oriented to the appeals process.

#### 2. **Formal Written Appeal**

The formal appeal will be received by the Coordinator, Program Director, or Office of the Dean. The appeal must be comprised of the following:

- a. Completion of the written appeal request (see Appendix)

- b. Documents, letters, statements or declarations by supporting individuals
- c. List of persons desired to be in attendance to testify on the student's behalf

## IX. **STUDENT GRIEVANCE**

### A. **Student Grievance**

#### **Background:**

Unresolved conflicts may occur within the student/faculty body which do not fall within the purview of academic appeals process. The faculty of the College of Nursing believes that there should be a formal mechanism for the resolution of conflicts which cannot be satisfactorily resolved by the parties involved. Establishment of a grievance procedure will achieve the following goals:

1. Protection of the rights of students, faculty and the institution
2. Provide objective, efficient and equitable resolution to problems

### B. **Policy:**

In the event that conflicts involving students and faculty cannot be resolved informally, either party may request, in writing to the Program Director/Dean for the College of Nursing for further review and resolution.

### C. **Initiation of Grievance**

1. Any student or faculty experiencing an unresolved conflict with another student or faculty or beliefs of acts of discrimination may schedule an appointment with the Program Director/Dean to request a formal investigation by a Grievance Committee. This meeting will entail a discussion of the nature of the grievance and the grievance process.
2. The initiator of the grievance will submit to the Program Director/Dean a formal written grievance clearly describing the nature of the grievance, supporting evidence and steps taken to informally resolve the conflict. ↪see Appendix C

## Appendix A

### Definitions

- **Administrators** – Means all Vice Chancellors, College Presidents, Deans, Assistant Deans, Directors, and Coordinators of the College System.
- **Appeal** – To request a review of a disciplinary decision.
- **Arbitrary** – Not fixed by rules but left to one’s judgment or choice.
- **Capricious** – Tending to changes abruptly and without apparent reason.
- **Cheating** – To deal with dishonesty for one’s own gain.
- **Class Day** – A day on which classes are regularly scheduled or final examinations are given.
- **Complaint** – A written summary of the essential facts constituting a violation of Board of Nursing rules, College/University regulations.
- **Criminal Background Check** – Evidence of a negative screening report via College of Nursing designated vendor as a requirement for enrollment in upper division clinical studies.
- **Dean** – The College Dean of Nursing or the Dean of Student Activities (Academic or Workforce) or their representative(s).
- **Dishonesty** – The act or practice of telling a lie, or cheating, deceiving, stealing.
- **Disciplinary Actions** – The proceedings that are used to determine if the student code of conduct has been violated.
- **Dismissal** – Separation of the student from the University for an indefinite period of time. Readmission to the University may be possible.
- **Drug Screening** – Evidence of a negative test for drugs in body fluids as a requirement for enrollment in upper division clinical studies.
- **Expulsion** – Separation of the student from the University whereby the student is not eligible for readmission.
- **Faculty** – The members of a profession who teach in an educational institution.
- **Plagiarism** – Stealing or using the ideas of another writer and using it as one’s own.
- **Probation** – An official warning that the student’s academic performance is in jeopardy but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on probation is deemed “not in good standing”.
- **Prejudice** – An irrational attitude of hostility directed against an individual, a group, a race, or their supposed characteristics.
- **Records** – All evidence produced as a written statement, as a document, report, or produced as a result of a tape recording or computer entry.
- **Student** – A person enrolled at the College or a person accepted for enrollment at the College.
- **Suspension** – Separation of the student from the University for a definite period of time. The student is not guaranteed readmission at the end of this period of time but, is guaranteed a review of the case and a decision regarding eligibility for readmission.
- **University or Institution** – Prairie View A&M University in Prairie View, Texas.
- **Violation** - An activity which may result in disciplinary action, dismissal, or expulsion from the College or University.





## APPENDIX D

Prairie View A&M University  
College of Nursing

### CLINICAL INCIDENT REPORT FORM

An incident is any happening that is not consistent with the educational practices of the nursing program or one in which the safety of the client is jeopardized. It may involve an act of commission or omission.

Date of incident: \_\_\_\_\_

Student involved: \_\_\_\_\_

Semester level of student: \_\_\_\_\_ Course: \_\_\_\_\_  
Title Number

Description of Incident - by the student

Signature \_\_\_\_\_  
(student)

Description of Incident - by the agency representative

\_\_\_\_\_  
(Agency Represented)

Description of Incident - by the faculty

Signature \_\_\_\_\_  
(Faculty)

Outcome of Incident for Patient

Report of Student Conference  
(Attached)

Date \_\_\_\_\_

Student Comments:

Date \_\_\_\_\_

Faculty Recommendations:

Date \_\_\_\_\_

**One (1) copy should be placed in the involved student's folder, and one (1) copy should be forwarded to the Dean.**

## APPENDIX E

## CORE PERFORMANCE STANDARDS\*

The College of Nursing has adopted the following Core Performance Standards for Admission and Progression in compliance with the 1990 Americans with Disabilities Act (ADA).

Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause/effect relationships in clinical situations, developing nursing care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues.
Communication	Communication abilities sufficient for verbal and written interaction with others.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in patients' rooms, work spaces, and treatment areas; administer cardiopulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position patients/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarm, emergency signals, auscultatory sounds, cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observe patient/client responses.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions to physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.

\*Developed by the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing

## APPENDIX F

### ***DISABILITY\****

#### **Complaints**

1. Students who request academic adjustments from faculty and staff and who believe that such academic adjustments have been unjustly denied, or who believe they have been discriminated against on the basis of their disability, should first try to resolve the issue with the instructor or staff.
2. If not satisfied with the instructor or staff's response, the student should proceed to the Dean of the School/College; or if the issue involves a staff member, the student should speak with the immediate supervisor or Director of the Division in which the staff member is employed. Such matters can usually and preferably be resolved through informal consultation with the identified faculty or staff member.
3. If the issue is not resolved to the student's satisfaction, the student should bring the issue to the attention of the Disability Services Program Coordinator, who serves as an advocate for students who are officially registered with the Disability Office.
4. If the Disability Services Program Coordinator is not able to reach a reasonable decision within five (5) working days, the student may file a written complaint with the appropriate Vice President who is the Senior Administrator in the area in which the complainant has an issue. A decision should be rendered within five (5) working days of receipt of the complaint.

#### **Appeals**

1. If the student feels that the response is unsatisfactory, the student may appeal the decision to the University Compliance Officer, who is the final arbiter in matters involving disability issues.
2. The student should continue to receive reasonable academic adjustments or services while the written complaint and appeal is under review.
3. The Compliance Office will review all documentation, and may need to interview students or complainant, employees, and others to gather additional information as needed.
4. Upon completion of a thorough review of all of the information, the compliance officer will render a final decision within 30 working days of receiving the complaint.

The complaint and appeals forms are available in the Office for Disability Services.

*\*Note: Refer to Prairie View A&M University Student Conduct Code and Handbook, 2009-2010.*

## **APPENDIX G**

### ***University Policy on Alcoholic Beverages***

The use of alcoholic beverages by members of the Prairie View A&M University community is subject to the alcoholic beverage laws of the State of Texas. Such laws include:

- Driving while intoxicated
- Misrepresentation of age by minor
- Open Container Law
- Purchase, consumption or possession of alcohol by a minor
- Purchase of alcohol for or furnishing alcohol to a minor
- Public intoxication

## APPENDIX H

THE TEXAS A&M UNIVERSITY SYSTEM  
PRAIRIE VIEW A&M UNIVERSITY  
AGENCY RULES

**34.05.99.P1 *Smoking and Use of Tobacco Products***  
***December 10, 1997***  
***Supplements System Policy 34.05***

1. All buildings, entrances to buildings, and vehicles owned or leased under the administrative purview of the President of Prairie View A&M University will be entirely smoke free and tobacco free. This rule will apply to all vehicles and to all indoor air space including foyers, entryways, elevators, hallways, restrooms, conference and meeting rooms, and individual offices.
2. The senior administrator in each building occupied by PVAMU employees will designate a smoking area outside that building. Smoking breaks during working hours should be of limited time and duration and may be granted only if they do not impede the operation of the department.
3. Department heads will ensure that this rule is communicated to everyone who occupies space in the facilities and uses vehicles owned or leased by PVAMU.
4. This rule relies on the thoughtfulness, consideration and cooperation of smokers and nonsmokers for its success. It is the responsibility of all members of the PVAMU community to observe the provision of these guidelines.

CONTACT FOR INTERPRETATION: Vice President for Business Affairs  
and Chief Financial Officer  
A.I. Thomas Administration Bldg.,  
Suite 116  
Prairie View, Texas 77446

# APPENDIX I

For Office Use Only
Date: _____
Amount: _____

**Texas Board of Nursing**  
333 Guadalupe, Ste 3-460, Austin, TX 78701  
Phone: 512-305-7400

Audit #: _____
FBI HX: YES NO

## PETITION FOR DECLARATORY ORDER

Complete this application in its entirety. Failure to submit a complete application, fee, personal statement, court documents and L1-ID Fingerprint scan or FBI fingerprint card, will delay the approval of your application. Your application will not be approved until all requirements have been met and the FBI background check has been completed and processed. Applications are processed in the order that they are received. Please type or print in ink. (Rev 12/2009)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Previous Names: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Email Address \_\_\_\_\_

Yes  No (1.) Are you enrolled, planning to enroll, or have you graduated from a nursing program?

Name of Nursing Program: \_\_\_\_\_

Location: \_\_\_\_\_  
City State

Type of Nursing Program: (circle one) LVN RN

Date of Enrollment: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Yes  No (2.) For any criminal offense, including those pending appeal, have you:

- A. been convicted of a misdemeanor?
- B. been convicted of a felony?
- C. pled nolo contendere, no contest, or guilty?
- D. received deferred adjudication?
- E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- F. been sentenced to serve jail or prison time? court-ordered confinement?
- G. been granted pre-trial diversion?
- H. been arrested or have any pending criminal charges?
- I. been cited or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

**NOTE: Expunged and Sealed Offenses:** While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

**NOTE: Orders of Non-Disclosure:** Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Page 1 of 2

Applicant's Name (PRINT): \_\_\_\_\_ Social Security # \_\_\_\_\_

Yes  No (3.) Are you currently the target or subject of a grand jury or governmental agency investigation?

Yes  No (4.) Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

Yes  No (5.) Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?\*

Yes  No (6.) Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?\*

If "YES" indicate the condition:  schizophrenia and/or psychotic disorders,  bipolar disorder,  
 paranoid personality disorder,  antisocial personality disorder,  borderline personality disorder

\*\*\*IF YOU ANSWER "YES" TO ANY QUESTION #2 - #6, YOU MUST PROVIDE A SIGNED AND DATED LETTER DESCRIBING THE INCIDENT(S) THAT YOU ARE REPORTING TO THE BOARD.

\*You may indicate "NO" if you have completed and/ or are in compliance with Texas Peer Assistance Program for Nurses (TPAPN) for substance abuse or mental illness.

### Attestation

I, the Petitioner referenced in this application, acknowledge this document is a legal document and I attest that the statements herein contained are true in every respect. I understand that no one else may submit this form on my behalf and that I am accountable and responsible for the accuracy of any answer or statement on this form.

Further, I understand that it is a violation of the 22 TAC § 217.12 (6)(l) and the Penal Code, sec 37.10, to submit a false statement to a government agency; and

I consent to release of confidential information to the Texas Board of Nursing and further authorize the Board to use and to release said information as needed for the evaluation and disposition of my application.

I understand that if I have any questions regarding this affidavit I should contact an attorney or the appropriate professional health provider.

I will immediately notify the Board if at any time after signing this affidavit I no longer meet the eligibility requirements.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# APPENDIX J

## ANNUAL PHYSICAL EXAMINATION FORM Prairie View A&M University College of Nursing 6436 Fannin, Houston, Texas 77030

Name in Full \_\_\_\_\_  
LAST NAME
FIRST NAME
MIDDLE NAME

PHYSICAL EXAMINATION (To be filled in by Physician)

Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Pressure \_\_\_\_\_ Pulse \_\_\_\_\_

Please circle abnormal or abnormal as appropriate. If any area(s) is (are) abnormal please describe in Remarks below.

Eyes & Vision	Normal	Abnormal	Heart: Murmur	Normal	Abnormal
Ears & Hearing	Normal	Abnormal	Heart: Rhythm	Normal	Abnormal
Nose	Normal	Abnormal	Lungs	Normal	Abnormal
Throat (Adenoids and Tonsils)	Normal	Abnormal	Breasts	Normal	Abnormal
Gums	Normal	Abnormal	Abdomen	Normal	Abnormal
Tongue	Normal	Abnormal	Hernias	Yes	No
Teeth	Normal	Abnormal	Pelvis	Normal	Abnormal
Sinuses	Normal	Abnormal	Spine Posture	Normal	Abnormal
Skin	Normal	Abnormal	Upper Extremities	Normal	Abnormal
Thyroid	Normal	Abnormal	Lower Extremities	Normal	Abnormal
Heart: Size	Normal	Abnormal	Nutrition	Normal	Abnormal
Heart: Sounds	Normal	Abnormal			

Explain any abnormal findings in the physical examination: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Explain previous medical history that may affect participation in clinical nursing activities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TB Skin Test or CXR	Date given	Date read	Result	Signature of provider
Date				
Licensed Healthcare Provider (Printed) (Signature) M.D. D.O. P.A. N.P. (Circle correct title) Other				
Phone Number		Address		
City		State		Zip Code

**Students are required to have a physical exam annually while enrolled in the nursing program. Should a student experience any change in health status during the annual year of the physical examination, the CON Laboratory Coordinator must be notified and an updated physical examination must be filed with the Lab Coordinator within two (2) weeks. Also, there must be a meeting with the academic advisor to review requirements of course enrollment.**

# APPENDIX K

## PRAIRIE VIEW A&M UNIVERSITY COLLEGE OF NURSING

### IMMUNIZATION RECORD

Name: _____ Address: _____ City/State/Zip: _____ Daytime Phone: _____ Emergency Name & Phone: _____ Health Insurance Company: _____	(Check which program you are entering) BSN _____ LVN to BSN _____ RN to BSN _____ MASTER'S _____ Gender: Male _____ Female _____ Date of Birth: _____ Student ID# _____
<b><u>Documentation of Immunizations</u></b>	<b><u>Requirements</u></b>
DATE OF IMMUNIZATION FOR:	
Tetanus/Diphtheria Booster: _____	<b>TD: Booster within the past 10 years</b>
Measles # 1 _____ OR Seropositive titer confirmed: _____ # 2 _____ Mumps: _____ OR Seropositive titer confirmed: _____ Rubella: _____ OR Seropositive titer confirmed: _____ <u>OR</u> MMR: #1 _____ #2 _____ Booster: _____	Measles: For students born after 1956, 2 doses given; after 1967 confirmation of Mumps titer: For students born after 1956, one dose. Rubella: One dose after 1 <sup>st</sup> birthday, confirmation of Seropositive titer. MMR may be given instead of individual vaccines.
Hepatitis B: Seropositive titer: _____ OR Date #1 _____ Date #2 _____ Date #3 _____	Hepatitis B: First two of series of three completed before enrollment and series completed as scheduled OR confirmation of seropositive titre.
Varicella: Vaccine 1 <sup>st</sup> dose: _____ 2 <sup>nd</sup> dose: _____ Or confirmation of Seropositive titre _____ <b>History of disease (varicella) is not acceptable</b> Meningococcal Vaccine Date: _____	Varicella (Chickenpox) Seropositive titer OR vaccine. Two doses vaccine with the 2 <sup>nd</sup> dose 4-8 weeks after the first. Meningococcal Highly recommended: One dose.
TB Screening PPD (Mantoux, not Tine): Negative Positive Date: _____ CXR Date: _____ Negative: _____ Positive: _____ If positive please give details: _____	TB Screening: Mantoux skin tests required (NOT Tine): Negative PPD within past year OR Negative CXR AND confirmation of prophylactic treatment.

**DATE FORM COMPLETED:** \_\_\_\_\_



\_\_\_\_\_

**Healthcare Provider's signature to verify above information.**

.....  
**FOR COLLEGE OF NURSING USE ONLY. Sign & date in blanks. Thank you!**

1<sup>st</sup> TB expiration date: \_\_\_\_\_ 2<sup>nd</sup> TB expiration date: \_\_\_\_\_ 3<sup>rd</sup> TB expiration date: \_\_\_\_\_

TD expiration date: \_\_\_\_\_ Hepatitis B dose due date: \_\_\_\_\_

PVAMU College of Nursing

\_\_\_\_\_

Signature

# APPENDIX L

## MEDICAL HISTORY FORM Prairie View A&M University College of Nursing Houston, Texas

**GENERAL INFORMATION** (To be filled in by student)

**DATE:** \_\_\_\_\_

Name in full \_\_\_\_\_  
LAST NAME
FIRST NAME
MIDDLE NAME

Local Address \_\_\_\_\_

Home Address \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Month
Date
Year  
 Age \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_ Citizenship \_\_\_\_\_

**PERSONAL HISTORY** (To be filled in by student)

Have you been addicted to or treated for the abuse of alcohol or other substances within the past five (5) years? (You may answer no if you have completed and/or are in compliance with TPAPN for substance abuse). YES [ ] NO [ ] If yes, explain: \_\_\_\_\_

Have you, to the best of your knowledge, ever had any of the following: (yes or no)? If yes, please explain below this box:

Anemia _____	Hay Fever _____	Psychotic Disorders _____
Antisocial Personality Disorder _____	Hepatitis _____	Rheumatic Fever _____
Arthritis _____	Heart Disease _____	Schizophrenia _____
Asthma _____	Heart Defects _____	Seizures _____
Back Problem _____	Hernia _____	Sexually Transmitted Disease(s) _____
Bleeding Disorders _____	High Blood Pressure _____	Sickle Cell Anemia _____
Bipolar Disorder _____	Kidney Disease _____	Skin Disorders _____
Borderline Personality Disorder _____	Major Depression _____	Tonsillitis _____
Cancer _____	Migraines _____	Tuberculosis _____
Diabetes _____	Paranoid Personality Disorder _____	Ulcers _____
Gastrointestinal Disorder _____	Pneumonia _____	Other _____

Explanation for conditions noted in the above box: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you had any serious illness, operations or injuries? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MEDICATION:** Medications you are routinely taking, including alternative medication and herbs: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Allergies-medications, foods, latex, etc.: \_\_\_\_\_

Date form completed by student \_\_\_\_\_ Date form reviewed by Healthcare Provider \_\_\_\_\_

**Licensed Healthcare Provider (Printed) (Signature)** M.D. D.O. P.A. N.P. (Circle correct title) Other \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Address** \_\_\_\_\_

M.D. = Medical Doctor; D.O. = Dr. of Osteopathy; P.A. = Physician Assistant; N.P. = Nurse Practitioner

# Appendix M

## Prairie View A&M University (PVAMU) College of Nursing Student Parking Policy

**Purpose:** The purpose of this document is to provide an explanation of the policy and procedure for PVAMU students who have parking access privileges into the PVAMU College of Nursing Parking Garage.

### **PVAMU Parking Garage Policy:**

There are three parking options for students to select from:

- **Full Access** – Student access to the garage is daily and weekends.
- **Summer** – This option allows access from 6:30 AM-Midnight on weekdays and all day Saturday and Sunday.
- **Night and Weekend** – This option will allow access for the time period beginning at 3:00 PM to 12:00 AM on weekdays (Monday – Friday), access all day on weekends (Saturdays and Sundays) and all day on major holidays.

Student parking is designated in the upper levels (2-8) of the parking garage. Entry into the parking garage is located on the south side of the PVAMU College of Nursing building. A student's parking privileges can be cancelled at PVAMU's own discretion. Refunds will not be given. If a student chooses to dispute the cancellation of their parking privileges, they will be instructed to contact the PVAMU Main Campus Parking Office. Tow-away, tailgating, parking in VIP without authorization, parking in handicap without decal, sharing access cards are classified and enforced as non-appealable. **Note:** The above examples are not exclusive.

### **PVAMU Student Parking Procedure:**

Students will be required to present their parking access card to the card readers at both the entry and exit in order for their parking access card to function properly. Below are some hints to make sure your card works properly:

1. Do not share your access card with anyone.
2. Only use your access card for entry. **Do not pull a ticket from the ticket dispenser.**
3. If you have problems with your access card, please seek immediate assistance from the Parking Office on Level 2 of the Garage.
4. Use your access card even if the gate arm is in the "up" position.

**Note:** It is the expectation that if a parking ticket is taken by a student for access into the parking garage, that the student then pays the entire fee, starting from the time they pulled a ticket, prior to exiting the parking garage.

### **Payment Location:**

Daily Parking Fees are paid at the Automated Pay Stations (APS) located on the north end of the garage on the 1<sup>st</sup> floor beside the parking garage elevators. Cash, MasterCard and Visa are accepted. Parking fees can also be paid with credit card at the exit verifiers at the vehicle exits of the garage on the 2<sup>nd</sup> floor. Checks are not accepted.

The proper paperwork, access card and hangtag can be gotten from the Parking Management Office located on the 2<sup>nd</sup> level of the garage behind the elevators. If a student chooses the Full Access Package, they may purchase at the time of registration or pay in cash at the UT Parking Office at 6414 Fannin. Parking fees can be added to a student's tuition if they choose the Night and Weekend Package.

### **Parking Management Software:**

The parking management software (ScanNet) controls card access into and out of the parking garage. This software retains a history of the card usage by card number. If a parking access card is not used properly at the entry and exit, ScanNet can generate a report that shows the access history. If a student is found to be in violation of parking garage access times or any other parking policy, this information will either be sent to the PVAMU Main Campus Parking Office for handling or HPD will be notified and a theft of service report will be completed. PVAMU will prosecute.

### **Tailgating:**

Tailgating occurs when one vehicle legally opens the gate either by payment or access card. A second vehicle, that is following, does not pay or use an access card. Instead, it closely follows the first car out of the garage so that the gate cannot close. The parking office closely monitors the exit gates. When tailgaters are caught PVAMU-CON Security is immediately notified. Tailgate offenses could lead to legal prosecution. All individuals involved in a tailgating incident will have their parking privileges suspended for 90 days. Refunds will not be issued.

### **Towing:**

There are several locations within the garage that are designated as tow away zones for various reasons. These areas are marked by signage. Please do not utilize these spaces. Towing is enforced.

### **Access Card Replacement**

Access cards can be purchased at Suite G-25 in the UTPB Garage. The initial card activation fee is waived when a card is initially purchased. Replacement access cards due to damage or loss are \$10. Cash or check is accepted. Credit is not.

Please sign below stating you have read and understand the procedures for Student Parking at the PVAMU College of Nursing.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Last modified: December 7, 2009

**Prairie View A&M University  
Parking Management Office**

*(Form Must Be Legible to be Valid)*

Decal Registration form for Students Only

Decal# \_\_\_\_\_

Issued by: \_\_\_\_\_

Date: \_\_\_\_\_

Card# \_\_\_\_\_

Name: \_\_\_\_\_

SID# \_\_\_\_\_

Campus Phone# \_\_\_\_\_

Cell# \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Vehicle Information

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

#of  
Drivers \_\_\_\_\_

License Plate: \_\_\_\_\_

State: \_\_\_\_\_

Color: \_\_\_\_\_

VIN: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Full Access (\$160)

Full Access (Prorated) \$ \_\_\_\_\_

After-hours (\$40)

Add to Fees

Summer

Cash

Last modified: December 7, 2009

## Appendix N

# Classroom/Computer Lab Testing Policy

### Classroom Testing Protocol

#### General Guidelines

1. Students report to the classroom 30 minutes before the scheduled test with their laptop computer and power cord.
2. Anyone who does not bring their computer will be unable to take the test. **There is no makeup for tests that were not taken due to tardiness or failure to bring their computer to school.**
3. Students must place all books, book bags, purses and computer cases in their lockers prior to entering the room for the test.
4. No cell phones or electronic devices are allowed in the testing environment.
5. No coats, jackets or hats are to be worn during the test (male and female).
6. No borrowing other students' laptop computers for testing. **(It is a violation of University regulations to give logon information to another student.)**
7. No one will be allowed to take a test in a section in which they are not enrolled.
8. Faculty can request a loaner computer for students whose computers have been lost, stolen, or in need of repair. Due to the limited number of computers, loaners cannot be requested for students who forget their computers.
9. Students should check their computer the night before a test. If there are any problems, the students should arrive one (1) hour before the scheduled test and take the computer to the 9<sup>th</sup> floor so it can be checked by a technician.
10. Students who need loaners should notify faculty 24 hours in advance of the test to ensure a computer is available.

#### Classroom Computer Test

1. **Students who arrive late for the test and are not logged on when the test begins will not be allowed to take the test.**
2. Once students are seated, privacy screens, clips and computer cables will be distributed by faculty.
3. Students are expected to turn on their computers and logon to Nursetest. **(Make sure the internet connection has been closed and the sound muted on your computer.)**
4. Students must remove CDs or DVDs in the drive on the computer.
5. Faculty will provide students with the test ID# and password. Students log on to Parscore with this information. **(Faculty will tell students when to start the test.)**
6. If there are problems accessing Parscore or logging on to the test, faculty will seek assistance from IT personnel.
7. No student will be allowed to restart a test unless it can be validated that premature termination was due to technology and/or network problems.
8. Once the students complete the test, they should log out of Nursetest, turn in their screens, clips, and any scratch paper to faculty prior to leaving the room.
9. Laptop computers should not be removed from the classroom until all students have completed the test.

In order to ensure an optimum testing environment for all students, the guidelines and procedures for classroom testing must be followed. Your cooperation will be greatly appreciated.

## Learning Resource Center Testing Protocol

### General Guidelines

1. Students should report to the Learning Resource Center (LRC) **20 minutes before the scheduled test.**
2. Faculty will seat students for all tests.
3. All books, book bags, purses, etc. are to be placed in lockers prior to entering the Learning Resource Center.
4. No coats, jackets, hats or blankets are to be worn during the test (male and female).
5. No cell phones or electronic devices are allowed in the testing environment.

### Computer Test

1. Computer tests are timed. The test will be delivered to the LRC at the time provided on the class schedule. The computer will terminate the test at the end of the time period. If a countdown timer is on the screen students should periodically check to determine how much time is left.
2. **Students who arrive after the test has begun will not have any additional time to finish the test. The computer will terminate the test at the end of the time period.**
3. NCLEX style testing will be used. Students will not be able to return to a previous screen to change answers. Therefore, it is important that any answer change is made before they leave the current question screen.
4. No student will be allowed to restart a test unless it can be validated that the premature termination was due to technology and/or network problems.
5. Once the test is completed, students should log out of Nursetest, turn in scratch paper (if used) and leave the LRC.

### Absences from Test

If an emergency arises and a student must miss a test, one of the course faculty should be notified prior to the scheduled test time. In the event a course faculty cannot be reached, a message for the lead instructor should be left on voice mail. Messages from classmates will **not** be accepted. Unexcused absence from a test will result in a grade of zero. **A doctor's statement or other valid documentation will be needed to receive an excused absence from a Unit Examination.** (See course syllabus for details and example).

## Comprehensive Exit Examination Testing Protocol

### General Guidelines

Students are required to follow the College of Nursing examination guidelines below:

1. Arrive at the LRC **15 minutes before the start of the exam.**
2. You will be assigned seats in the exam room.
3. You are to bring no personal items; foods, purses, calculators, telephones, jackets with pockets, hoods, backpacks, etc. to the exam room (you may bring a bottle of water). Plan to wear long sleeve apparel if more warmth is desired.
4. Testing time is 4 hours for 160 questions. After submitting the test for your score, remain in your seat and review the rationales. (900 is the required score to pass the examination). You will not have another chance to review the rationale after exiting the examination.
5. You will be allowed only **two (2)** restroom breaks; not to exceed 10 minutes for each break.
6. You are not to have any conversations with others in and outside the testing room.
7. Upon completion of the examination, you are to EXIT THE BUILDING AND PARKING GARAGE.

## Appendix O

### Student Signature Document – Code of Academic Integrity

Prairie View A&M University  
College of Nursing

#### Code of Academic Integrity

We, the Students, Faculty, Staff and Administration of Prairie View A&M University, College of Nursing believe academic honesty to be central to the values of nursing professionalism; and therefore, commit ourselves to its high standards and to the promotion of academic integrity. Commitment to academic honesty upholds the mutual respect and moral integrity that our community values and nurtures. To this end, we have established the Prairie View A&M University, College of Nursing Code of Academic Integrity.

I, \_\_\_\_\_, agree by signing this honor code to uphold the principles of academic honesty, neither participating in nor refraining from notifying others of any academic dishonest act coming to my attention. I further pledge to refrain from sharing tests, information in computer programs, or helping another student complete homework and or assignments if prohibited by the faculty.

Breaches of academic honesty include cheating, plagiarism, and the unauthorized possession of examinations, papers, computer programs, as well as other class materials specifically released by the faculty.

Print Student Name: \_\_\_\_\_

SID# \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix P

### Planning Outline for Pinning Ceremony

- I. Committee Planners
  - a. Dean, College of Nursing
  - b. Faculty Advisor of Senior Class
  - c. Semester V Coordinator
  - d. Committee Members
    1. Semester V Student Officers
  - e. Financial Officer
  - f. Administrative Secretary
- II. Program
  - a. Selection of Speaker
  - b. Program Development
  - c. Program Printing
  - d. Other (Media, decoration)
- III. Participants
  - a. Semester V Seniors
  - b. Guests
  - c. Stage participants
  - d. Seniors
    1. Attire
    2. Lamps
    3. Candles
    4. Pins (PVAMU College of Nursing only)
- IV. Venue
  - a. Place
  - b. Set-up
    1. Speaker
    2. Microphones
    3. LCD
  - c. Seating set-up
    1. Type of configuration
    2. Required seating
  - d. Music
    1. Entry (type), Title (CD/DVD/Soloist/Instrumental)
    2. With PPT
    3. Solos
      - a. Accompanying music
      - b. Needed outlets and connections
    4. Exit
  - e. Table for pins
  - f. Rehearsal (Day before event)

- V. Menu – Type
  - a. Foods
  - b. Drinks
  - c. Serving ware
  - d. Projected number of guests
- VI. Closedown and clean-up
- VII. Other
  - a. Thank yous

Summary of Protocol:

Pinning Ceremony is planned at least two months prior to the scheduled event. Semester V Officers and Faculty Sponsors meet with the Dean and Staff to present suggested protocol and to receive confirmation of date and site (location) for the Pinning Ceremony. Students are responsible for purchasing the class designated uniform, shoes, pins and other paraphernalia for the Ceremony. The College assumes responsibility for providing the refreshments/reception (with budget allocations) following the Pinning Ceremony.

## Pinning Ceremony Guidelines and Worksheet

### MEMORIAL STUDENT CENTER – PRAIRIE VIEW, TX

Chklist	Concerns/Event	Notes on Things to Do	Contacts/Persons Responsible
	1. Arrival/Parking  Crowd control  Job of host/hostesses <ul style="list-style-type: none"> <li>• Can use freshmen? Sophomores?</li> <li>• Direct guest</li> <li>• Open and closing of doors</li> <li>• Children play area</li> <li>• Remind children not to run</li> </ul>		
	2. Dressing/Prep Room Lock-up Corsages for speaker, Dean		
	3. Décor – Set-up Arrange? Thursday?  4. Set-up of seating <ul style="list-style-type: none"> <li>a. Students               <ul style="list-style-type: none"> <li>• Generic (# )</li> <li>• LVNs (# )</li> <li>• RNs (# )</li> </ul> </li> <li>b. Officers</li> <li>c. Speakers</li> <li>d. Dignitaries               <ul style="list-style-type: none"> <li>• University admin</li> <li>Chaplain</li> </ul> </li> <li>e. Seniors' advisors</li> </ul>		
	5. Line up <ul style="list-style-type: none"> <li>• Order – alphabetically</li> <li>• Lamp or light</li> </ul>		
	6. Documents needed in chairs <ul style="list-style-type: none"> <li>• Programs</li> <li>• Pin History</li> <li>• Nightingale Pledge</li> <li>• Alma Mater</li> </ul>		
	7. Music <ul style="list-style-type: none"> <li>• Processional Title:</li> <li>• Recessional Title:</li> <li>Alma Mater</li> </ul>		

Chklist	Concerns/Events	Notes on Things to Do	Contacts/Persons Responsible
	8. Program <ul style="list-style-type: none"> <li>• Podium placement</li> <li>• Lighting for reading</li> <li>• Prayer</li> <li>• Introduction of Speaker</li> <li>• Other speeches by Seniors</li> <li>• Mistress/Master duties               <ol style="list-style-type: none"> <li>1. Introductions</li> <li>2. Movement of program</li> </ol> </li> </ul>		
	9. Pinning <ul style="list-style-type: none"> <li>• Video History/with presentation explanation</li> <li>• Display table with               <ul style="list-style-type: none"> <li>√ Skirt</li> <li>√ Plants</li> </ul> </li> <li>• Participants</li> <li>• Protocol</li> </ul>		
	10. Lighting <ul style="list-style-type: none"> <li>• Entrance</li> <li>• Use of battery lamps</li> <li>• Lights low during Nightingale Pledge</li> <li>• Exit</li> </ul>		
	11. Reception Set-up	Need count	SODEXHO

# Appendix Q

## Use of Laptop Computers Policy

**Prairie View A&M University**  
**College of Nursing**  
**Student Laptop Authorization Form**

PVAMU Asset Number		Serial Number	
Check Out Date		Check In Date	
Item List	Issued	Returned	Comments
Laptop Bag			
Tablet Pen			
Power Cord			
Battery			
CD/DVD Drive			
Network Cable			
Cord Case			
Other			

The following is to be completed by the student.

USER INFORMATION			
Last Name:	First Name:	Middle Initial:	PVAMU UIN #:
Address:			
City, State, & Zip:			Home Phone #:
PVAMU Email Address:		Email Address:	
STATUS (check one)			
<input type="checkbox"/> Semester ONE	<input type="checkbox"/> Semester FOUR	<input type="checkbox"/> LVN-BSN	
<input type="checkbox"/> Semester TWO	<input type="checkbox"/> Semester FIVE	<input type="checkbox"/> RN-BSN	
<input type="checkbox"/> Semester THREE		<input type="checkbox"/> MSN	
Comments: _____			
Distribution Signatures			Date
Student:			
Dean:			
Laptop Program Manager:			
Collection Signatures			Date
Student:			
Dean:			

June 2007

**PRAIRIE VIEW A&M UNIVERSITY  
COLLEGE OF NURSING  
LAPTOP COMPUTER LICENSE AGREEMENT**

By accepting possession of the computer and peripherals (equipment) and the access to the Internet, I agree to the following terms and conditions:

This agreement covers the period from the date signed below through \_\_\_\_\_ (expected graduation date)

I shall use the equipment in accordance with the Prairie View A&M University policies on the appropriate use of the computer resources for the term of this agreement. These policies may be amended from time to time. Prairie View A&M University holds the lease on the computer and is allowing me the use of this computer in accordance with the terms of this agreement. **I do not own this computer**; I only have a “license” to use it. I shall not permit any other person to possess or use this equipment. Commercial use of this equipment or any use, which violates any law or university rule, is prohibited.

I agree to return the equipment to the University in the same condition as I receive it, less reasonable wear and tear.

**I understand and agree that the laptop may only be in my possession if I am a fully registered student at Prairie View A&M University. If for any reason I am no longer a registered student, I must return the laptop to the Prairie View A&M University College of Nursing Laptop Program Manager on the date of withdrawal or the last day of the last semester that I am fully registered. Significant fees and charges will apply if the laptop is not returned by this date. The University reserves the right to recall the equipment for any reason prior to the final return date.**

(Initial \_\_\_\_\_)

**It is my responsibility to give written notice to the University of any change in my status as a student at PVAMU, as well as any address or phone number change until the equipment is returned to the University.**

I agree to bring my laptop to the Prairie View A&M University College of Nursing Laptop Program Manager as requested for periodic Asset checks. This will occur at least twice per calendar year. I will be notified of the Asset check event via University email.

I am responsible for loss, theft or damage to the equipment. I understand that I will be charged a fee for repair or replacement of lost, stolen or damaged equipment up to \$1,000.00 per incident. The minimum deductible fee for all damage claims is \$100. I understand that any incident of loss, theft or damage must be reported to the University as soon as possible, but no later than 48 hours after the incident. All repairs must be made through the authorized Prairie View A&M University service provider.

**FILE SHARING POLICY:**

It is the policy of PVAMU that the university’s network connections may not be used to violate copyright laws. The unauthorized reproduction of copyrighted materials is a serious violation of PVAMU’s Internet Acceptable Use Policy, as well as the U.S. Copyright Laws.

If an artist, author, publisher, the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), or a law enforcement agency or any custodian or representative of the owner of copyrighted material lawfully acts to notify the University that a Faculty/Staff member or Student is violating copyright laws, ITS will provide the relevant information in the form of Internet Protocol (IP) address information and any information from logs as required by law and legal process to the appropriate claimant. If appropriate, action will be taken against the violator in accordance with University policy.

In some cases, violations of University policy can result in suspension or revocation of network access privileges without refund of network access fees and/or civil or criminal prosecution under state and federal statutes.

(Initial \_\_\_\_\_)

**The University hereby disclaims all express and implied warranties, including, without limitation, the implied warranties relating to the equipment merchantability and fitness for a particular use. I agree to accept the equipment “as is”. In no event shall the University be liable for any incidental, special, indirect, or consequential damage of whatever nature arising out of any claim alleging the University’s failure to perform its obligations under which this agreement or its alleged breach of any duty.**

(Initial \_\_\_\_\_)

I have read and understand the terms and conditions of this Laptop Computer License Agreement. I agree to abide by them.

PVAMU ID# \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Laptop Program Manager: \_\_\_\_\_



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## COLLEGE OF NURSING

Houston Center  
6436 Fannin Street  
Houston, Texas 77030

### Laptop Return Agreement

DATE: \_\_\_\_\_

I, (print name) \_\_\_\_\_ agree to return the Prairie View College of Nursing Laptop Computer within 5 days after passing the NCLEX- RN exam. I understand that the laptop was loaned to me at the completion of the nursing program to facilitate preparation for the licensure examination. I understand that the computer is university property, and if I do not return the computer, it must be reported as stolen to the Police Department.

\_\_\_\_\_  
Signature

My contact information is:

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Permanent address: \_\_\_\_\_

\_\_\_\_\_

Future Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

June 2007

# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Revised as of November, 2007

## Custody Card

**Description:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Serial Number:**

\_\_\_\_\_

**Restrictions:**

\_\_\_\_\_

**Inventory Number:**

\_\_\_\_\_

(if any)

\_\_\_\_\_

**Due Date:**

\_\_\_\_\_

\_\_\_\_\_

I understand that I am under financial liability for loss or damage to the item listed above, if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain and service it.

\_\_\_\_\_  
Accountable Property Officer  
Lender Signature

\_\_\_\_\_  
Accountable Property Officer  
Recipient Signature

\_\_\_\_\_  
Property Manager Signature

[www.pvamu.edu](http://www.pvamu.edu)

Fixed Assets Department  
P.O. Box 519, Mail Stop 1311, Prairie View, Texas 77446  
Phone (936) 261-1916 Fax (936) 261-1954

