

# Undergraduate Student Handbook 2021 - 2023



---

## PRAIRIE VIEW A&M UNIVERSITY COLLEGE OF NURSING

**6436 Fannin Street • Houston, Texas 77030**

**Phone: (713) 797-7000**

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

# TABLE OF CONTENTS

## **INTRODUCTION**

<a href="#">Preface</a>	4
<a href="#">Dean's Welcome</a>	5
<a href="#">What Does it Require to be a Nursing Student</a>	6
<a href="#">Administrative Offices</a>	8
<a href="#">Discrimination and Harassment Policies</a>	9
<a href="#">Words of Wisdom</a>	10
<a href="#">Historical Background of the College of Nursing</a>	11
<a href="#">College of Nursing Mission, Vision and Philosophy</a>	12
<a href="#">Baccalaureate Program Objectives</a>	15
<a href="#">Baccalaureate Program Organizing Framework Description and Diagram</a>	16

## **PANDEMIC RELATED**

<a href="#">College of Nursing Response to the Pandemic</a>	
<a href="#">Pandemic Guidelines</a>	19

## **ACADEMIC PROGRAMS**

<a href="#">Pre-Clinical Studies / Lower Division</a>	21
<a href="#">Basic Generic BSN</a>	22
<a href="#">Prairie View Alma Mater</a>	24
<a href="#">LVN-BSN</a>	25
<a href="#">RN-BSN</a>	27
<a href="#">Honors Program</a>	29

## **OFFICE OF ADMISSIONS AND STUDENT SERVICES**

<a href="#">Counseling Services</a>	32
<a href="#">College of Nursing Bookstore</a>	32
<a href="#">Housing</a>	32
<a href="#">Parking</a>	33
<a href="#">Building Use and Parking</a>	33
<a href="#">Badges</a>	33
<a href="#">Security</a>	33
<a href="#">Building Hours</a>	33
<a href="#">Posting of Announcements</a>	34
<a href="#">Student Areas</a>	34
<a href="#">Classrooms</a>	34
<a href="#">Learning Resource Center (LRC)</a>	35
<a href="#">Library Resources (TMC; John B. Coleman)</a>	35
<a href="#">Smoking Policy</a>	39
<a href="#">Virtual Teaching- Learning Simulation</a>	40
<a href="#">Laptop Computer Program</a>	41
<a href="#">Lockers</a>	41
<a href="#">Student Decorum</a>	41
<a href="#">Financial Aid and Scholarships</a>	42
<a href="#">Wellness and Fitness Area</a>	42
<a href="#">Convocation Program</a>	42
<a href="#">Pinning Ceremony</a>	43
<a href="#">Recognized Student Organizations</a>	44

<b>COMPUTER AND WEB USE</b>	
Technology use	47
Internet Use Policies and Procedures	47
Professional Principles for Use of Social Media	50
<b>PROFESSIONAL REQUIREMENTS</b>	
Code of Ethics for Nurses	54
NSNA Student Bill of Rights and Responsibilities	55
Grievance Procedure Guidelines	57
Code of Academic and Clinical Conduct	61
<b>DRESS CODE</b>	
Classroom Student Dress Code – Classroom	63
Clinical / Simulation Student Dress Code	64
<b>PROFESSIONAL CONDUCT</b>	
Professionalism	66
Professional Conduct, Accountability and Honesty	66
<b>ABSENCES</b>	
Excused, Medical	68
Medical Clearance: Excessive absences	68
Religious absence	68
<b>WRITTEN ASSIGNMENTS AND EXAMINATIONS</b>	
Missed Exams	68
Components and Criteria of Evaluation	69
Student Rights	71
<b>STUDENT DISABILITY AND PREGNANCY POLICIES</b>	71
<b>CLINICAL /CLASS DECORUM</b>	
Absenteeism and Tardiness	72
University Attendance Policy, Excessive	72
Absences, Clinical Absence, Late Arrival	72
Classroom Safety	
Unauthorized visitors and children	73
Policy on Unsafe Nursing Practice	73
Cheating and Dishonesty Policy	75
Professional Nursing Students	
Peer Review Committee Policy	76
<b>ACADEMIC PERFORMANCE</b>	
Academic Advisement	80
University Tutoring Center	81
Good Academic Standing	81
<b>REQUIREMENTS FOR PRACTICUM COURSES</b>	
Student Health Requirements	82
Criminal Background Clearance /Drug Screening	83
Nursing Liability Insurance	83
CPR	83
Dosage Calculation Policy	84
Semester Level Dosage Calculation Content	84
<b>ACADEMIC MISCONDUCT</b>	85
Activities Prohibited in the Clinical Settings	85
<b>OUTSIDE EMPLOYMENT</b>	86
<b>GRADUATION REQUIREMENTS</b>	86
Comprehensive Examination (EXIT Examination)	87

<b>ACADEMIC PROBATION</b>	88
<a href="#">Failure Policy</a>	88
<a href="#">Withdrawal Policy</a>	88
<a href="#">Dismissal</a>	90
<a href="#">Readmission after Dismissal</a>	90
<a href="#">Academic Appeal</a>	90
<a href="#">Grievance</a>	91
<b>APPENDICES</b>	
<a href="#">Definitions</a>	94
<a href="#">Student Grievance</a>	95
<a href="#">Request for Academic Appeal of Grade Form</a>	96
<a href="#">Clinical Incident Report Form</a>	97
<a href="#">Core Performance Standards</a>	98
<a href="#">Disability</a>	99
<a href="#">University Policy on Alcoholic Beverages</a>	100
<a href="#">Smoking and Use of Tobacco Products</a>	101
<a href="#">Annual History and Physical Examination Form</a>	101
<a href="#">Student Parking Policy</a>	107
<a href="#">Classroom/Computer Lab Testing Policy</a>	109
<a href="#">Student Signature Document – Code of Academic Integrity</a>	113
<a href="#">Planning Outline for Pinning Ceremony</a>	114
<a href="#">Use of Laptop Computers Policy</a>	118
<a href="#">Password Reset</a>	122
<a href="#">CastleBranch Account Set Up</a>	123
<a href="#">Student DocuSign Registrar Forms</a>	124
<a href="#">Standardized End of Course Grading Pyramid</a>	125
<a href="#">Withdrawal Procedure</a>	126
<a href="#">2020-2021 CON</a>	
<a href="#">Response to Pandemic</a>	127

# 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* of entry) and the official Prairie View A&M University Student Planner (current edition)

Entering a professional program is often perplexing and confusing to students. By providing readily available information about the program, this document facilitates 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 (TXBON), Accreditation Commission for Education (ACEN) and the Commission on Collegiate Nursing Education (CCNE).

Accreditation Commission for Education  
in Nursing (ACEN)  
3390 Peachtree Road NE  
Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)

Commission on Collegiate Nursing  
Education (CCNE)  
655 K Street, NW  
Suite 750  
Washington, DC 20001  
(202) 887-6791  
<http://www.aacnnursing.org/CCNE>

Texas Board of Nursing (TX BON)  
(Approval status: Full)  
333 Guadalupe, STE, 3-460  
Austin, TX 78701-3944  
(512) 305-7400  
[www.bon.state.tx.us](http://www.bon.state.tx.us)

This document is revised annually as a result of University and programmatic policy changes and input from administration, faculty, and students. All policies have been reviewed and/or revised: Publication Date: FY 2021

## DEAN'S WELCOME

On behalf of the Prairie View A&M University, College of Nursing, it is an honor and privilege to join with the faculty, staff and students in presenting the latest edition of the *Nursing Undergraduate Student Handbook, 2021-2023*. The origin of professional nursing education offered at PVAMU began a hundred and two years ago in 1918, during the World's Spanish Flu Pandemic. During that era, the first nursing class was admitted in 1918 and the first five (5) students graduated from the nursing program in 1922.

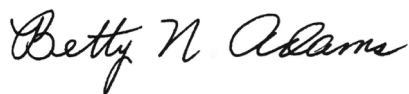
In serving nursing students and humanity, the College of Nursing continues to educate professional nurses across three levels of programs, which are commensurate with societal curricular expectations today: BSN, MSN, and DNP (Doctor of Nursing Practice) programs. Today, more than 5,100 PV nurse graduates to date are exemplars of the leadership and workforce serving in the *Renowned Texas Medical Center* (TMC), Houston, Texas, which also is the physical site of the PV College of Nursing. Like the first students and graduates of the nursing program, today's students' educational experience is embedded in a praise of spiritual thanks and commitment to aid in service to humanity, across the life span in health, wellness, sickness, and death.

Today, newly admitted students are introduced to a large cadre and team of nursing faculty, staff and fellow classmates; all of whom serve as support pillars and embrace the commitment to educate intelligent and passionate caring graduates and nurses. In receipt of this handbook, keep it handy and close for navigating directions and guidelines students need to successfully steer their journey through the nursing program. The handbook includes an overview of the BSN curriculum for each undergraduate program track; and introduction to support services designed to ensure students' access to services; the professional performance requirements to attain and maintain for satisfying academic achievement; guidelines and criteria for graduation; and, post-graduation requirements for taking and succeeding in the licensing examination to become a Registered Nurse (R.N.). Thus, this *Nursing Undergraduate Student Handbook* is the student's guide (passport) in this phase of matriculation to graduation and becoming a "Baccalaureate Prepared Professional Registered Nurse".

Welcome! Enjoy the journey, and become a part of a distinctive group of PVAMU College of Nursing Alumni. Congratulations! On your choice of a University that "Produces Productive People". We look forward to your graduation and outstanding performance as a compassionate and competent professional nurse, and a Prairie View Graduate Panther.

Respectfully yours,

**Betty N. Adams, Ph.D., R.N.**



**Professor and Dean College of Nursing**



# PRAIRIE VIEW A&M UNIVERSITY

A Member of The Texas A&M University System

## "What does It Require to Be a Nursing Major?"

- Prairie View A&M University (PVAMU), College of Nursing professional nursing program sanctioned by the statutes of the State of Texas; Nurse Practice Act and professional nursing standards. PVAMU has offered nursing since 1918, totaling 5,100 nursing graduates, August 2021.
- The College of Nursing programs are approved by the Texas Board of Nursing; accredited by two national bodies: *Accreditation Commission for Education in Nursing* (ACEN) and the *Commission on Collegiate Nursing Education* (CCNE).
- The College of Nursing - Mission is to prepare beginning professionals as nurse generalists, Bachelor of Science in Nursing Degree (BSN); advanced practice nurses, Master of Science in Nursing Degree (MSN); and, leaders of health care complex systems, Doctor of Nursing Practice Degree (DNP). PVAMU Nurse Graduates are prepared to practice in a variety of settings and to assume leadership roles as socially responsible, accountable professionals, and with the expertise to respond to the health needs of a rapidly changing, technologically complex society.
- The Nursing Code of Ethics is the basis for the articulation of nursing's values; maintaining integrity of the profession; and, integrating the principles of social justice through effecting health care policy.
- The Faculty are the legal developers and leaders in designing, administering, and evaluating the nursing program of study. Likewise the Faculty have the responsibility of ensuring that newcomers to profession show a rationale reasoning and application of nursing science in evidenced-based care of clients, patients, and others (PVAMU Panthers). Academic Integrity Must Never Be Compromised.
- **21st Century Pandemic - COVID-19 - How to achieve a nursing education?**
  - Be a concerned, committed student by mastering, using, and applying the first 60 semester credit hours of the Bachelor of Science Program for eligibility to progress in PVAMU Nursing Program of Study at the junior and senior levels of the curriculum, PVAMU.

- Demonstrate self-responsibility in following safety guidelines: University, College of Nursing, CDC (Center for Disease Control), and affiliating agencies (Communities of Interest).
- Practice integrity and maintain safety of self and others in applying nursing functions (classroom; practicing nursing care; taking examinations; writing papers; and interacting with others).
- Follow the schedule of nursing course offerings, communicated and approved for teaching and studying in varying formats: online format and face-to-face modality (classrooms; simulation labs; clinics, hospitals, schools, community settings).
- Follow the College Guidelines for self and small group studying in and outside the 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) 797-7004  
Fax: (713) 797-7013

**Office of Admissions & Student Services**

Dr. Forrest Dent 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) 797-7085

**Office of the Undergraduate  
Program Director**

Dr. Philisie M. Washington  
6436 Fannin Street - Suite 1206  
Houston, Texas 77030  
Email: [pmwashington@pvamu.edu](mailto:pmwashington@pvamu.edu)  
Tel: (713) 797-7017  
Fax: (713) 797-7013

**Office of Graduation Audit**

Ms. Priscilla Rounds, Administrative Associate II  
6436 Fannin Street  
Suite 1158  
Houston, Texas 77030  
Email: [prrounds@pvamu.edu](mailto:prrounds@pvamu.edu)  
Tel: (713) 797-7037  
Fax: (713) 797-7013

# 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 and Diversity 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 and Diversity 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 Title IX Compliance is responsible for the Title IX Program of the University.

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:

Catherine A. Smock, CPA  
Chief Compliance Officer  
Prairie View A&M University  
Office of University Compliance  
Prairie View, Texas 77446  
Tel: (936) 261-2155  
Email: [casmock@pvamu.edu](mailto:casmock@pvamu.edu)



## “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 ideal 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), Accreditation Commission for Education in Nursing (ACEN); 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. Presently, 5100 nursing degrees have been awarded as of August, 2020.

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 (general studies lower division) 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 at 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 a program via distance education for registered nurses: The RN-BSN Program. This program is at the following campuses: Houston Center, 6436 Fannin; Northwest Houston Center, 9449 Grant Road, Houston, Texas 77070.

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; Masters and Doctoral prepared programs to serve the healthcare needs of the citizens of Texas, nation, and beyond.

---

## COLLEGE OF NURSING MISSION

---

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 (BSN); and graduate prepared nurses with an area of specialization (MSN) and/or a doctoral prepared (DNP) expert clinical practice scholar, all of whom have foundations for continuing personal, professional and educational growth. Graduates are prepared to practice in a variety of settings and to assume leadership roles as socially responsible and accountable professionals in response to the health needs of a rapidly changing, technological complex society.

---

## COLLEGE OF NURSING VISION

---

The College of Nursing will be internationally recognized for excellence in nursing education, leadership, research, service, and emerging technology; and will address health needs and disparities through innovative approaches and research.

The College of Nursing will be internationally recognized for excellence in nursing education, leadership, research, service, and emerging technology; and will address health needs and disparities through innovative approaches and research.

---

## COLLEGE OF NURSING 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 believe our role should include the fostering of academic excellence and intellectual curiosity in our students. The faculty believe 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 strive to foster commitment to values believed to be inherent in professional nursing: altruism, human dignity, truth, justice, freedom, equality and esthetics.

The faculty believe 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 believe 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 cultural 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 master's and doctoral prepared 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; to lead change to advance health care; and to advocate for continuous improvement in health care through the formulation and implementation of consumer-focused health policy and health legislation.

PRAIRIE VIEW A&M UNIVERSITY  
COLLEGE OF NURSING

**BACCALAUREATE PROGRAM OBJECTIVES (OUTCOMES)**

1. Integrate knowledge and theories from nursing, the sciences, and the humanities to guide evidenced-based nursing practice.
2. Utilize the nursing process in a variety of nursing roles and settings to promote, maintain, and restore health for individuals, families, groups and global communities.
3. Integrate the clinical reasoning, communication, and leadership principles with the professional nursing practice setting.
4. Apply information management and patient care technology in the delivery of innovative, cost-effective nursing care for diverse populations.
5. Collaborate with individuals, families, groups, global communities and health care providers in the coordination and provision of health care.
6. Incorporate research findings in providing evidenced-based nursing practice.
7. Assume ethical responsibility and accountability for nursing practice, service and professionalism.



# College of Nursing

## ORGANIZING FRAMEWORK Baccalaureate Nursing Program

The *Baccalaureate Program Organizing Framework* is the structure used for designing, implementing, and evaluating the baccalaureate program curriculum and is congruent with *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). The *Framework* provides for the origin and foundation of the curriculum and program of study in which the student learning outcomes are derived and related to current and future trends and standards in nursing and health care. Also, the *Framework* is emerged from the mission and purpose of the University, and the mission and philosophy of the College of Nursing, and the professional standards of nursing practice.

The *Baccalaureate Program Organizing Framework* is comprised of four major concepts: *Client, Health, Nursing, and Environment*. The four concepts are further defined into sub-concepts and descriptions representing core knowledge, competencies, values, ethics, and standards of practice. Through this process, the program objectives are well-defined, and therefore represent the outcomes of the baccalaureate nursing program. The *Framework* is graphically represented by permeable circles and arrows that depict motion and dynamic ever-changing interactions between and among the four major concepts. The interlocking action between the major concepts of **Health, Client** and **Nursing** (displayed as gears) are dynamic, and represent change, engagement and interaction with the **Environment**. For example, as changes occur in the health status of the client, nursing intervenes to assist with promoting restoration or maintenance (see Figure 1).

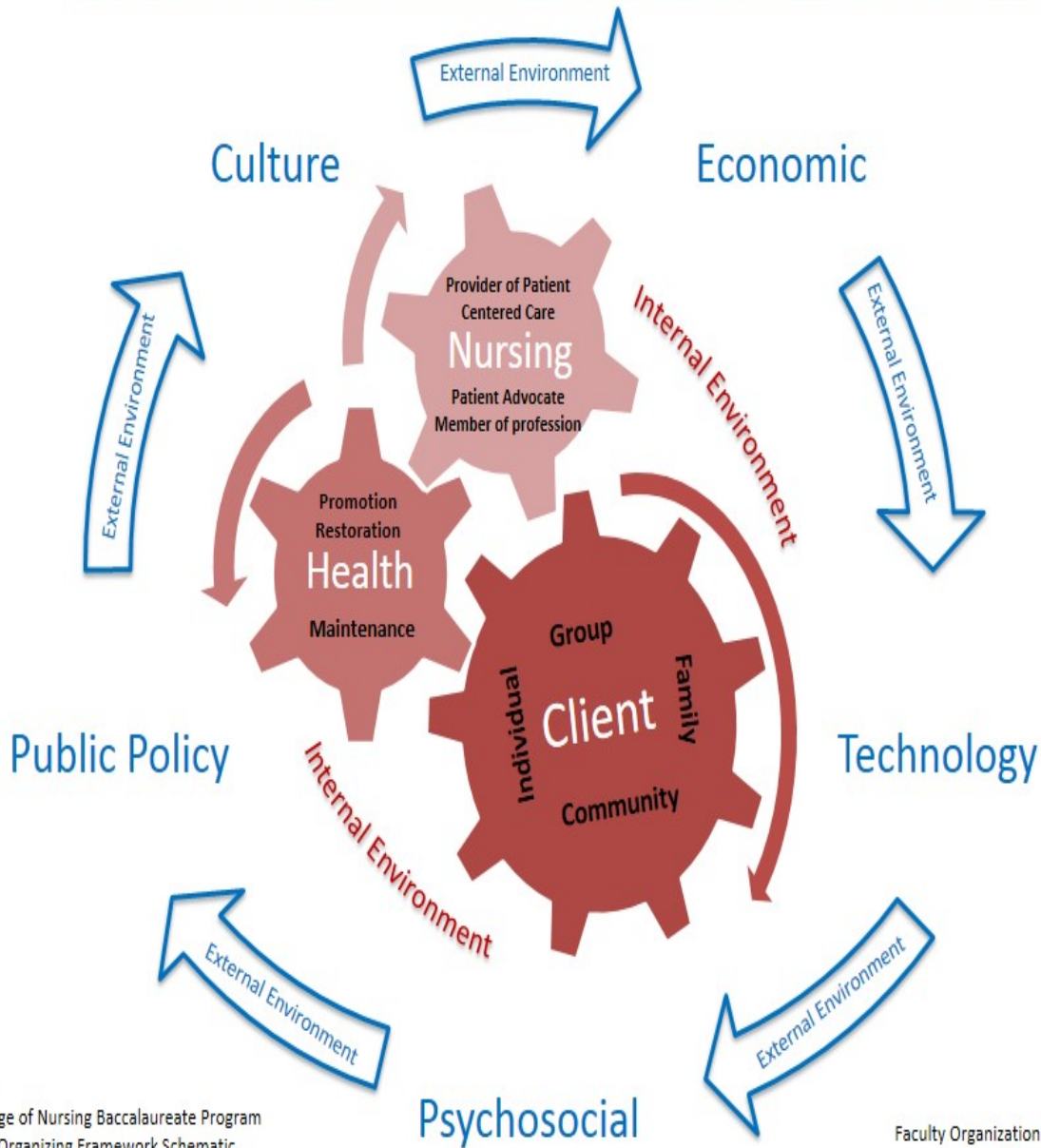
The first concept is the **Client**; the largest circle which represents individuals, families, groups, and communities. The client as the consumer of healthcare interacts constantly within the environment, health, and nursing. The client is empowered by the healthcare team to take responsibility and be self-confident in managing the health aspect of life. *Piaget's Learning Theory* is incorporated when managing the client, building upon the client's knowledge of health.

The second concept is **Health**. Health is a dynamic state of physical, mental, and social well-being in relation to one's values, personality, and lifestyle. The focus of health is on the balance between wellness and illness while promoting, maintaining, and restoring harmony for individuals, families, groups, and communities. Health promotion, health wellness, and disease prevention across the lifespan assist clients in achieving optimal health. *Nola Pender's Health Belief Model* is utilized during interaction with the client to assist with behavior modification and life style changes to attain an optimal healthy life style.

The third concept is **Nursing**. Nursing is a profession that delivers compassionate, caring, and holistic care to clients. It integrates the art and science of knowledge into practice to produce quality and excellence. Nursing is guided by the knowledge and theories from science, humanities, and arts, as well as the professional standards of practice. Nursing responds to the healthcare needs of clients using core nursing knowledge, competencies, values, ethics, and standards of practice. The nurse's role is to function as a member of the nursing profession, be a provider of patient-centered care, be a patient-safety advocate, and serve as a member of the healthcare team (*The Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs*, 2010). *Jean Watson's Theory of Caring* guides the delivery of nursing care and practice.

The fourth concept is the **Environment**. The environment includes internal and external factors that influence the client's health and relationship with the nurse. The internal environment consists of integrated biophysical, psychosocial, spiritual, intellectual, and cultural factors. The external environment consists of physical, social, economic, public policy, and other factors affecting health status and health care. The client's ability to maintain integrated functioning or balance in response to internal and external environmental changes is the major determinant of the client's health status. *Callista Roy's Theory of Adaptation* is utilized to assist clients in adapting to the internal and external environmental stresses.

## The College of Nursing Organizing Framework for Baccalaureate Program



College of Nursing Baccalaureate Program  
Organizing Framework Schematic

Faculty Organization Fall 2013  
revised Summer 2015

# COLLEGE OF NURSING RESPONSE TO THE PANDEMIC

The World Health Organization declared 2020 as the Year of the Nursing and Midwife. Historically nurses have responded in full force to pandemics such as the Spanish influenza pandemic in 1918 and once again, today's nurses are now at the forefront of patient care during the current pandemic.

PVAMU College of Nursing continues to uphold that commitment through education of nursing students. As it became clear that the pandemic would not be short term, the CON began immediately adapting its approach to nursing education. First there was the commitment of faculty and staff to continue providing high quality educational standards and practice. Without “missing a beat” theory courses went to online presentation while clinical courses increased the use of simulation and virtual patient experiences until students were able to return to the clinical setting. Faculty continue to partner with students to help them understand the nurses’ commitment to the community, hence the importance of adapting course presentation changes. Throughout this handbook, the reader will see where updates that incorporate the response to pandemic have been incorporated. The CON continues to maintain its commitment to education students who will be ready to meet the challenges of today and in the future.

## COVID – 19 Guidelines for College of Nursing

1. Students who have tested positive for COVID-19 are expected to notify the University as per the statement on the University Home Page which includes:
  - a. Calling the hotline at 936-261-9000 to self- report
  - b. Notifying the College of Nursing of illness
  - b. Not returning to campus until cleared Student Health Services
2. All persons entering the building must check in at the Security Desk. Wearing a mask and maintaining social distancing as much as possible is strongly recommended.
- 3.) Spring 2020 – Summer 2021 (See Appendix T)

The CON has contracts with clinical agencies (hospitals, clinics, and other healthcare entities) to support clinical teaching-learning experiences (practicum), for undergraduate and graduate nursing programs. For all levels of nursing, the standards for clinical practice are prescribed by the statutes of the Texas Board of Nursing and standards of the nursing profession.

Clinical partners/agencies have specific requirements that nursing students must meet to be allowed to affiliate at health care agencies, institutions, etc:

- Personal identification and name of school/nursing program;
- CPR certification updates per every two years minimum
- Negative criminal background check and drug screening test
- Health Insurance (documented)
- Blood titers and Vaccines as required per health care agencies

The CON is required to submit prior to the first day of a clinical affiliation, proof that the student has met/satisfied all of the above minimum requirements. Any student who does not meet the specific requirements of affiliation are not allowed to have the learning practicum experience.

# ACADEMIC PROGRAMS

- Pre-Clinical Studies
- Basic Generic BSN
  - LVN-BSN
- RN-BSN (Online)

# Bachelor of Science Degree in Nursing (BSN)

## Generic Program

### Lower Division

## PROGRAM OF STUDY

### Freshman Year (32 Credit hours)

First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
ENGL 1312	Freshman Comp I	3	ENGL 1313	English Comp II OR	3
MATH 1311	College Algebra or	3	ENGL 1314	Technical Writing	
MATH 1310	Contemporary Algebra				
BIOL 1405	Human Anat & Phys I & Lab	4	BIOL 1406	Human Anat & Phys II & Lab	4
COMM 1300	Speech Communication OR	3	PSYC 1311	General Psychology	3
MISY 1301	Communication in the Digital Age	0	ECON 2300	Fundamentals of Economics	3
			HIST 1332	US History 1877 to Present	3
HIST 1331	U.S. to 1876	3			
<b>Total</b>		<b>16</b>	<b>Total</b>		<b>16</b>

### Sophomore Year (28 Credit hours)

First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
POSC 1311	American Government I	3	POSC 1312	American Government	3
ARTS 1320	Art, Music or Drama	3	PHIL 2302	Ethics Or	3
			PHIL 2330	Critical Thinking	
HDFM 2355	Human Dev: Life Span	3	HUSC 1334	Ecol of Human Nutrition OR	3
			HUNF 1334	Nutrition and Wellness	
CHEM 1305	General Inorg Chemistry	3	PSYC 2361	Fundamentals of Statistics OR	3
			Math 2300	Elementary Statistics	
CHEM 1105	General Inorg Chemistry Lab	1	BIOL 1307	General Microbiology	3
<b>Total</b>		<b>13</b>	<b>Total</b>		<b>15</b>

Any courses that meet the Core Curriculum requirements in each category can be substituted in that area. However, student should clear other course choices with a PreNursing advisor.

Total First and Second Semesters (Freshman Year) = 32  
 Total First and Seconds (Sophomore Year) = 28  
 Total SCHs (Lower Division) = 60

# BASIC GENERIC BSN PROGRAM

## 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 3.00 overall cumulative grade-point-average (GPA), and a minimum 3.00 GPA in support courses) in the following areas: microbiology, anatomy and physiology, chemistry, 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: 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 examination admission test which may not be taken more than two times.
3. Complete the required health requirements as required by the health care agencies to be eligible for the clinical practicums.
4. Official documentation of a negative criminal background check and drug screening test.

# Bachelor of Science Degree in Nursing (BSN)

## Basic Generic Program

### Upper Division

## PROGRAM OF STUDY

### Junior Year

First Semester			Second Semester		
Course	Title	Credit Hours	Course	Title	Credit Hours
NURS 3302	Basic Pathophysiology	3	NURS 3300	Pharmacology	3
NURS 3301	Individual Health Assessment	3	NURS 3417	Adult Health Nursing I	4
NURS 3416	Basic Concepts of Nursing	4	NURS 3327	Adult Health Nursing I Practicum	3
NURS 3326	Basic Concepts of Nursing Practicum	3	NURS	Nursing Elective	3
<b>Total</b>		<b>13</b>	<b>Total</b>		<b>13</b>

Third Semester			Fourth Semester		
Course	Title	Credit Hours	Course	Title	Credit Hours
NURS 3518	Family Health Nursing	5	NURS 4316	Mental Health Nursing	3
NURS 3428	Family Health Nursing Practicum	4	NURS 4226	Mental Health Practicum	2
NURS 4301	Intro Nursing Research	3	NURS 4318	Adult Health Nursing II	3
			NURS 4228	Adult Health Nursing II Practicum	2
			NURS	Nursing Elective	3
<b>Total</b>		<b>12</b>	<b>Total</b>		<b>13</b>

### Senior Year

Fifth Semester		Credit
Course	Title	Hours
NURS 4317	Community Health Nursing	3
NURS 4227	Community Health Practicum	2
NURS 4319	Leadership/Management	3
NURS 4229	Leadership/Management Practicum	2
NURS 4340	Nursing Process Seminar	3
<b>Total</b>		<b>13</b>

Total First and Second Semesters (Junior Year) = 26  
 Total Third and Fourth (Senior Year) = 25  
 Fifth Semester (Senior Year) = 13  
 Total SCHs (Upper Division) = 64



# Prairie View Alma Mater

*Dear Prairie View, our song to thee  
we raise*

*In gratitude, we sing our hymn of  
praise*

*For mem'ries dear, for friends and  
recollections*

*For lessons learned while here  
we've lived with thee*

*For these we pledge our hearts full  
of devotion*

*To serve thee now and through  
eternity*

# LVN-BSN

## Licensed Vocational Nurses (LVN)

Licensed Vocational Nurses (LVNs) who seek admission to the LVN-BSN Program must meet the same lower division requisites 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 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 for Texas.
3. Completion of lower division requisite courses (60 credit hours), including core and support courses with a minimum grade of "C" per course and a cumulative grade point-average 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.
4. If unsuccessful with ACE exams, will be placed in the regular generic track.

# Bachelor of Science Degree in Nursing Program

## LVN-BSN Program

### Upper Division Clinical Studies

## PROGRAM OF STUDY

<b>Advanced Standing Credits 10</b>					
<b>Credits by Examinations 7</b>					
<b>Advanced Standing Credits</b>			<b>Credit by Examinations</b>		
NURS 3300	Intro to Pharmacology	3	NURS 3416	Basic Concepts Nursing	4
NURS 3417	Adult Health Nursing I	4	NURS 3326	Basic Concepts Practicum	3
NURS 3327	Adult Health I Practicum	3			
<b>Total</b>		<b>10</b>	<b>Total</b>		<b>7</b>

### Junior Year

<b>First Semester</b>			<b>Second Semester</b>		
<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
NURS 3302	Basic Pathophysiology	3	NURS 3518	Family Health Nursing	5
NURS 3301	Individual Health Assessment	3	NURS 3428	Family Health Nursing Practicum	4
NURS 3500	Transitions to Prof Nursing	5	NURS 4301	Intro to Nursing Research	3
<b>Total</b>		<b>11</b>	<b>Total</b>		<b>12</b>

### Senior Year

<b>Third Semester</b>			<b>Fourth Semester</b>		
<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
NURS 4316	Mental Health Nursing	3	NURS 4317	Community Health Nursing	3
NURS 4226	Mental Health Practicum	2	NURS 4227	Community Health Practicum	2
NURS 4318	Adult Health Nursing II	3	NURS 4319	Leadership/Management	3
NURS 4228	Adult Health Nursing II Practicum	2	NURS 4229	Leadership/Management	2
NURS	Nursing Electives	3	NURS 4340	Nursing Process Seminar	3
<b>Total</b>		<b>13</b>	<b>Total</b>		<b>13</b>

Total Advanced Standing Credits and Credit by Examination = 17  
 Total First and Second Semesters (Junior Year) = 23  
 Total Third and Fourth Semesters (Senior Year) = 26  
 Total SCHs (Upper Division) = 66

# **RN-BSN ON-LINE 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 Campus - TMC; 6436 Fannin Street; Northwest Houston Center; 9449 Grant Road.

### **Other Requirements:**

1. Be a graduate of a nursing diploma or associate degree program, which is accredited by the ACEN for preparing registered nurses.
2. Current unencumbered license as a registered nurse in the State of Texas or application for licensure in progress for Texas.
3. Completion of requisite lower division courses (60 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. Official documentation of a negative criminal background check and drug screening test.
5. International nursing students can enroll in only one online courses per semester. The other courses for each semester will need to be taken in the face-to-face method of instruction.

# Bachelor of Science Degree in Nursing

## RN-BSN On-Line Program

### Clinical Studies Upper Division

#### PROGRAM OF STUDY

Course/credits to be awarded as certification for the advanced placement (articulation, RN-BSN Program).		
Advanced Standing Credits 36		Hours
NURS 3416	Basic Concepts Nursing	4
NURS 3326	Basic Concepts Practicum	3
NURS 3300	Intro to Pharmacology	3
NURS 3417	Adult Health Nursing I	4
NURS 3327	Adult Health Nursing I Practicum	3
NURS 3518	Family Health Nursing	5
NURS 3428	Family Health Nursing Practicum	4
NURS 4316	Mental Health Nursing	3
NURS 4226	Mental Health Practicum	2
NURS 4318	Adult Health Nursing II	3
NURS 4228	Adult Health Nursing II Practicum	2
<b>Total</b>		<b>36</b>

#### Junior Year

First Semester			Second Semester		
Course	Title	Hours	Course	Title	Hours
NURS 4300	Concepts of Prof Nursing Practice	3	NURS 4317	Community Health Nursing	3
NURS 3301	Individual Health Assessment	3	NURS 4227	Community Health Nurs Pract	2
NURS 3302	Basic Pathophysiology	3	NURS 4301	Intro to Nursing Research	3
			NURS	Nursing Elective	3
<b>Total</b>		<b>9</b>	<b>Total</b>		<b>11</b>

#### Senior Year

Third Semester		
Course	Title	Hours
NURS 4319	Leadership/Management	3
NURS 4220	Leadership/Management Practicum	2
NURS	Nursing Elective	3
NURS 4203	Trends & Issues	2
<b>Total</b>		<b>10</b>

**Total Advanced Standing Credits and Credit by Examination = 36**  
**Total First and Second Semesters (Junior Year) = 20**  
**Total Third and Fourth Semesters (Senior Year) = 10**  
**Total SCHs (Upper Division) = 66**

# HONORS PROGRAM



---

## Background:

*The Honors Program at Prairie View A&M University is designed to provide a variety of scholarly activities and advanced courses for outstanding undergraduate students who value and seek rigorous academic challenges. To achieve this goal, each honors course stimulates intellectual exchange through small seminar-style classes. Interaction with faculty and peers offers the ability to refine the skills of clear expression, acute analysis, critical thinking and imaginative problem solving. Students selected as participants are provided a framework for global leadership including a foreign language class of Chinese or Spanish.*

## Policy:

The College of Nursing embraces the matriculation of students from The Honors Program. As students move from freshmen to sophomore status, collaborative advisement occurs with the Director of Honors Program and Coordinator of Pre Nursing Advising. Once students are admitted to the College of Nursing, further collaborative advisement continues between the College of Nursing Honors Advisor and Director of Honors Program.

## Procedure (as students move into sophomore status and are ready to begin intensive course and application readiness for upper division nursing – junior level)

- A. Director of Honors and Office of Pre Nursing Advisement will concur on the names of the students who will start sophomore studies; and students will be assisted in placing an application for admission to upper division clinical studies (junior/senior level at the CON, Houston campus)
- B. At a mutually designated day / time each semester prior to new Honor Students progressing to upper division, there will be meetings with the students to ensure a smooth transition to the clinical studies

# **OFFICE OF ADMISSIONS AND STUDENT SERVICES**

# College of Nursing

## Office of Admissions and Student Services (Suite 102)

### **Mission**

The Office of the Admission and Student Support Services, located in Suite 102, contributes to the University/College's mission by working in partnership with academic faculty/staff to provide professional, quality, innovative, and accessible services.

### **Goals:**

To present and implement diverse recruitment and admission plans that integrate stakeholders. To foster a caring, positive, and unique College environment through which all students may develop their maximum potential. To provide coordinated services which are student-focused and are unified with those of the wider University/College communities.

### **Services:**

The Office supports the teaching, research, and service components of the College/University, and engages students in various challenges of the educational experience.

On site, students may meet with staff to:

- receive Information and/or discuss concerns
- apply for "College Scholarships and Financial Aid Guidance"
- secure "Personal and/or Academic Preparation Counseling"
- participate in shared-governance opportunities and student organizations
- acquire information on health and wellness resources
- access career-related opportunities and information.

\*Scholarship applications may be found on the bulletin boards in the Student Lounge (9<sup>th</sup> Floor); the Office of Admissions and Student Services; the University website; and the College of Nursing website.

**Note:** A suggestion box for sharing of ideas to enhance student services is located in the Student Lounge in Room 983 and in the Office of Pre-Nursing Advisement on the main campus. Student suggestions and comments are reviewed monthly by the Student Advisory Council and administration for resolution.

### **Counseling Services**

Counseling Services are available to students through the Office of Student Counseling Services. In keeping with Student Affairs mission, Student counseling Services assist students in overcoming obstacles to their personal and academic goals that may impeded their development. We accomplish this by offering individual, couples, academic skill, and group counseling for students and through outreach presentations, referrals, crisis intervention, training and consultation for the campus community. Our goal is to create a learning



environment where our clients feel safe, respected and valued as they address difficult concerns and learn alternative ways of coping that will be beneficial beyond their collegiate years. As a result we will do our part in improving the motivation, performance, and success. Counselors, with whom students may schedule appointments, are available at the College of Nursing weekly or by virtual appointment. Appointments may be scheduled by calling (936) 261-3564 and indicating that you are a “nursing student.” Students may also see a counselor on the second floor of the Owens-Franklin Health Center at the Main Campus. [Other related resources can be found at https://www.pvamu.edu/healthservices/student-counseling-services/](https://www.pvamu.edu/healthservices/student-counseling-services/) Should an emergency arise, please **call 911** for assistance.

- Student Counseling Services (SCS) 8:00 a.m. – 5:00 p.m./ M-F/936-261-3564

### **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, required textbooks, reference books, uniforms, clothing, nursing pins, gift items, and snack foods are available for purchase in the bookstore. Students may access the bookstore by emailing to [1415mgr@follett.com](mailto:1415mgr@follett.com) or call 713-790-7290. The website is: [https://www.bkstr.com/pvamnursingstore/home?cm\\_sp=SAFY20--PVAMNursing--215](https://www.bkstr.com/pvamnursingstore/home?cm_sp=SAFY20--PVAMNursing--215)

### **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’s Admissions and Student Services Office. In 2022, there will be Texas A&M University / Prairie View A&M housing available in the Texas Medical Center through a multiple usage project of the A&M system called Innovation Plaza. Upon completion of the project students will receive information regarding this location.

## **Parking / Building Access /Use**



### **Parking:** (Appendix J)

College of Nursing garage parking is available at a student rate from September 1<sup>st</sup> to August 31<sup>st</sup> and prorated for students entering in January. Access is available with a prepaid parking card. The garage is monitored for safety with security cameras and security personnel visual surveillance. Parking rates are subject to yearly updates.

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

**Students may purchase parking at the beginning of each academic year or semester. Prices are pro-rated for when purchased.**

### **Building Use**

#### **Badges:**



All students, faculty, and staff members must have a building access badge to enter the College of Nursing and to move about within the building. Instructions for obtaining the badges will be given at orientation prior to the beginning of each semester.

#### **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. 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 the building.

**Note:** In order to protect the integrity and extensive wiring in each classroom and the computer labs, these areas have been designated as **NO 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.

**During the continuing pandemic of COVID-19, mask usage and social distancing as much as is possible is strongly recommended.**

### **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 non-classroom 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. Guests are not allowed.

**Rooms 987, 991** UNDERGRADUATE STUDY AREAS

**Room 1008**

**Room 1112**

**CLASSROOMS ARE NOT PERMITTED FOR USE AS STUDY AREAS (PRIVATE, GROUPS ETC.)**

### **Restrooms:**

Male and female restrooms are located on floors 1, 9, 10 and 11.

### **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 the College of Nursing Bookstore
  - **Printer** -Printing is available at the College of Nursing in LRC 942 and LRC 928
    - With the ongoing pandemic computing is recommended to every other cubicle/computer.
    - If a printing issue occurs either with the computer or the printer in the lab students are encouraged to call (936) 261-2525 for assistance.
    - Contains a fax machine; photo copier; printers (Students will receive updated instructions each semester for process of utilizing these resources)
    - For a list of support related documents and procedures please visit: <https://www.pvamu.edu/telecommuting/> for more information.

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

## Library Resources



College of Nursing students and faculty have access to a large variety of library resources through the PVAMU John B. Coleman library and the Texas Medical Center (TMC) library.

### Locations and Access

John B. Coleman Library	PVAMU Main campus	<a href="https://www.pvamu.edu/library/">https://www.pvamu.edu/library/</a>
John B. Coleman CON	CON Office: #941	<a href="https://pvamu.libguides.com/College-of-Nursing">https://pvamu.libguides.com/College-of-Nursing</a>
Texas Medical Center Library (TMC library)	1133 John Freeman Blvd. (across the street from the CON)	<a href="https://library.tmc.edu">https://library.tmc.edu</a>  Phone: (713) 795-4200
<u>CON Librarian</u> <u>Kerry Madole M.L.S.</u>	9 <sup>th</sup> floor College of Nursing	<a href="mailto:klmadole@pvamu.edu">klmadole@pvamu.edu</a> Phone: (713) 790-7119

## TEXAS MEDICAL CENTER (TMC) 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 and instructions for remote access to library materials. NOTE: PVAMU CON students should never have to pay for library resources. If they are being asked for payment, they should contact the CON librarian.

**HAM-TMC Library: Current hours and instructions for full access to the library can be found on TMC website (<http://www.library.tmc.edu>)**

Contact Information:

Instructions for remote and full library access can be found by going to the library website at <http://www.library.tmc>

Students who wish to visit the TMC library will need to have their PVAMU ID card. If students do not yet have their PVAMU ID card, they may gain access to the TMC library using a government ID (driver's license, passport, state issued ID) and a copy of the email provided by the TMC library after the student has registered for a TMC library card.

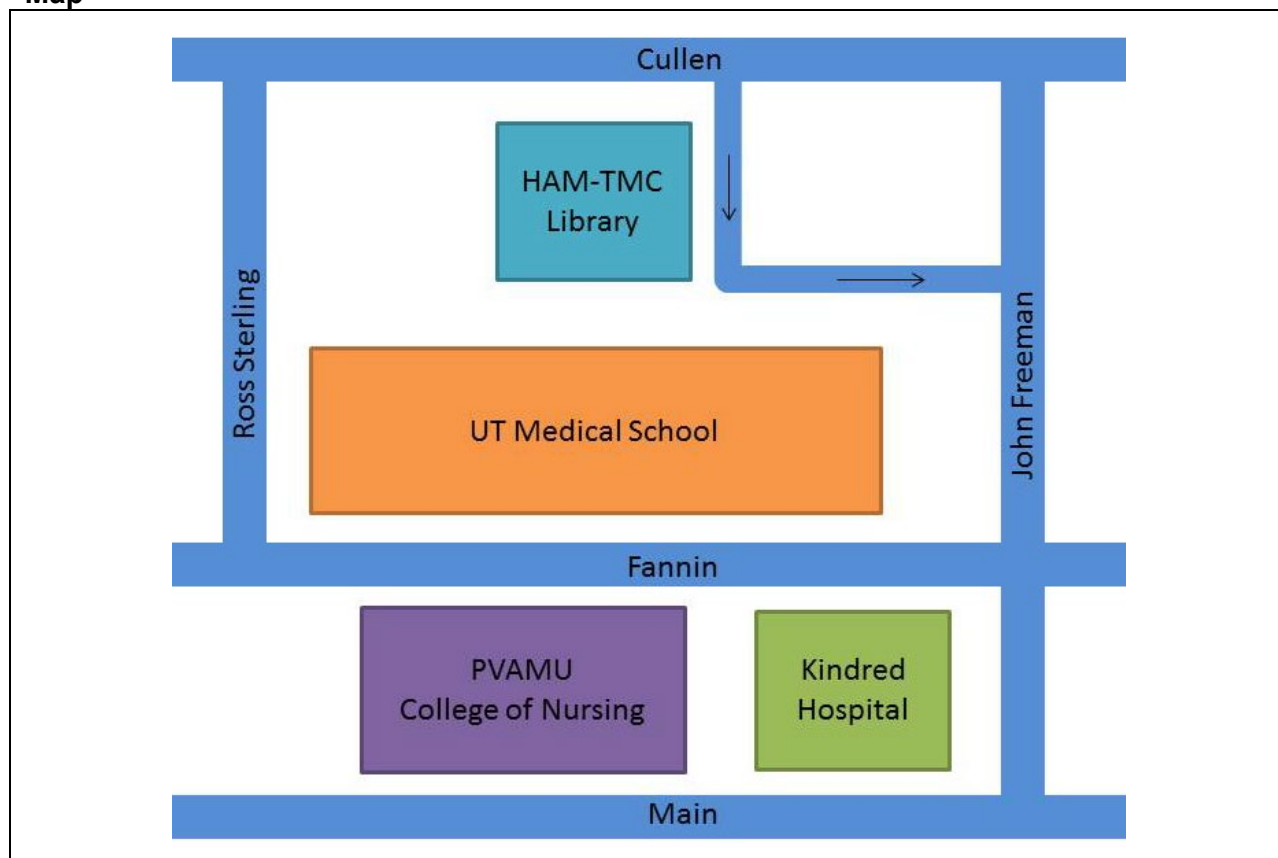
Information on registering for a TMC library card can be found here: <https://pvamu.libguides.com/new-student-orientation>.

The TMC Library offers the following services to students of the College of Nursing:

- Inter-Library Loan: the first time you need an article or a book that the TMC Library does not own, you will need to create an ILL account. You can do so here: <https://tmc.illiad.oclc.org/illiad/logon.html>  
It is very important that you use your school email address to register. TMC Library provides 12 free ILL articles per semester to our patrons, and the system recognizes you by your school email address. For "Preferred article delivery method" choose "Mail to address," then for "Preferred electronic delivery if possible (PDF file via Web)," also choose YES. Your articles will be sent to you via your email in a pdf format.
- Student consultations – meeting with a librarian. Students make an appointment one-on-one or in a small group to learn how to use the library resources.
  - Consultations can be requested at this link: [https://library.tmc.edu/services/research\\_consultation/](https://library.tmc.edu/services/research_consultation/)
- Library Classes and orientations – faculty can request a library class or an orientation [through the College of Nursing librarian.](#)
- Systematic reviews - Reference Librarians offer their unique expertise in identifying and extracting information while preparing a systematic review. Systematic Reviews services are free of charge to all faculty, residents, fellows and post-docs of TMC Library affiliated institutions. Request a systematic review at: <https://tmc.libwizard.com/id/c39c17c0ebb4ebee38a5fc4ebf594bf3>

- Please note that due to the high demand of this service, there may be a waiting list.

### Map



### PVAMU CON Library

#### Contact information:

Website for the CON library: <https://pvamu.libguides.com/College-of-Nursing>

Website for the John B Coleman Library: <https://www.pvamu.edu/library/>

Students registered for classes at PVAMU will be automatically allowed access to the PVAMU library databases. Instructions for PVAMU library databases access found at: <https://pvamu.libguides.com/c.php?g=1032092&p=7759035>

The CON library offers the following services to students:

- Interlibrary Loan:
  - More information on PVAMU and ILL can be found at: <https://pvamu.libguides.com/c.php?g=1106835&p=8070185>
  - Request an article or chapter via ILL here: <https://mypanther-lib.pvamu.edu/screens/ill.html>
- Librarian consults:
  - Students can make appointments to speak with a librarian. One-on-one or small groups welcome. Please contact Ms. Kerry Madole at

[klmadole@pvamu.edu](mailto:klmadole@pvamu.edu). Northwest Houston Center students can contact Ms. Samantha Mueller at [slmueller@pvamu.edu](mailto:slmueller@pvamu.edu).

- Ask-a-Librarian:
  - John B. Coleman offers a chat service.
    - Students can find the chat service by going to the J.B.Coleman Library homepage and clicking on the purple ask-a-librarian chat box.
    - Hours of operation: Monday to Thursday: 7am to 9pm, Friday & Saturday: 8am to 5pm  
Sunday: Closed
    - Students may also email to [askalibrarian@pvamu.edu](mailto:askalibrarian@pvamu.edu) or call (936) 261-1535.
- Reference instruction
  - Faculty can request Reference Instruction here:  
[https://pvamu.co1.qualtrics.com/jfe/form/SV\\_djswSk8nkd1B5ch](https://pvamu.co1.qualtrics.com/jfe/form/SV_djswSk8nkd1B5ch)
- Faculty assistance: Please contact Ms. Kerry Madole at [klmadole@pvamu.edu](mailto:klmadole@pvamu.edu).  
The CON librarian offers the following services to faculty:
  - Library resource guides specified for your classes
  - Faculty consults
    - Research assistance
    - Literature searches
    - Editing assistance

## 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.





# VIRTUAL TEACHING-LEARNING SIMULATION CENTER

The College of Nursing Simulation Center consists of nine virtual teaching-learning laboratories:

- Human Patient Simulation (HPS – Emergency)
- Intensive Care Unit
- Adult Health
- Family Health
- Child Health
- Examination Rooms (2 sets, totaling 9 adults and 1 pediatric)
- Community-Mental Health

The Virtual Teaching-Learning Simulation Center offers high fidelity patient simulations and high fidelity virtual technology. The core functionality allows for remote content delivery, course and learner management, curriculum and content management, remote evaluations, capture and debriefing.

During summer 2007, the *B-Line Clinical Skills and SimCenter* software were installed at The Prairie View A&M University College of Nursing. The *B-Line* software is used to provide testing, assessment, digital interactive video and center management via a web based application. The system supports configuration for Virtual Teaching and Learning Simulation Center. Also, the video operates via the internet and provides virtual transactions post simulations for student and faculty review, as well as support for research development.

The Virtual Teaching and Learning Simulation Center's infrastructure offers ongoing, endless learning opportunities for students. Room 1191, a tiered classroom adjacent to the HPS – Emergency lab, is a model smart classroom equipped to support stream live video to distance sites for interaction with distance students. Live video can also be streamed into Room 1191 to allow the entire class to view a real-time simulation and critique as simulations are occurring. There is also a debriefing room in the HPS – Emergency suite for small groups to visually review and critique simulations.

A special feature of the Virtual Teaching and Learning Simulation Center is the Family Health Lab, which accommodates two birthing beds via the Noelle Birthing Simulator. The virtual field projects the therapeutic milieu of the labor and delivery process, and with a newborn warmer located at the center piece of the birthing axis. In addition, and with the multiplicity of cameras and microphones in the lab, there is a three bed recovery suite that formulates a cooperative family approach in the care of the newly delivered post-partum patients.

The Child Health Lab is juxtaposition to the Family Health Lab. The Child Health Lab allows the learner's mobility in performing simulations for pediatric clients across the life span. The virtual relationship of an AMX controller and Sim Capture is to capture videos, the students' progress systematically in a multifaceted milieu comprising a three bed child recovery, high risk incubator, and crib areas. Throughout all of the labs of the Virtual Teaching and Learning Simulation Center are VCR, DVD player, document reader, and projectors to assist the faculty in facilitating the virtual teaching-learning experiences.

The Virtual Teaching and Learning Simulation Center comprises 10 examination rooms that offer substantial space for the learner, standardized patient, and instructional area for facilitating ease in performing physical examinations across the life span. The examination rooms are arranged in private suites with microphones, cameras and a speaker, which interfaces with a technological control room. There are personal computers in the control room for viewing the exam tables and to assist the student to completing an electronic checklist of the simulation on the standardized patient.

In summary, the faculty facilitates virtual teaching-learning simulations via specialized patient's scenarios. The learner becomes adapted to the relevance of evidenced-based nursing practice, building on the principles of learning, cognitive and psychomotor skills, and the synthesis of knowledge as demonstrated by critical thinking and decision-making. The specific framework for simulated teaching genre consists of delivery of a well-structured knowledge base (didactic contents as presented in the classroom setting), scenario briefing, and the simulation, which is followed by debriefing and testing to evaluate the patient care outcomes. The learner's motivation and creativity are valued by supporting individualized learning at the appropriate pace for the student. The above is actualized by having the student actively participate in the simulated learning and receiving prompt feedback on success and error. This educational encounter consists of reflection, new insight, and increased competence. Thus, simulation results in total student-teacher interactive from receiving briefing and debriefing about the patient scenario to evaluate of the learning process.

### Laptop Computer Program



Laptops are provided for Students in Semesters II-V 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. Other students in need of a laptop may contact the College of Nursing for further assistance.

### Lockers:



Students are assigned the use of a locker during the first semester for convenience. Two students may be assigned to the use of the same locker. Lockers are constructed to accommodate large rolling backpacks. At the end of the last semester of the nursing program, students are to remove all of their belonging from their locker. The following semester these lockers will be reassigned for other students to use.

***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.**

## FINANCIAL SUPPORT:



## Financial Aid and Scholarships

### **Financial Aid**

Financial aid counseling is offered through the main campus. Students may access information through the web site: <http://www.pvamu.edu/faid/>

### **Scholarships**

Prairie View A&M University offers a number of scholarships for undergraduate, graduate, transfer and continuing students that show promise through academics, leadership and/or community involvement. Several scholarships are made available to the student body per the generous donations of alumni and friends of the University. Students, who wish to be considered for scholarship funding must file a Prairie View A&M University admissions application at ([www.applytexas.org](http://www.applytexas.org)), and be accepted into the University. Those admitted students and continuing students must then submit the general scholarship application for consideration for institutional scholarship funding. Scholarship eligibility criteria and amounts are subject to change at any time without prior notice. Institutional scholarships are awarded on an annual basis only.

We are proud to award students who have achieved academic excellence. We hope that for all students, you will progressively grow and succeed in both your personal and academic endeavors while at Prairie View A&M University. Scholarship applications are open from February 1 - March 1.

<https://www.pvamu.edu/faid/types-of-aid/scholarships/general-scholarship-application/>

Students are encouraged to research and apply for additional funding through corporate, community and foundation scholarships such as HRSA.gov, the National Association of Hispanic Nurses, Good Samaritan Foundation, All military Branches, Prairie View Nurses Alumni Scholarship, Fort Bend County Black Nurses Association, Health and Nurse Education

### **Wellness and Fitness Area:**

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 is a college wide orientation to the new semester and 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 professional casual.

**Pinning Ceremony:** (Appendix M)

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 and Dean's awards. All students are invited to attend this program. ➔See Appendix M 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
- The Prairie View International Student Nurses Organization

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

Membership is opened 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 interschool 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 Student's 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.



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

The Prairie View International Student Nursing Organization is a student-run organization of the College of Nursing open to all enrolled students. PVISNO promotes members participation in social activities that support cultural awareness and a welcoming academic environment. The flagship program of PVISNO is the Peer Mentoring program that assigns senior students as mentors to junior students (mentees). The faculty advisors oversee the affairs of the organization.





# COMPUTER AND WEB USE

# TECHNOLOGY USE

---



Effective use of today's technology devices requires a wide range of professional skills to assist students as needed as well as student commitment to utilize the technologies for the benefit of education. Upon entering the CON students will be:

- oriented to the available technology within the building
- introduced to the technology staff
- advised of who to contact for technology issues (CON and University)
- referred to student handbook for additional information
- issued a laptop computer
- provided an internet hotspot if needed for home use



While it is anticipated that many students will choose to utilize either school administered laptops or personal laptops in the classroom, students are reminded that the classroom environment is for learning; not socializing (either personally or through devices). Students observed utilizing social media sites not intended for classroom use will be warned and may be dismissed for the remainder of the class.

## INTERNET USE PROCEDURES & POLICIES

### Introduction

Prairie View A&M University (PVAMU) provides its users with Internet access and electronic communications services as required for the performance and fulfillment of job responsibilities.

Users must understand that this access is for the purpose of enhancing education and/or increasing productivity and not for non-University activities. Users must also understand that any connection to the Internet offers an opportunity for non-authorized users to view or access University information. Therefore, it is important that all connections be secure, controlled, and monitored.

To this end, users at PVAMU should have no expectation of privacy while using University-owned or University-leased equipment. Information passing through or stored on University equipment can and will be monitored. Users should also understand that PVAMU maintains the right to monitor and review Internet use and e-mail communications sent or received by users as necessary.



## **Permitted Use**

- The Internet connection and e-mail system of PVAMU is primarily for University use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of work duties and responsibilities.
- Users may use PVAMU Internet services for personal improvement, outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not for personal financial gain.
- Users may send and receive e-mail attachments that do not exceed 2 MB in size, provided that all attachments are scanned before they are opened by PVAMU's chosen antivirus software (McAfee Virus Scan).
- Users must observe professional, ethical guidelines and any University procedures and guidelines; federal or state applicable laws when sending and/or receiving messages for University or non-University purposes.

## **Prohibited Use**

- Users shall not use PVAMU Internet or e-mail services to view, download, save, receive, or send material related to or including:
- Offensive content of any kind, including pornographic material.
- Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
- Threatening or violent behavior.
- Illegal activities.
- Commercial messages.
- Messages of a religious, political, or racial nature.
- Gambling of any form or type.
- Personal financial gain.
- Forwarding e-mail chain letters
- Spamming e-mail accounts from PVAMU e-mail services or University machines
- Material protected under copyright laws – includes many MP3 music and movie (DVD and other) entertainment files
- Sending University-sensitive information by e-mail or over the Internet.
- Dispersing confidential University data to PVAMU students, employees, business associates or anyone outside the University without authorization.
- Opening files received from the Internet without performing a virus scan.
- Tampering with your University handle in order to misrepresent yourself and the University to others.

## **Responsibilities**

PVAMU users are responsible for:

- Honoring acceptable use policies of networks accessed through PVAMU Internet and e-mail services.
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
- Following copyright laws regarding protected commercial software or intellectual property.
- Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of PVAMU's network resources.
- Using logical, professional, ethical, University policy and other applicable laws, guidelines and procedures to maintain the security of sensitive information.

## **Violations**

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, that user will may receive a University initiated reprimand and his or her future use may be closely monitored. If a gross violation has occurred, IT management in conjunction with Human Resources will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, or termination of employment or student registration at PVAMU.

# PROFESSIONAL NURSING PRINCIPLES FOR SOCIAL MEDIA

## **ANA'S Principles for Social Networking**

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

## **6 Tips to Avoid Problems**

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Texas Board of Nursing Position Statement on Social Media (15.29)

## **References:**

American Nurses Association. (2011, September) Principles for social networking and the nurse. Silver Spring, MD: Author.

National Council of State Boards of Nursing. (2011, August). White Paper: A nurse's guide to the use of social media. Chicago, IL: Author

# PROFESSIONAL REQUIREMENTS

# Ethics

AACN and AACN Certification Corporation consider the American Nurses Association (ANA) *Code of Ethics for Nurses* foundational for nursing practice, providing a framework for making ethical decisions and fulfilling responsibilities to the public, colleagues and the profession.

## **AACN Code of Ethics for Nursing**

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for, and protects the rights, health and safety of the patient.
4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence and continue personal and professional growth.
6. The nurse through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health policy.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

*2015 By American Nurses Association*

## The NSNA Student Bill of Rights and Responsibilities

### Bill of Rights and Responsibilities for Students of Nursing

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection, through orderly approved standing procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.
9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, publicly and privately.
11. Students should be allowed to invite and to hear any individual of their own choosing within the institution's guidelines, thereby advocating for and encouraging the advancement of their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through faculty-student council, student membership, or representation on relevant faculty committees.

13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
15. The nursing program should have readily available a set of clear, defined grievance procedures.
16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.
17. Students have the right to belong or refuse to belong to any organization.
18. 18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.
19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications and other security measures deemed necessary to ensure a safe and protected environment.
20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
22. Students should have a clear mechanism for input into the evaluation of nursing education and nursing faculty.
23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.
24. The nursing program should provide comprehensive, clear and concise information relate to the student loans, scholarships and any other student financial aid.

***The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.***

# GRIEVANCE PROCEDURE GUIDELINES

## **What steps can be taken if a student believes that his or her rights have been violated?**

It is wise to first review the school's policies and procedure related to violation of rights, clinical, academic and nonacademic disputes. Efforts should be made to first resolve the issue between the individuals in question. After thorough examination of the facts and circumstances of the violation and discussion with the parties involved, if resolution is not reached, the next step is to review the policies and procedures related to filing a grievance where there is a violation of academic, clinical, and non-academic rights and responsibilities. In the unlikely event that the college/university does not have such a procedure, the following "Grievance Procedure Guidelines" offer some guidance.

### Grievance Procedure Guidelines

1. Before a set of grievance procedures can be discussed, a Student Bill of Rights and Responsibilities must be adopted. It is suggested that students use the guidelines developed by NSNA for this. The Bill should be a written statement mutually agreed upon by both faculty and students.

**Rationale:** The Student Bill of Rights and Responsibilities is the guideline on which the grievance committee can depend or to help in making a decision on the issue at hand.

2. The procedure for handling grievances should be a well-defined, written statement consistent with the principles of due process. Both faculty and students should have equal representation in the development of such a procedure.

**Rationale:** It is necessary to have a procedure that both students and faculty will support

3. Once grievance procedures are developed, students should be made aware of the existence of these procedures at orientation.

**Rationale:** Students should know what steps they can take if a situation should develop where their rights are infringed upon.

4. The grievance committee should be composed of an equal representation of students and faculty with a minimum ratio of four to four.

**Rationale:** Equal representation with at least eight on the committee provides for broader range, more objective opinions.

a. Student members on the committee should be composed of at least one representative from each class. These members should be elected by the student body.

**Rationale:** Students from different classes often have differing outlooks and viewpoints on a situation. Election insures that student members have the support of and are representative of the student body.



b. Faculty members on the committee should be chosen by the faculty, except in the situation as described in item 12.

**Rationale:** Committee members should be representative of their group.

5. There should be a written statement, drawn up by student and faculty representatives, which indicates the actions that may be taken by the grievance committee, and the types of situations that fall under the committee's jurisdiction.

**Rationale:** Defining this will help to support the decisions made by the committee.

**Some suggestions:**

Enforcement of the Student Bill of Rights and Responsibilities can be encouraged by including the following statement: "The Student Bill of Rights and Responsibilities shall be recognized by administration, faculty and students, and any violations of such bill shall be brought to the attention of the Grievance Committee for action."

- Review student evaluations of courses and faculty, and make recommendations to the appropriate people.
- Review curriculum and grading system on a yearly basis, and initiate change as necessary.
- Review dress code, if any, every 5 years.
- Review other grievances not necessarily included in Student Bill of Rights.

6. The committee should meet regularly—at least every other month, and all students should be informed as to the date, time, and place of these meetings.

**Rationale:** To give students an opportunity to voice comments and suggestions on a continuing basis.

7. Accurate records, including complete minutes, and in individual cases, a verbatim record, shall be kept on file for all meetings of the committee. Even when tape recordings are used, written minutes to officially document proceedings must be prepared. These minutes should be signed by the two recording secretaries, who shall be one faculty member and one student on the committee.

**Rationale:** To serve as evidence of the committee's action, and as a precedent for future committee action.

8. Any student shall have the right to ask for an "emergency meeting" of the grievance committee on matters that are crucial and cannot wait until the regularly scheduled meeting. The grievance committee shall define whether a matter is crucial, and may postpone consideration of the matter if a majority of the members considers the matter appropriate for a regularly scheduled meeting.

**Rationale:** Students filing complaints need positive reinforcement in their efforts. Also, nursing students need to know that their Student Nurses' Association is truly interested in and representing them and their concerns.

10. As a preliminary step, the student's case will be heard by a subcommittee of the regular grievance committee. This subcommittee will consist of two faculty members and two students. If the subcommittee cannot satisfactorily solve the grievance, they will report to the main grievance committee, which will then hear the case and take action as necessary.

**Rationale:** Often grievance cases can be adequately handled by persons who are impartial. A subcommittee can conserve the workload of the entire committee, and narrow the issues in the cases that are presented to them.

11. The student appearing before the grievance committee should have the right to have a representative or advisor of his/her choice with him/her at the meeting.

**Rationale:** To allow the student to have the necessary resources he/she needs in order to adequately present his/her case. Also, sometimes students who are emotionally involved with a case are not able to present it in the way they would like.

12. If the grievance is against a member of the committee, the student should have a right to ask the member to abstain from participation in the committee while his/her grievance is being considered. The committee should then appoint someone to take that member's place.

**Rationale:** To protect the student from a biased decision by the committee, and to allow the student more freedom to express his/her opinion.

13. A mediator should be allowed to sit on the committee. This should be someone who is neither a faculty member nor a student, but is closely associated with nursing. The mediator should be without vote. The purpose of the mediator is to make sure that each member on the committee has an equal opportunity to speak and that full and fair review of the facts takes place.

**Rationale:** To prevent an individual or group on the committee from becoming too powerful and domineering.

14. Reasonable evidence, names of prospective witnesses, and background material concerning the case should be submitted to the committee at least three days prior to the date when the case is to be discussed. The evidence should be relevant to the issues and not discussed by committee members prior to the formal meeting.

**Rationale:** To allow the committee adequate time to examine documentary evidence.

15. Any charges against the student or faculty member should be in writing and be made available to both the committee and the student or faculty member at least seven days before his/her scheduled appearance.

**Rationale:** To give the student or faculty member adequate time to prepare a defense against charges

16. The student should be given full opportunity to present evidence and witnesses that are relevant to the issue at hand. He/she should also be given the opportunity to question any witnesses against him/her and also be informed of any evidence against him/her and its source.

**Rationale:** To make sure that the facts are being presented fully and fairly.

17. The student should be allowed to continue class as usual until the committee has reached a decision. However, if the student is considered to present immediate danger to patient welfare, he/she should be removed from clinical practice areas.

**Rationale:** To avoid the possibility of falling behind in school while the case is being considered, and avoid any delaying tactics that may be employed to prevent the student from returning to class.

18. Group grievances should be presented to the committee by one representative of that group. That representative may then appoint a consultant to appear with him.

**Rationale:** To provide an organized systematic way of dealing with group grievances.

19. The decision of the committee should be made in writing to the student within two weeks of hearing the case.

**Rationale:** To assure a fair and timely review and conclusion of the student's case.

20. Decisions made by the committee are final, that is, immediately enforced by both faculty and students, except in cases with legal implications (example, discrimination, in which the student plans to take the case to court).

**Rationale:** To avoid delay in enforcing the decision.

21. Provision should be made for a "right of appeal," in which the student can take his case to the Dean or a governing board of the school. However, until the "appeals board" reaches a decision, the student is still bound by the "grievance committee's" decision.

**Rationale:** To allow the student a solution to take if he feels that his case has been unfairly handled by the committee.

***The Grievance Procedure Guidelines were developed by the NSNA Board of Directors in January 1975, and updated by the Board of Directors in April 1991***

# **CODE OF ACADEMIC AND CLINICAL CONDUCT**

## **PREAMBLE**

Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence, altruism and integrity, the clinical setting presents unique challenges, and responsibilities while caring for people in a variety of health care environments.

*The Code of Academic and Clinical Conduct* is based on an agreement to uphold the trust that society has placed in us while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles are not limited to the academic or clinical environment and have relevance for the holistic professional development of all students studying to become Registered Nurses.

## **CODE OF ACADEMIC AND CLINICAL CONDUCT**

As students who are involved in the clinical and academic environment, we believe that ethical principles, in adherence with the NSNA Core Values, are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of methods or medium of communications.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, culturally sensitive and competent manner.
5. Are truthful, timely, and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.
7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professions.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing student's learning needs.

11. Encouraging mentorship among nursing students, faculty, clinical staff, and inter-professional peers.
12. Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.
13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
14. Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.
15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairment related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance reserving the right to challenge and critique rules and regulations, as per school grievance policy.

***First adopted by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.***

## Student Dress and Decorum Expectations

The intent for student classroom dress is to be comfortable yet reflect the professional environment of the PVAMU College of Nursing. The chart below describes the preferred attire and discouraged attire.

### Student Dress Policy:



### **Classroom Dress Code**

PVAMU College of Nursing is in the heart of the Texas Medical Center, the largest and one of the most prestigious medical centers world - wide. It is an expectation that PV nursing students will dress and conduct themselves in a manner that represents nursing as profession, not only in the clinical area, but within the classroom as well.

Note: if the clothing item is not listed; it is not accepted within the classroom dress code

Pants	Slacks, Khakis, jeans without holes, scrubs
Skirts / dresses	Knee length or longer with no side slits or back slits above the knees
Tops	Full length shirts, button down, polo type shirts or blouses. If sleeveless, must be covered with a sweater or jacket; Tops must cover abdomen completely. No backless, off the shoulder, or spaghetti straps
Sweater or Jackets	Must be without holes
Shoes	Flats, tennis shoes, closed toe shoes, sandals (no flip flops or house shoes)
Fragrances	Avoid strong fragrances of personal products (hair, deodorants, clothing must have a neutral odor)
Hair	Mainstream hair colors: i.e. color that one may have been born with – such as blond, natural red, brown, black. Not acceptable: purple, blue, green, extreme red, pink or other “non- natural” colors
Nails	Trimmed short

**Students are expected to abide by the above anytime they are in the building – be it for classes, study groups, dropping off assignments or programs. This document to be included in the Admission’s Packet for incoming undergraduate students each semester.**

## Clinical and Simulation Dress Code

Students are expected to be neat and well – groomed at all times. A minimum of two uniforms is strongly recommended. In some clinical settings, the uniforms 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 designated dates. White uniform shoes (no clogs or open heel) or all white leather tennis shoes are required. Uniform shoes are available for purchase in the College of Nursing (CON) bookstore.

### Uniform Requirements:

#### Clinical and Simulation Uniform: (Top and Pants)

- Uniform must be the standard CON uniform which is available through the CON bookstore.
- A minimum of two uniforms is strongly recommended.
- In some clinical settings, the uniforms 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 designated dates.
- Uniforms are worn to the health care facility for pre-clinical patient assessments, day of clinical, patient simulation and lab experiences.
- Uniform pants are to be purchased from the bookstore and must be hemmed to length at the top of the shoe.
- Note: No part of the College of Nursing uniform (scrub top or lab coat with PVAMU insignia are to be worn if working for an outside healthcare agency

#### Shoes:

- Shoes are to be white uniform shoes or all white leather tennis shoes.
- Clogs, open toe or open heel shoes are unacceptable.
- Shoes are worn with plain white socks; White support hose are recommended.

#### Lab Coats

- 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 of Nursing simulation laboratories.
- The lab coat is not worn while performing patient care. A plain white long sleeved undershirt may be worn under the uniform top for warmth.

#### ID Badges

<ul style="list-style-type: none"> <li>• The University /CON ID badge must be worn with the uniform and / or laboratory coat at all times.</li> <li>• The ID badge from the institution is required as well.</li> </ul>
<p><u>Standard Equipment for clinical settings:</u></p> <ul style="list-style-type: none"> <li>• Wrist watch with a second hand without embellishments such as rhinestones, beads or other decorative items. No smart watches</li> <li>• Bandage scissors</li> <li>• Stethoscope with bell and diaphragm</li> <li>• Black and red ball point pens; pencil</li> <li>• Penlight</li> </ul>
<p><u>Personal Care</u></p> <ul style="list-style-type: none"> <li>• Colognes, perfume, after shave or other fragrances are not to be worn when in uniform. This includes fragrant hair spray.</li> <li>• Underarm deodorant is a necessity for maintaining hygiene and is required</li> <li>• Clothing should be free of fragrances and cooking odors.</li> <li>• Finger nails are to be natural, trimmed short and free of nail polish.</li> </ul>
<p><u>Body Art and Jewelry</u></p> <ul style="list-style-type: none"> <li>• All body art must be covered with sleeves or use of bandages</li> <li>• No exposed body rings (eyebrows, tongue rings, etc.) are worn in the clinical areas, labs or classrooms.</li> <li>• No jewelry is to be worn with the clinical uniform with exception of a wedding band.</li> <li>• Earrings, if worn, must be located on the ear lobe only and be small studs. Only one earring in each ear may be worn. No nose studs, even if clear are to be worn.</li> </ul> <p><u>Hair</u></p> <ul style="list-style-type: none"> <li>• Hair must be clean, neat, non-oily and worn pulled back and pinned up if longer than shoulder length.</li> <li>• Hair color and <b>color</b> of extensions must be mainstream colors (Color that you may have been born with)</li> <li>• Extreme heights of hair, Extreme streaking of hair and extensions with unnatural colors are to be avoided</li> <li>• Excessive chest hair is to be covered with a plain white undershirt</li> <li>• Hair coverings, worn for religious reasons are to be white or off white in color and without design.</li> <li>• Hair bands, if worn, are to be white and without design.</li> </ul> <p><u>Makeup</u></p> <ul style="list-style-type: none"> <li>• Make-up should be minimally applied and not apparent on lab coats or uniforms.</li> <li>• <b>False eyelashes (if worn) should reflect natural length and curvature</b></li> </ul>



**Uniform Management:** Uniforms are 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 in the classrooms, labs, study rooms or student lounge areas. Students found using these types of items will be immediately referred to the Dean's Office for disciplinary counseling and academic misconduct.

## **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 represent 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 reflects congruency with the *Prairie View A&M University Student Planner (current edition)*.

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 (<https://ahdictionary.com/word/search.html?q=Plagiarism>) as

1. The act or behavior of plagiarizing.
2. An instance of plagiarizing, especially a passage that is taken from the work of one person and reproduced in the work of another without attribution.

Plagiarism is recognized as a form of cheating. Copying from books or journals without documentation, or copying another student's term paper or theme should bring the maximum penalty from the faculty. Students dismissed for any of the above stated reasons are not eligible for reinstatement in the program.

13. No recording of audio, video or still photography in the clinical area.
14. No recording of audio, video or still photography in the classroom without permission.
15. Conduct unbecoming to a student as described in *Prairie View A&M University Student Planner (current edition)*.
16. Having documents or other websites open on computer while taking an exam except when designated by faculty.

**Exams may be administered online within a classroom setting, remotely or per scantron within the classroom setting.**

**Students are expected to prepare for exams and demonstrate full academic integrity when taking exams (and engaging in all of aspects of nursing practice)**

**When Exams are administered remotely the following guidelines will be used:**

- College of Nursing exams are remotely monitored via student webcams (required for all online exams).
- Students are expected to remain within full view of the camera in a straight line at all times; eyes must not deviate to the right or left of the computer screen.
- Adjusting the camera out of view, intentionally or unintentionally shall be deemed as academic dishonesty.
- Once an exam begins, there shall be no talking or interactions with others; or use of assistive resources.
- Verbal and nonverbal actions, regardless of intention, will be deemed as academic dishonesty
- Any of the above outside of the above protocol will be documented as academic dishonesty.

Consequences for any student who demonstrates *any* form of cheating or academic dishonesty in the College of Nursing (whether it be on an exam or an assignment) range from:

- Immediate **dismissal** from the exam if face to face exam
- A grade of “**0**” on the assignment/exam and/or an “**F**” in the course.
- Program or University dismissal or suspension

## 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 course protocol (syllabus, outlines, etc.).

## Medical Clearances

Students who are absent and released from a healthcare provider, must present documentation stating “no restriction” in order to return to practice settings. Students with COVID-19 must follow the University Procedures for return to classes.

## Excessive Absences

Accumulation of one week of unexcused absences (for the number of clock hour’s 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) (7<sup>th</sup> edition). All formal papers are to be typed and submitted on regular 8 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 (Appendix K)

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. The standard percentage for grading items of nursing core courses is as following:

## Missed Exams

There are no make-up exams. Should an exam be missed for a University excused absence, the weight of the missed exam will be added to the weight of the final exam. Students are expected to notify faculty if she /he will not be able to report for an examination. Notification should be received prior to the exam. Notification does not indicate acceptance. Only excused absences (as per University catalog) will be accepted. Should a second exam be missed for any reason, it will result in a grade of "0", and the student will be advised to withdraw from the course or the semester. If the final exam is missed for a University excused absence, the student may take the final exam on day and time mutually agreed upon by the faculty and student. ***Unexcused absences will result in a grade of "0"***

Should an extenuating circumstance arise prior to an exam, the student should discuss with the circumstance with faculty PRIOR exam administration. Once the exam is administered, the grade will be applied. An exam grade will not be withdrawn after completion of an exam. Examples include, but are not limited to bereavement, car accident, or personal illness.

## **Standardization of Course Evaluation for Undergraduate Courses**

### **Components/Criteria of Evaluation**

- A. Unit Exams
- B. Final Exam
- C. Conceptual Paper (Evidenced-Based) APA format (Group Assignment)
- D. Assignments and Quizzes

<b>Component</b>	<b>Process</b>	<b>Required</b>
Unit Exams	Each major course will have: <ul style="list-style-type: none"> <li>• Four unit exams, 2 before midterm and 2 after midterm</li> <li>• 60-75 items on each exam</li> <li>• No exams to be administered the week before final exams (This is University Policy and appears on the University Calendar)</li> </ul>	65%
Final Exam	Final Exam will <ul style="list-style-type: none"> <li>• Comprehensive exam with 100 items on this item</li> </ul>	25%
Quizzes ; Assignments; Etc.	<ul style="list-style-type: none"> <li>• Enhance student engagement prior to class and as a form of remediation of content; May require use of purchased online ancillaries to course textbooks.</li> </ul>	5%
APA Conceptual Paper	The Conceptual Paper (APA) will be: <ul style="list-style-type: none"> <li>• A group assignment</li> <li>• APA format</li> <li>• Course Content</li> <li>• Evidenced-Based</li> </ul>	5%
<ul style="list-style-type: none"> <li>• All students in non-elective nursing courses will be required to upload a designated assignment into Taskstream.</li> <li>• Exam grades and course grades will be rounded to the nearest 10<sup>th</sup>. 74.4 will be a D; 74.5 will be a C.</li> </ul>		

## **STUDENT RIGHTS**

1. Representation on the Student Advisory Council to the Dean through elected semester presidents, and recognized organizational presidents.
2. Participation in the formulation and application of policies affecting academic life and student affairs.
3. Access to and the release of personal academic records through the University registrar and College of Nursing as appropriate.
4. 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, 2020*

<https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0>

## **Student Disability and Pregnancy Policies (Appendix F)**

**American with Disabilities Act:** The Office of Disability Services and Diagnostic Testing is responsible for achieving and maintaining program accessibility for all students who self-identify as having an officially documented disability (Rehabilitation Act Section 504 and Americans with Disability Act (ADA). Students are encouraged to become self-advocates; however, the office provides leadership in advocating for removal of attitudinal and physical barriers that may impede successful progression toward achievement of the student educational objectives. Students with disabilities, including learning disabilities, who wish to request accommodations in class, should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

**Pregnancy:** Students who are pregnant or planning to become pregnant, must submit immediate notification of pregnancy by completing the “Pregnancy Disclosure” form located at the College of Nursing in Office 1158 or Office 1214.

# 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. All course syllabi provide information on attendance and tardiness in classroom and clinical courses.

## **Policy and Procedure for Clinical Tardy and Absence**

### **UNIVERSITY ATTENDANCE POLICY**

#### **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.

#### **Excessive Absences**

Accumulation of one week of unexcused absences (for the number of clock hour's 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.

### **Clinical Absence and Late Arrival Procedure**

#### **Late Arrival**

1. The Student is expected to arrive at the time set by the faculty for each clinical.
2. Any student arriving from 1-14 minutes of the set arrival time is tardy and will have three (3) points deducted from the final course grade.
3. Any student arriving after fifteen (15) minutes or later of the set arrival time will be dismissed from clinical and considered absent.
4. Any student with two (2) late arrivals will receive an unexcused absence.

#### **Absences**

1. An unexcused absence results in a ten (10) point deduction from the final course grade.
2. Absences are excused and unexcused according to The University and College of Nursing Attendance Policy. An excused absence is due to an illness, attendance at University approved activities, and/or family or other emergencies. The student must provide supporting documents (i.e. doctor's excuse, court documents, etc.) for the absences immediately upon return to class.
3. If the student does not provide supporting documents, then the absence will be noted as unexcused.

4. Excessive absenteeism (one or more) excused or unexcused absence may result in course failure.

### **Classroom Safety: Unauthorized Visitors and Children**

All visitors must have prior consent from the administration and faculty member to visit any college facility. Unauthorized visits by children and non-Prairie View students are not allowed in the classrooms, 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 the student's 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 on Unsafe Nursing Practice 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 Program Director.
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 Program Director. 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 (2019), 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. Reporting to and/or interacting with patients outside of the unsupervised clinical role.
- l. Falsification of student records, documents, etc. for clinical practice.
- m. Falsification of patient's record via charting or utilization of said records for inappropriate actions.
- n. Removal of patient's records from clinical agency or any type of paper with patient identification information.
- o. Failure to wear required identification badge (s)

## 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" for 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 Planner* (current edition).

### 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 Program Director.
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 Program Director.

## 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 CON 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 RN 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 RN 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 RN or **student nurse** who is reported will be offered an opportunity to respond in writing in 21 days to the charges.
3. If the complaint involves the RN 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 in one week after receipt of a response from the RN 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 RN or **student nurse's** conduct relates to a problem with chemical dependency or mental illness, the RN 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 Nursing Practice Act.
4. Prairie View A&M University administrative officers and Department of Public Safety (Chief of Police).

# ACADEMIC



# PERFORMANCE

## **I. ACADEMIC ADVISEMENT**

### **A. Background:**

The College of Nursing is structured into 5 semester levels. Each semester level has a coordinator who oversees the administrative aspect of the semester along with a teaching role. Students' progress sequentially through each level upon completion of the previous level. Faculty at each level maintain a teaching and advisement role to the students at their level.

### **B. Policy:**

Upon entering each level of the College of Nursing, students receive extensive group orientation to the semester level as well as to the courses within the semester. Because the coordinator and faculty are the experts at their level, academic advisement is best handled at the semester level.

### **C. Procedure:**

1. At the beginning of each semester, the Semester Coordinators will assign a faculty advisor to the students in their level.
  - a. Students will be notified of their Semester Level advisor by the end of the first week of the semester.
  - b. The faculty advisor will meet with assigned students at least once per semester to review progress and as needed.
2. Students will be advised seek out advisement related to specific courses per the *course* faculty. If further course advisement is needed, the Coordinator will be included.
3. Students will be referred to the Semester Coordinator for further advisement if considering a course withdrawal, semester withdrawal or indicates other situations that may be impacting their studies.

4. Students are referred to the CON or University counselor for advisement related to personal issues
5. Any students considering use of P (pass) or NP (No pass) instead of a letter grade must meet with Semester Advisor prior to making final decision.
6. As students prepare for progression to the following semester:
  - a. Coordinators at each level collaborate with coordinator at previous level to provide materials, group orientation advisement to students beginning at their semester level.
  - b. Faculty provide group orientation / advisement to the courses taught within each semester.

## **II. University Tutoring Center**

The University Tutoring Center (UTC) is available to support students completing the nursing degree. LIVE virtual tutoring experiences can be accessed through Canvas:

1. In bottom left-hand corner of the home screen for any nursing class, click the link for "PV Online Tutoring
2. Select a course
3. Access desired module
4. Over 90% of courses are covered with wait time usually less than 1 minute
5. For questions or assistance, contact the University Tutoring service at <https://www.pvamu.edu/tutoring> at any time

## **III. 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 74.5) in all nursing courses.
2. Achieve satisfactory performance on semester medication proficiency Examination with a minimum of ninety four percent (94%).
3. Achieve satisfactory performance on standardized tests.
4. Demonstrate professional and academic integrity.



## IV. REQUIREMENTS FOR PRACTICUM COURSES

Students will initiate an account with Castle Branch to upload health documents.  
(Appendix P)

### A. Student Health Policy:

**Upon admission to the program, students are required to provide documentation of health history, a physical exam, immunizations, CPR certification and any additional requirements as per affiliating hospital and health care agencies. 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.

The CON has contracts with clinical agencies (hospitals, clinics, and other healthcare entities) to support clinical teaching-learning experiences (practicum), for undergraduate and graduate nursing programs. For all levels of nursing, the standards for clinical practice are prescribed by the statutes of the Texas Board of Nursing and standards of the nursing profession.

Clinical partners/agencies have specific requirements that nursing students must meet to be allowed to affiliate at health care agencies, institutions, etc:

- Personal identification and name of school/nursing program;
- Proof of required immunizations as listed by the affiliating, partnering hospitals, clinics, etc.
- CPR certification updates per every two years minimum
- Negative criminal background check and drug screening test
- Health Insurance (documented)

The CON is required to submit prior to the first day of a clinical affiliation, proof that the student has met/satisfied all of the above minimum requirements. Any student who does not meet the specific requirements of affiliation are not allowed to have the learning practicum experience.

**Procedure:** (Includes Generic BSN, LVN-BSN and RN-BSN Programs)

**Semester I:** Upload completed medical requirements described above into CastleBranch portal prior to orientation

**Semester II through V:** Obtain and upload to CastleBranch: yearly physical exams, TB skin test or chest x-ray. (The x ray must have physician acknowledgement of results on office / clinical letterhead), flu vaccine, health insurance and CPR (which is updated every two years).

**Failure to supply required medical records and CPR certifications will result in the student not being able to participate in hospital clinical experiences.**

## **B. Criminal History Clearance (TX BON; Fingerprinting)**

As required per by the College of Nursing, each student accepted for initial enrollment into a nursing program must submit to a federal criminal history background check. Students with a positive background check who have not been cleared by the Texas Board of Nursing will not be eligible for enrollment in the upper division clinical studies. See [Texas Board of Nursing - Declaratory Order](#).

## **C. Drug Screening**

### **Policy**

Prairie View A&M University requires all students entering the nursing program to submit to screening following admission and prior to enrollment in the upper division studies. Failure to submit to the drug screening will immediately nullify admission and enrollment in the nursing program.

### **Procedure**

Upon purchase of CastleBranch account, student will purchase the Compliance Tracker for medical requirements and Drug Screen Tracker for drug testing. Upon purchase, instructions for locations to obtain drug screen will then be available to the student.

### **Significant Findings**

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.

## **D. Nursing Liability Insurance**

1. All basic generic students and students enrolled in the generic BSN, 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.

## **E. CPR Certification**

Students must present evidence of current certification for Adult, Infant and Child and AED by uploading to CastleBranch an original CPR card upon admission to the College of Nursing and upon renewals thereafter. American Heart Association BLS is the-required course. (Online training is not accepted)

## **F. 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 per clinical course.

### **Policy Statement**

1. Demonstration of dosage calculation proficiency as evidenced by achievement of a score of ninety-four percent (94%) on a proficiency examination will be required at the beginning of Semester I and at the end of Semester II, III, and IV. Three opportunities for achieving the required proficiency score of 94% will be given at the beginning of Semester I, prior to entry into the upper division clinical studies. Two opportunities for achieving the required proficiency score of 94% will be given at the end of Semester I, II, III, and IV.

### **Procedure**

#### **Dosage Calculation Content**

1. All students enrolled in NURS 3326 Basic Concepts Practicum during Semester I will receive instruction on the following content: abbreviations, equivalents, conversions, administration of P.O., topical and parenteral medications, reconstitution of powdered drugs and dosage calculations, including insulin. Content corresponds with the required textbook or computer program.
2. All students enrolled in a clinical practicum during Semester II 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 administration of IV solutions, medications, infusion pumps, insulin calculations, heparin calculations, measurements, and calculation of IV flow rates. Content corresponds with the required textbook or computer program.
3. All students enrolled in a clinical practicum during Semester III 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 administration of IV solutions, medications, infusion pumps, insulin calculations, heparin calculations, measurements, calculation of IV flow rates, weight based drugs, (pediatric medications) ml/hr. dosing, and mcg/min dosing. Content corresponds with the required textbook or computer program.

4. All students enrolled in a clinical practicum during Semester IV 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 administration of IV solutions, medications, infusion pumps, insulin calculations, heparin calculations, measurements, calculation of IV flow rates, weight based drugs, ml/hr dosing, mcg/min dosing, titrating dosages, and mcg/kg/min dosing. Content corresponds with the required textbook or computer program.

## **G. Academic Misconduct**

A student may be suspended or dismissed from the College of Nursing program 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 or exams
3. Unsafe clinical practice performance.
4. Falsification of credentials.
5. Inappropriate use of electronic devices such as, but not limited to photographing, recording, or transmission of patient information or photographs.
6. Conduct unbecoming to a student as described in the PVAMU Student Planner (current edition).
7. Sharing of passwords in school or health care setting.

**Note:** Student cannot change grading options, including changing a letter grade to P/NP, for courses in which they have an academic misconduct case pending or verified, or can student withdrawal form or drop the course.

## **H. 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 and also, subject to change):

1. Administering experimental drugs
2. Administering any medication to which a client has a stated allergy
3. Serving as a witness on consent forms
4. Completing incident reports of any kind without faculty assistance
5. Breaching client confidentiality (in cafeteria, lounge, elevator, etc.)
6. Taking verbal/telephone orders from physicians
7. Transcribing orders (except in NURS 4229 – Leadership and Management Practicum)
8. Administration of any medication without supervision (level of supervision to be determined by clinical faculty member).

9. Consuming personal medication that has the potential to impair judgment during the clinical experience.
10. Using cell phones in the clinical setting; except where permitted by the affiliating institution
11. Eating or drinking on the clinical unit.
12. Taking a break or leaving the clinical unit without notifying the clinical instructor and the facility nurse in charge of the patient.
13. Giving any personal information to the patient or caregivers
14. Sharing patient information with anyone outside of the therapeutic team.
15. Following HIPAA Guidelines related to taking pictures **within any area of the hospital including hospital grounds.**
16. Taking pictures for or with the patients.
17. Taking pictures of any patient or patient related documents.

Failure to comply will result in the student's dismissal from the clinical area and an automatic grade of "F" in the practicum course. *Other restrictions may apply to specific clinical rotations or clinical facilities.*

**Students who perform any of the activities listed above may be subject to malpractice charges should harm occur to a patient as a result of their actions.**

## I. Outside 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 uniform, patch, pin, or insignia. Nursing liability insurance for students does not provide coverage for personal outside employment

## V. GRADUATION REQUIREMENTS

The College of Nursing adheres to all general requirements and procedures of the University for satisfying the criteria 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).***

To be eligible for graduating with honors, attended hours at PVAMU are:  
Generic BSN: 60 hrs. LVN – BSN: 50 hrs.; RN – BSN: 30 hrs.

### Comprehensive Examination Policy:

Students enrolled in the Generic (Basic) and the LVN-BSN Programs are required to take the College of Nursing Comprehensive Examination in the final semester of the nursing program of study. Students must achieve a passing score on the examination as defined by the College of Nursing. Below are the steps relating to the comprehensive examination?

1. Students enrolled in NURS 4340 Nursing Seminar are administered the Comprehensive Examination.
2. Students have two (2) chances to take the Comprehensive Examination during the semester; within one month after the onset of the semester (September or February) and one month prior to the end of the semester (November or April).
2. Students must achieve the minimum score determined by the CON faculty on the Comprehensive Examination which accounts for 50% of the grade in NURS 4340.
3. Students must achieve a minimum overall passing grade of “C” (75%) to pass NURS 4340.

**Note:** Students who fail to meet the requirement of passing the exit exam after 2 attempts will be given an incomplete (I) for NURS 4340. Upon receipt of an I (Incomplete) students must continue enrollment in NURS 4340 the following semester. The I (incomplete) stays in effect for one calendar year. Failure to complete NURS 4340 with a minimum C (which includes passing the standardized comprehensive exam) within the year time frame will receive a course grade of F.

### Comprehensive Examination Testing Protocol

#### General Guidelines:

Specific directions will be given prior to the exam. 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, smart watches, electronic or digital devices, jackets with pockets, hoods, backpacks, etc. to the exam room. (You may bring a bottle of water and a snack to leave outside the testing area). Plan to wear a long sleeve apparel for additional warmth if desired.
4. Testing time will be per faculty instructions. Your remediation will begin in the privacy of your home.

5. You will be allowed 2 five minute restroom breaks.
6. You are not to have any conversation with others in and outside the testing room.
7. Upon completion of the examination, you are to

**EXIT THE BUILDING AND PARKING GARAGE.**

## **VI. 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.
- C. Upon successful completion of failed course, student will be returned to good academic standard status.

### **Failure Policy:**

- D. 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. If a student fails (or withdraws) from a nursing theory course with a co-requisite both the theory and the clinical co-requisite must be retaken together.

### **Withdrawal Policy:**

- E. 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.

Note: For the theory and clinical courses that are classified as co-requisite enrollment must occur in both courses at the same time. If a student withdraws from either one of the co – requisite courses; the other one must be withdrawn from at the same time.

### **F. University Withdrawal Policies (Appendix S)**

#### **Voluntary Withdrawal from the University**

Students seeking to withdraw from the University may seek advice and counsel from several sources: Registrar, Course Instructors, and Department Head, or Dean. A student may be required to meet with a Transition coordinator who will assess the student's rationale for withdrawal, and will, through referral, coordination, counseling, or other University resources, assist the student with



remaining enrolled if possible.

A student who officially withdraws after the Change of Program period through the last class day will receive a grade of "WV" for all courses affected by the withdrawal.

**Voluntary Withdrawal from a Course (Students should review the academic calendars for the University for the dates for each level of withdrawal)**

1. A student may withdraw from a course before the Change of program Period ends without having the course recorded on his/her permanent record. (Normally up to the 12<sup>th</sup> day of class)
2. Withdrawal from a course will be allowed until two weeks after mid-term examinations period during the fall and spring semesters, and one week before the date of the final examination during a summer term. No Withdrawal from a course will be allowed after that point. Withdrawals must be approved by the advisor/department head/dean. The University Term Calendar will determine the date range for this level of withdrawal)
3. The student is automatically assigned a grade of "W" to indicate course withdrawal. The "W" will not be calculated in the GPA.
4. Withdrawals from courses may affect housing, graduation, financial aid, and membership in organizations or other opportunities.

**Withdrawal of Students Ordered to Military Active Duty**

Student will log into PV place; Registrar Forms and access the DocuSign "Military Withdrawal" form. Place an advisor's email on it; once it signed; it goes directly to the registrar's office. The grade is recorded as "MW" (Military Withdrawal)

According to Texas Education Code §56.006 section b-2 (f) if a student withdraws from the University because they are called to active military duty, at the student's option, the student may be refunded the tuition and fees paid by the student for the semester in which the student withdraws. Students must complete the [Active Military Withdrawal form and](https://www.pvamu.edu/fmsv/treasury) submit it to the Registrar's Office for processing. (<https://www.pvamu.edu/fmsv/treasury>).

A student called to active duty after the summer semester of 1990 will have three options as follows:

1. Refund of the tuition and fees paid by the student for the semester in which the student is required to withdraw,
2. Grant the student a grade of "MW" in each of his or her academic courses and designate "withdrawn-military" on the students transcript, or
3. If an instructor determines that a student has satisfactorily completed a substantial portion of the course and demonstrated mastery of the material, then an appropriate final grade may be assigned.



In all cases, the student should provide a copy of the military order to the academic dean. The Dean will ensure that the Registrar has a copy of this order to keep in the permanent file. In those events where the student chooses the second option, the Dean will ensure that grades of “MW” are recorded for courses in which the student is enrolled. The instructor for each course will prepare the necessary documentation for removing the “MW” grade and forward the information to the department head for storage in the student’s record in the college, or school. In addition, a copy of the documentation will be forwarded to the Registrar for storage in the student’s permanent file. The time limit for the removal of a grade of “MW” for a student called to active military duty after the summer semester of 1990 shall be one calendar year from the official date of release from military active duty. Failure to enroll as a student during the one calendar year following release from military active duty will result in the grade of “MW” remaining permanently on the academic record.

## **VII. 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. An act of academic dishonesty.
- D. Unsafe clinical practice performance.
- E. Falsification of credentials.
- F. Conduct unbecoming to a student as described in the University Student Conduct Code.
- G. Upon third withdrawal from a required nursing course, academic dismissals become effective with the term following the infraction of the policy.

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

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

## **IX. ACADEMIC APPEAL (Appendix C)**

### **A. GRADE DISPUTE**

College of Nursing students may 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 Program Director. The student must show evidence that a grading error, or that capricious, arbitrary or prejudiced academic action has occurred, which resulted in the grade received. The most common reason for an appeal is a grade dispute that resulted in a failing grade at the end of a semester.

### **C. Procedure:**

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

Academic appeals are carried out in accordance with 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 or Program Director during the time frames of not later than the third week of January, June, or September following the semester of the grade received. The appeal must be comprised of the following:

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

## **X. GRIEVANCE (Appendix B)**

### **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 believe 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 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 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 a formal written grievance clearly describing the nature of the grievance, supporting evidence and steps taken to informally resolve the conflict.  
➡ See Appendix B

# APPENDICES

## Appendix A

### Definitions

- **Academic Hold** – A hold being placed on student's records, grades, transcripts, or registration until certain conditions are met.
- **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 rules, College regulations, or administrative rules.
- **Criminal Background Check** – Evidence of a negative screening report via College of Nursing designated service as a requirement for enrollment in upper division clinical studies.
- **Dean** – Means the College Dean of Nursing.
- **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 re-admission.
- **University or Institution** – Prairie View A&M University in Prairie View, Texas.
- **Violation** - An activity which may result in disciplinary action, suspension, or expulsion from the College.
- **Withdrawal** – To remove course(s) from a schedule after completing registration for a single semester and receive W's on student transcripts.

## Appendix B

Prairie View A&M University  
College of Nursing

## Student Grievance

**TO:** Program Director/Dean

---

---

Program Director/Dean

Date Received

## STATEMENT OF GRIEVANCE

Please state the details of your grievance, including the dates of the occurrence of any acts which are the subject of your complaint. Then state how you wish this complaint to be resolved. Attach additional pages if more space is needed.

This image shows a full page of blank, lined paper. It features approximately 20 horizontal black lines spaced evenly apart, typical of notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings present.

---

Signature of Student \_\_\_\_\_ Date Received \_\_\_\_\_

## APPENDIX C

### PRAIRIE VIEW A&M UNIVERSITY COLLEGE OF NURSING

#### STUDENT DATA SHEET-PRELIMINARY QUESTIONNAIRE REQUEST FOR ACADEMIC APPEAL

This questionnaire is for presentation of written request for an academic appeal of a grade. The request is to be submitted by the student to the Program Director/Dean for forwarding through to the Chair, Academic Standards Committee, and College of Nursing. On the basis of the information given, determination will be made as to whether an Appeals hearing is warranted.

Student Full Name \_\_\_\_\_ SID# XXXX \_\_\_\_\_ (last 4 digits)  
Date \_\_\_\_\_ Semester/Year Enrolled \_\_\_\_\_  
Local Address \_\_\_\_\_ Local Phone# \_\_\_\_\_  
Home Address \_\_\_\_\_ Home Phone # \_\_\_\_\_  
E-Mail \_\_\_\_\_

#### BRIEF STATEMENT OF REASON FOR ACADEMIC APPEAL:

I am appealing for a change in \_\_\_\_\_

Brief statement to support request for academic appeal

---

---

---

---

---

---

---

---

**Evidence to be Presented:** (You may attach additional pages as necessary)

Name(s) of faculty or students who have agreed to speak in support of your appeal.

_____	_____
_____	_____

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## 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 and Number

Description of Incident— the student  
(Student)

Signature \_\_\_\_\_

Description of Incident – By the agency representative

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

Description of Incident— the faculty  
Signature \_\_\_\_\_

(Faculty)

Outcome of Incident for Patient

Report of Student Conference Date \_\_\_\_\_  
(Attached)

Student Comments: Date \_\_\_\_\_

Faculty Recommendations:  
Date \_\_\_\_\_

One (1) copy should be placed in the involved student's folder, and one (1) 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 sufficiency 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.

<https://www.pvamu.edu/disabilityservices/>

## 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

### Physical Exam Statement:

To meet the requirements of affiliating agencies for clinical experiences, students are to have a physical exam annually while enrolled in the nursing program. Should a student become pregnant or experience any change in health status during the annual year of the physical examination, the Semester Coordinator must be notified and an updated physical examination must be filed within two (2) weeks. Also, there must be a meeting with the Semester Coordinator to review requirements of course enrollment.



**(Students please upload all 4 pages of this form to CastleBranch.)**

**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 / DAY / YEAR

Age \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_ Citizenship \_\_\_\_\_

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

Have you been addicted 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.

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

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

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

**STUDENT ID #** \_\_\_\_\_

**To be filled in by Health Care Provider:**

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

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

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

**Explain any abnormal findings in the physical examination:**

---

---

---

---

---

---

---

---

**Date** \_\_\_\_\_

**Licensed Health Care Provider:** \_\_\_\_\_

Signature: M.D.    D.O.    P.A.    N.P.    (Circle appropriate title)

**Complete TB Screening in December for Spring Admission and July for Fall Admission**



**For New Upper Division Nursing Students: (Students born outside the U.S. should have the chest-x-ray instead of the skin tests. Physician must acknowledge results of x-ray on letter head stationary**

**\*Two-Step TB Test Required, one-three weeks apart must be performed.**

_____ TB Skin Test or CXR	_____ Date given	_____ Date read	_____ Result	_____ Signature of provider
_____ TB Skin Test or CXR	_____ Date given	_____ Date read	_____ Result	_____ Signature of provider

\_\_\_\_\_  
Health Care Provider Signature and Printed Name

\_\_\_\_\_  
Address of clinic

\*Once a Two-step TB assessment has been done, continuing students will need only a 1 (one) step PPD skin test. Skin test or a chest x-ray must be done annually.

**This form may be used to report TB testing. If a chest x-ray is done, health care provider needs to acknowledge findings on letter head. Full x-ray report needs to be submitted.**

**Students whether or not this page is used for your TB testing, it must be uploaded with your History and Physical Exam form.**

**If your results are not documented on this page, then sign the following statement.**

My TB testing results are included on a documentation form other than this one. Please refer to the uploaded results on the TB link.

\_\_\_\_\_  
Student Name Printed/Signature

\_\_\_\_\_  
Date

RE: Immunizations: Immunizations are to be uploaded to CastleBranch on a physicians, clinical or drug pharmacy form.

## APPENDIX J

### 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 PV MU 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 on the side of the parking garage elevators. Cash, MasterCard and Visa are accepted. Parking fees can also be paid with credit at the exit verifiers at the vehicle exits of the garage on the 2nd 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 monitor 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: \_\_\_\_\_

**APENDIX J** (continued)

Prairie View A&M University

**Parking Management Office**

To obtain parking card and decal use the link below:

<https://prairieview.t2hosted.com/Account/Portal>



## APPENDIX K

### Classroom / Computer Lab Testing Policy

#### Electronic Policy During Exams

##### College of Nursing Personal Items Exam Policy

- All personal items and electronic devices (cell phones, smart watches, MP3 players, fitness bands, etc.) must be stored in student lockers or designated area per faculty.
- The following items may not be accessed at all during the examination (including breaks and until you leave the testing room at the conclusion of the exam):
  - Any educational, test preparation or study materials...
  - Cell/mobile/smart phones, smart watches, MP3 players, fitness bands, pagers, jump drives, cameras or any other electronic devices.
  - Weapons of any kind.

##### Student Acknowledgment Statement

By providing a signature on the orientation PPT signature page, I acknowledge understanding of the information provided regarding Personal and Electronic Items during exam administration and I agree to follow the policy. If I do not follow the Personal and Electronic Items Exam Policy or I am suspected of academic dishonesty or other irregular behavior, I may be requested to leave the test center immediately.

Any incident of suspected academic dishonesty, irregular behavior, or lack of adherence to the policy will be reported to course faculty, semester coordinator, and where appropriate, the Undergraduate Director. In the event faculty determine student engagement in irregular behavior, my examination may be invalidated and the College of Nursing may take other action in compliance with the academic dishonesty policy.

#### Classroom Testing Protocol Classroom Testing Protocol

#### General Guidelines

1. Students report to the classroom 30 minutes before the scheduled test with their laptop computer. If there are power cords from the desktop computer jacks, notify the IT department immediately.
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, electronic watches, 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 student's laptop computers for testing. **(It is a violation of University regulations to give logon information to another student)**

7. No one should 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 should not 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 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 must 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, and clips will be distributed by faculty.
3. Students are expected to turn on their computers and logon designated website. **(Make sure the internet connection has been closed and the sound muted on your computer.)**
4. Ask students to remove CDs or DVDs in the drive on the computer.
5. Faculty will provide students with the test ID# and password. **(Faculty will tell students when to start the test)**
6. If there are problems accessing the exam or logging on to the test, seek assistance from Faculty Exam Proctor...
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 the website, turn in their screens, clips, and any scratch paper to faculty prior to leaving the room or obtaining personal items from printer room if LRC is being used for testing.
9. Laptop computers should 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. It is suggested that faculty 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 or hats 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 test 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 remind students to 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 nurse test, 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 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 Examination Testing Protocol

### General Guidelines:

Specific directions will be given prior to exam. Students 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, smart watches, electronic or digital devices, jackets with pockets, hoods; backpacks, etc. to the exam room (you may bring a bottle of water and a snack to leave outside the testing area). Plan to wear long sleeve apparel if more warmth is desired.
4. Testing time and number of questions will be announced by faculty proctors. Your remediation will begin in the privacy of your home.
5. You will be allowed two (2) 5 minute **restroom** breaks.

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 L

### **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: \_\_\_\_\_ Student ID: \_\_\_\_\_

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



## **APPENDIX M**

### **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

## **APPENDIX M (continued)**

- 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**

#### 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 of 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.

## APPENDIX M (continued)

### 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 freshman?</li> <li>• 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>Chaplin</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>		

## APPENDIX M (continued)

Chklist	Concerns/Event	Notes on Things to Do	Contacts/Persons Responsible
	7. Music <ul style="list-style-type: none"> <li>• Processional Title:</li> <li>• Recessional Title:</li> <li>Alma Mater</li> </ul>		
	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. Lightening <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	SOXEHO

## APPENDIX N

### 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

## APPENDIX N (continued)

### 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: \_\_\_\_\_

**APPENDIX N** (continued)



# 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: \_\_\_\_\_

**APPENDIX N** (continued)

# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## Custody Card

<b>Description:</b>	_____	<b>Date:</b>	_____
<b>Serial Number:</b>	_____	<b>Restrictions</b>	_____
<b>Inventory</b>	_____	(in any)	_____
<b>Number:</b>	_____		_____
<b>Due Date</b>	_____		_____

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

Fixed Assets Department  
P.O. Box 519, Mail Stop 1311, Prairie View, Texas 77446  
Phone (936) 261-1916 Fax (936) 261-1954  
[www.pvamu.edu](http://www.pvamu.edu)

Revised as of November, 2007



# PASSWORD RESET INFORMATION

## Faculty, Staff & Students

Forgot your password? <https://mypassword.pvamu.edu>

Locked Account? <https://mypassword.pvamu.edu>

Password Expired? <https://mypassword.pvamu.edu>

### TO USE THE PASSWORD TOOL, YOU WILL NEED:

#### Faculty and Staff

- PV Computer Username  
The first part of your email address before the @ symbol
- Last 4 of SSN
- Date of Birth
- Last 4 of UIN

#### Students

- PV Computer Username  
The first part of your email address before the @ symbol
- Last 4 of SSN
- Date of Birth
- Personal Email Address  
The address you have on record

If you are having difficulty using the Password Tool,  
Please keep trying. Additional instructions will  
display after 4 failed attempts.



INFORMATION  
TECHNOLOGY SERVICES  
PRAIRIE VIEW A&M UNIVERSITY

[pvamu.edu/its](http://pvamu.edu/its) 936-261-9300

## APPENDIX P

### HEALTH RECORDS & DRUG SCREEN ACCOUNT SET-UP IN CASTLEBRANCH ONLINE SYSTEM

<https://discover.castlebranch.com>

- All students entering the Upper Division Nursing program are required to purchase an account with CastleBranch, a company that stores medical records electronically.
- There are two trackers to be purchased: Compliance Tracker for medical records and Drug Screen Tracker. The combined cost is approximately \$70.00
- Students purchase the tracker for the semester in which they are entering upper division; not the semester of purchase
- Generic BSN students will use Pt45
- LVN – BSN students will use PT 48
- RN – BSN students will use PT 46
- All will use DT 68 for the drug screen tracker.
- Follow the prompts on the website for uploading
- All records are to be uploaded no later than July 1 for incoming Fall students or December 31<sup>st</sup> for incoming Spring students
- Contact the CastleBranch tech support line for assistance as needed

## **APPENDIX Q**

### **Student Forms per DocuSign**

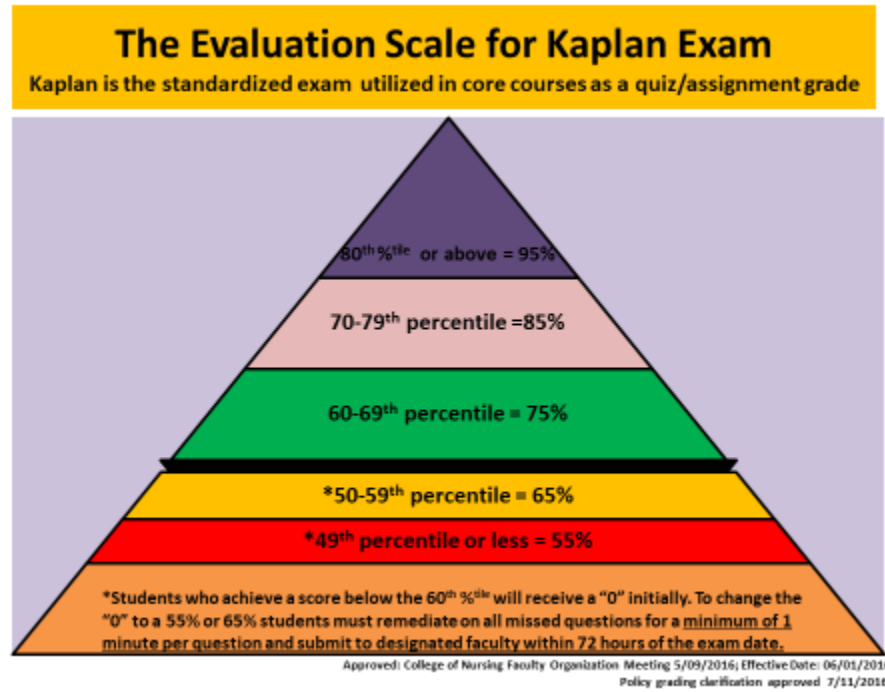
Student forms related to Registration, Add / Drop, Change of Major and Withdrawal from the University are now located in PV Place; All forms are designed for DocuSign use. The forms may vary from one semester to another.

To access:

- PV place
- Student Tab
- Registrar forms

## Appendix R

### Standardized Testing and Evaluation Grade Scale for End of Course Assessment



## Appendix S

### Initiation of Withdrawal (Course Withdrawal or University Withdrawal)

#### Procedure:

- Check University Academic Semester Calendar for date range of each level of withdrawal (Course (W), vs University (WV))
- Seek advisement from course faculty, advisor or coordinator
- Complete appropriate DocuSign form
  - Add / Drop form for course withdrawal
  - University Withdrawal for all courses / semester withdrawal
- Access DocuSign Forms by:
  - Go to PV Place
  - Go to Panthertracks
  - Registrar Forms
  - Choose appropriate form from the list of options

# Spring 2020 – Summer 2021 COLLEGE OF NURSING RESPONSE TO THE PANDEMIC

The World Health Organization declared 2020 as the Year of the Nursing and Midwife. Historically nurses have responded in full force to pandemics such as the Spanish influenza pandemic in 1918 and once again, today's nurses are now at the forefront of patient care during the current pandemic.

PVAMU College of Nursing continues to uphold that commitment through education of nursing students. As it became clear that the pandemic would not be short term, the CON began immediately adapting its approach to nursing education. First there was the commitment of faculty and staff to continue providing high quality educational standards and practice. Without “missing a beat” theory courses went to online presentation while clinical courses increased the use of simulation and virtual patient experiences until students were able to return to the clinical setting. Faculty continue to partner with students to help them understand the nurses’ commitment to the community, hence the importance of adapting course presentation changes. Throughout this handbook, the reader will see where updates that incorporate the response to pandemic have been incorporated. The CON continues to maintain its commitment to education students who will be ready to meet the challenges of today and in the future.

### **COVID – 19 Guidelines for College of Nursing**

1. Students who have tested positive for COVID-19 are expected to notify the University as per the statement on the University Home Page which includes:
  - a. Calling the hotline at 936-261-9000 to self- report
  - b. Notifying the College of Nursing of illness
  - b. Not returning to campus until cleared Student Health Services
2. All persons entering the building must check in at the Security Desk. Wearing a mask and maintaining social distancing as much as possible is strongly recommended.
3. Classes will be taught per a virtual and / or Zoom method. Students in clinical courses will be requested to come to the building for skills check offs and simulation experiences. Again, all activities will abide by the mask rule and social distancing
4. Students in need of laptops or hotspots in order to manage online or Zoom classes from home may request as needed through the Semester Coordinator.
4. Courses that are labeled as “Hybrid” may require students to come in to the building for portions of the course.